



## INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Chief Purchasing Agent  
Department of Purchasing & Contract Compliance

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** August 24, 2023

**PROJECT:** #23RFP138735K-DB; Standby Professional Services for Mechanical, Electrical, Plumbing and Fire Protection

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Department of Real Estate and Asset Management.

Five (5) firms submitted a proposal for evaluation and consideration for award of this project:

1. Axis Infrastructure, LLC.
2. Foresite Group, LLC.
3. Johnson, Spellman & Associates, Inc.
4. Wiley/Wilson
5. WSP USA Environment & Infrastructure Inc.

After review, evaluation and consideration, including Oral Interviews with all five (5) firms, of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by all firms; **WSP USA Environment & Infrastructure Inc.** with a total score of **88.14**, **Axis Infrastructure, LLC.** with a total score of **87.17**; **Johnson, Spellman & Associates, Inc.** with a total score of **85.11**; **Wiley/Wilson** with a total score of **84.93** and **Foresite Group, LLC.** with a total score of **79.61** are recommended vendors for award of project #23RFP138735K-DB; Standby Professional Services for Mechanical, Electrical, Plumbing & Fire Protection.

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The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

**SELECTION COMMITTEE MEMBERS:**

DocuSigned by:

*Zewdie Bekele*

Zewdie Bekele,

Department of Real Estate and Asset Management

DocuSigned by:

*Freddie Robinson*

Freddie Robinson,

Department of Real Estate and Asset Management

DocuSigned by:

*Hilary Ndulue*

Hilary Ndulue,

Department of Real Estate and Asset Management

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<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>Axis Infrastructure, LLC.</b>	<b>Foresite Group, LLC.</b>	<b>Johnson, Spellman &amp; Associates, Inc.</b>	<b>Wiley/Wilson</b>	<b>WSP USA Environment &amp; Infrastructure, Inc.</b>
<b>Project Plan</b>	<b>20</b>	<b>18.33</b>	<b>16.67</b>	<b>18.33</b>	<b>18.33</b>	<b>18.33</b>
<b>Project Team Qualifications / Qualifications of Key Personnel</b>	<b>20</b>	<b>16.67</b>	<b>16.67</b>	<b>20</b>	<b>16.67</b>	<b>20</b>
<b>Relevant Project Experience/Past Performance</b>	<b>20</b>	<b>16.67</b>	<b>18.33</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Availability of Key Personnel</b>	<b>15</b>	<b>12.50</b>	<b>11.25</b>	<b>12.50</b>	<b>12.50</b>	<b>13.75</b>
<b>Local Preference</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>Service Disabled Veterans Preference</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cost Proposal</b>	<b>18</b>	<b>18</b>	<b>11.69</b>	<b>14.28</b>	<b>12.43</b>	<b>11.06</b>
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>87.17</b>	<b>79.61</b>	<b>85.11</b>	<b>84.93</b>	<b>88.14</b>

*\*To sum Total Score columns highlight the row and press F9*