

REQUEST FOR PROPOSALS SUMMARY REPORT

Date: June 18, 2013

PRE-PROPOSAL INFORMATION

BID NUMBER & TITLE:	RFP 13-05, ON CALL CIVIL ENGINEERING SERVICES
BID OPENING DATE & TIME:	May 1, 2013 @ 11:00 AM
TOTAL FIRMS SOLICITED:	Thirty Six (36)

PROPOSAL SUBMITTED

