



# INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** January 22, 2021

**PROJECT:** #20RFP124887K-BKJ, Standby Professional Services for Facilities  
Related Planning, Design, Engineering and Assessments- Architectural &  
Engineering Services

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.

Twenty One (21) qualified firms submitted proposals for evaluation and consideration for award of this project:

- |  |                                  |
|--|----------------------------------|
| 1. Leo A Daly                            | 11. Wiley   Wilson               |
| 2. Engineering Design Technologies, Inc. | 12. CDH Partners                 |
| 3. CAS Architecture                      | 13. Williams-Russell and Johnson |
| 4. KHAFRA Engineering                    | 14. CBRE   Heery-Russell         |
| 5. CHASM Architecture                    | 15. Croft & Associates           |
| 6. Wood Environment & Infrastructure     | 16. Moody Nolan                  |
| 7. Sizemore Group, LLC                   | 17. BDR Partners                 |
| 8. Goodwyn, Mills and Cawood             | 18. PGAL                         |
| 9. Praxis3                               | 19. Pond & Company               |
| 10. Jericho Design Group                 | 20. Axis Infrastructure          |
|  | 21. TSW                          |

After review of the technical proposals the following firms were short-listed.

1. Leo A. Daly
2. KHAFRA Engineering
3. Wood Environment & Infrastructure
4. Sizemore Group
5. Williams-Russell and Johnson
6. CBRE | Heery + Russell
7. PGAL

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the following proposals submitted by

- 1. Sizemore Group, LLC (90.92)**
- 2. Williams-Russell and Johnson (90.88)**
- 3. CBRE | Heery+Russell (90.39)**
- 4. KHA Fra Engineering (89.80)**

are the recommended vendors for the award of #20RFP124887K-BKJ, Standby Professional Services for Facilities Related Planning, Design, Engineering and Assessments- Architectural & Engineering Services.

## Evaluation Committee Recommendation Letter

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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:

*Freddie Robinson*

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Freddie Robinson

Project Manager

DocuSigned by:

*Douglas Cummings*

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Douglas Cummings

Construction Project Manager

DocuSigned by:

*Zewdie Bekele*

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Zewdie Bekele

Construction Project Manager

EVALUATION CRITERIA	WEIGHT	<i>Leo A Daly</i>	<i>KHAFRA Engineering</i>	<i>Wood Environment &amp; Infrastructure</i>	<i>Sizemore Group</i>	<i>Williams- Russell and Johnson</i>	<i>CBRE   Heery + Russell</i>	<i>PGAL</i>
Project Plan/Approach to Work	20%	15.00	20.00	16.67	16.67	20.00	16.67	16.67
Qualifications of Key Personnel	20%	20.00	20.00	16.67	20.00	20.00	20.00	16.67
Relevant Project Experience/Past Exp.	20%	18.33	18.33	18.33	20.00	20.00	18.33	18.33
Availability of Key Personnel	15%	11.25	12.50	12.50	11.25	12.50	13.75	11.25
Local Preference	5%	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Service Disabled Veterans Preference	2%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>**Total Technical Scores**</b>		<b>69.58</b>	<b>75.83</b>	<b>69.17</b>	<b>72.92</b>	<b>77.50</b>	<b>73.75</b>	<b>67.92</b>
Cost	18%	14.98	13.96	15.26	18.00	13.38	16.64	15.32
<b>TOTAL SCORE:</b>	<b>100%</b>	<b>84.56</b>	<b>89.80</b>	<b>84.43</b>	<b>90.92</b>	<b>90.88</b>	<b>90.39</b>	<b>83.23</b>