

**REQUEST FOR PROPOSAL SUMMARY REPORT  
AND AWARD RECOMMENDATION**

Date: October 17, 2019

**Bid Number and Title:** RFP 20-02 Environmental Professional Services

**Proposals Due:** August 21, 2019

**Opened by:** Gina Gilpin, Purchasing Agent

**Witnessed by:** Christine Horner

**Total Responses Received:** Eight (8)

Proposals were received from eight (8) companies for the subject RFP.

As a result of the initial evaluation from the three (3) Evaluation Committee members, the top three (3) companies, Wood Environment & Infrastructure Solutions, Stantec Engineering, and Schnabel Engineering were interviewed.

After the interviews, Wood was the top ranked company. They have been determined to be a responsive and responsible bidder. After negotiations with the vendor, a rate schedule has been agreed upon.

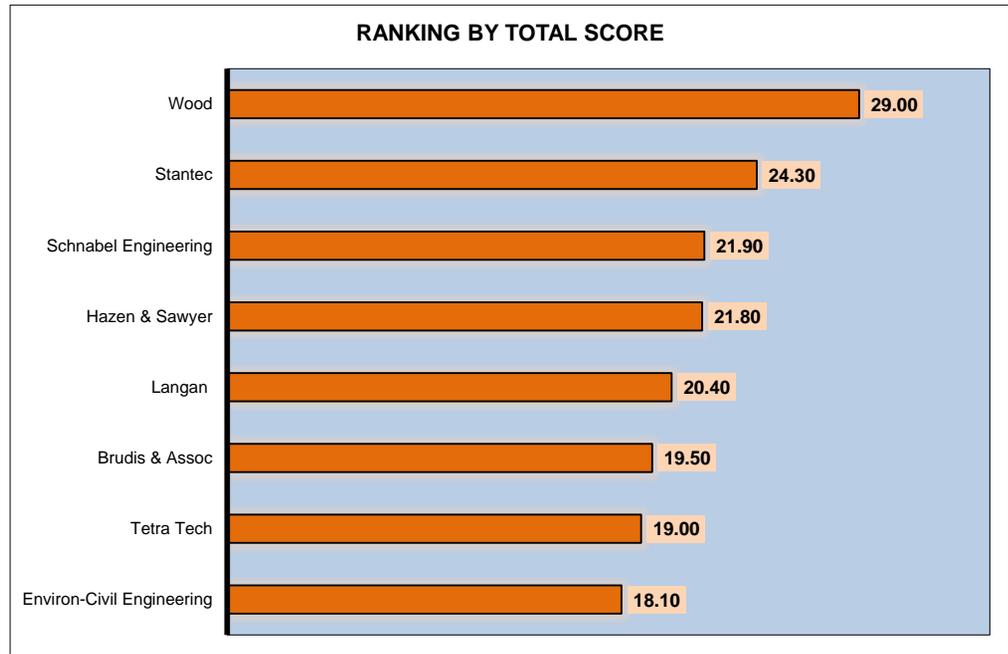
The Award is recommended to be made to:

Wood Environment & Infrastructure Solutions, Inc.  
4795 Meadow Wood Lane, Suite 310E  
Chantilly, VA 20151

<b>THE TOWN OF VIENNA, VIRGINIA</b>		<b>1</b>				<b>2</b>				<b>3</b>				<b>4</b>			
<b>BID NUMBER:</b> RFP 20-02																	
<b>OPENING DATE:</b> 08/21/19 AT 11:00 AM																	
<b>OPENED BY:</b> Gina Gilpin		<b>Environ-Civil Engineering, Ltd</b> 2108 W. Laburnum Ave, Ste 250 Richmond, VA 23227				<b>Brudis &amp; Associates, Inc.</b> 11350 Random Hills Road, Ste 800 Fairfax, VA 22030				<b>Wood Environment &amp; Infrastructure</b> 4795 Meadow Wood Lane, Ste 310 East Chantilly, VA 20151				<b>Langan Engineering &amp; Environmental</b> 1300 Wilson Blvd, Ste 450 Arlington, VA 22209			
<b>WITNESS:</b>																	
<b>BID TITLE:</b> ENVIRONMENTAL PROFESSIONAL SERVICES																	
CRITERIA	WGT	A	B	C	TOTAL	A	B	C	TOTAL	A	B	C	TOTAL	A	B	C	TOTAL
1. Offeror's (including personnel who will be assigned to this contract) expertise, qualifications, and experience in providing services of similar size and scope, office location.	30.0%	2.40	1.80	1.20	5.40	2.10	2.40	2.10	6.60	2.70	3.00	3.00	8.70	1.50	2.40	1.80	5.70
2.Firm's approach to providing services, and ability to respond to as-required projects in a timely manner.structure.	30.0%	1.80	1.80	1.50	5.10	1.50	2.40	1.80	5.70	2.70	3.00	3.00	8.70	2.10	1.80	1.80	5.70
3. Quality and completeness of proposal including impact of any exceptions taken regarding the scope and terms and conditions.	20.0%	1.60	1.40	1.20	4.20	1.40	1.40	1.40	4.20	2.00	2.00	1.80	5.80	1.40	2.00	1.40	4.80
4. In house capabilities of providing all services as requested and the ability to complete project cost estimates as requested by the Town.	20.0%	0.80	1.40	1.20	3.40	0.80	1.00	1.20	3.00	2.00	2.00	1.80	5.80	1.60	1.00	1.60	4.20
<b>TOTAL</b>		<b>6.60</b>	<b>6.40</b>	<b>5.10</b>	<b>18.10</b>	<b>5.80</b>	<b>7.20</b>	<b>6.50</b>	<b>19.50</b>	<b>9.40</b>	<b>10.00</b>	<b>9.60</b>	<b>29.00</b>	<b>6.60</b>	<b>7.20</b>	<b>6.60</b>	<b>20.40</b>

<b>THE TOWN OF VIENNA, VIRGINIA</b>		<b>5</b>				<b>6</b>				<b>7</b>				<b>8</b>			
<b>BID NUMBER:</b> RFP 20-02																	
<b>OPENING DATE:</b> 08/21/19 AT 11:00 AM																	
<b>OPENED BY:</b> Gina Gilpin		<b>Schnabel Engineering</b> 1300 Piccard Drive, Ste 106 Rockville, MD 20850				<b>Tetra Tech, Inc.</b> 10306 Eaton Place Fairfax, VA 22030				<b>Hazen &amp; Sawyer</b> 4035 Ridge Top Road, Ste 400 Fairfax, VA 22030				<b>Stantec Consulting Services</b> 150 Riverside Parkway Ste 301 Fredericksburg, VA 22405			
<b>WITNESS:</b>																	
<b>BID TITLE:</b> ENVIRONMENTAL PROFESSIONAL SERVICES																	
CRITERIA	WGT	A	B	C	TOTAL	A	B	C	TOTAL	A	B	C	TOTAL	A	B	C	TOTAL
1. Offeror's (including personnel who will be assigned to this contract) expertise, qualifications, and experience in providing services of similar size and scope, office location.	30.0%	1.80	2.40	2.40	6.60	1.50	1.80	1.80	5.10	2.40	2.40	2.40	7.20	2.10	3.00	2.40	7.50
2.Firm's approach to providing services, and ability to respond to as-required projects in a timely manner.	30.0%	2.10	1.80	2.40	6.30	1.50	1.80	1.80	5.10	2.10	1.80	2.10	6.00	1.80	2.40	2.40	6.60
3. Quality and completeness of proposal including impact of any exceptions taken regarding the scope and terms and conditions.	20.0%	1.40	2.00	1.60	5.00	1.20	1.40	1.20	3.80	1.80	1.40	1.60	4.80	1.40	2.00	1.60	5.00
4. In house capabilities of providing all services as requested and the ability to complete project cost estimates as requested by the Town.	20.0%	1.60	1.00	1.40	4.00	1.80	2.00	1.20	5.00	1.00	1.40	1.40	3.80	1.60	1.80	1.80	5.20
<b>TOTAL</b>		<b>6.90</b>	<b>7.20</b>	<b>7.80</b>	<b>21.90</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>19.00</b>	<b>7.30</b>	<b>7.00</b>	<b>7.50</b>	<b>21.80</b>	<b>6.90</b>	<b>9.20</b>	<b>8.20</b>	<b>24.30</b>

RANK	FIRM NAME	SCORE
	Wood	29.00
	Stantec	24.30
	Schnabel Engineering	21.90
	Hazen & Sawyer	21.80
	Langan	20.40
	Brudis & Assoc	19.50
	Tetra Tech	19.00
	Environ-Civil Engineering	18.10





<u>Labor Category</u>	<u>2019 Unburdened Rates</u>	<u>2019 Burdened Hourly Rates</u>
Principal	\$85.43	\$228.03
Project Manager	\$66.95	\$178.70
Senior Engineer	\$62.39	\$166.53
Design Engineer	\$41.80	\$111.57
Project Engineer	\$39.94	\$106.61
Junior Engineer	\$35.76	\$95.45
Engineering Technician	\$24.72	\$65.98
Senior Planner	\$63.57	\$169.68
Planner	\$40.84	\$109.01
Senior Environmental Scientist	\$71.46	\$190.74
Environmental Scientist	\$40.86	\$109.06
Senior Technology Specialist	\$69.33	\$185.05
GIS Manager	\$54.90	\$146.54
Senior GIS Analyst	\$46.36	\$123.74
GIS Analyst	\$26.99	\$72.04
Clerical	\$29.29	\$78.18

Direct Expenses: Other expenses in support of project activities will be charged at Cost plus 10%

**Loading factors for rates:** Overhead = 142.65%  
Profit = 10%

#### **Use and Disclosure Data**

This rate sheet includes data that shall not be disclosed outside the Town and not be duplicated, used or disclosed-in whole or in part-for any purpose other than to evaluate the rates and any proposal referencing the rates. However, if a contract is awarded as a result of, or in connection with the submission of these data, the Town shall have the right to duplicate, use or disclose these data to the extent provided in the resulting contract.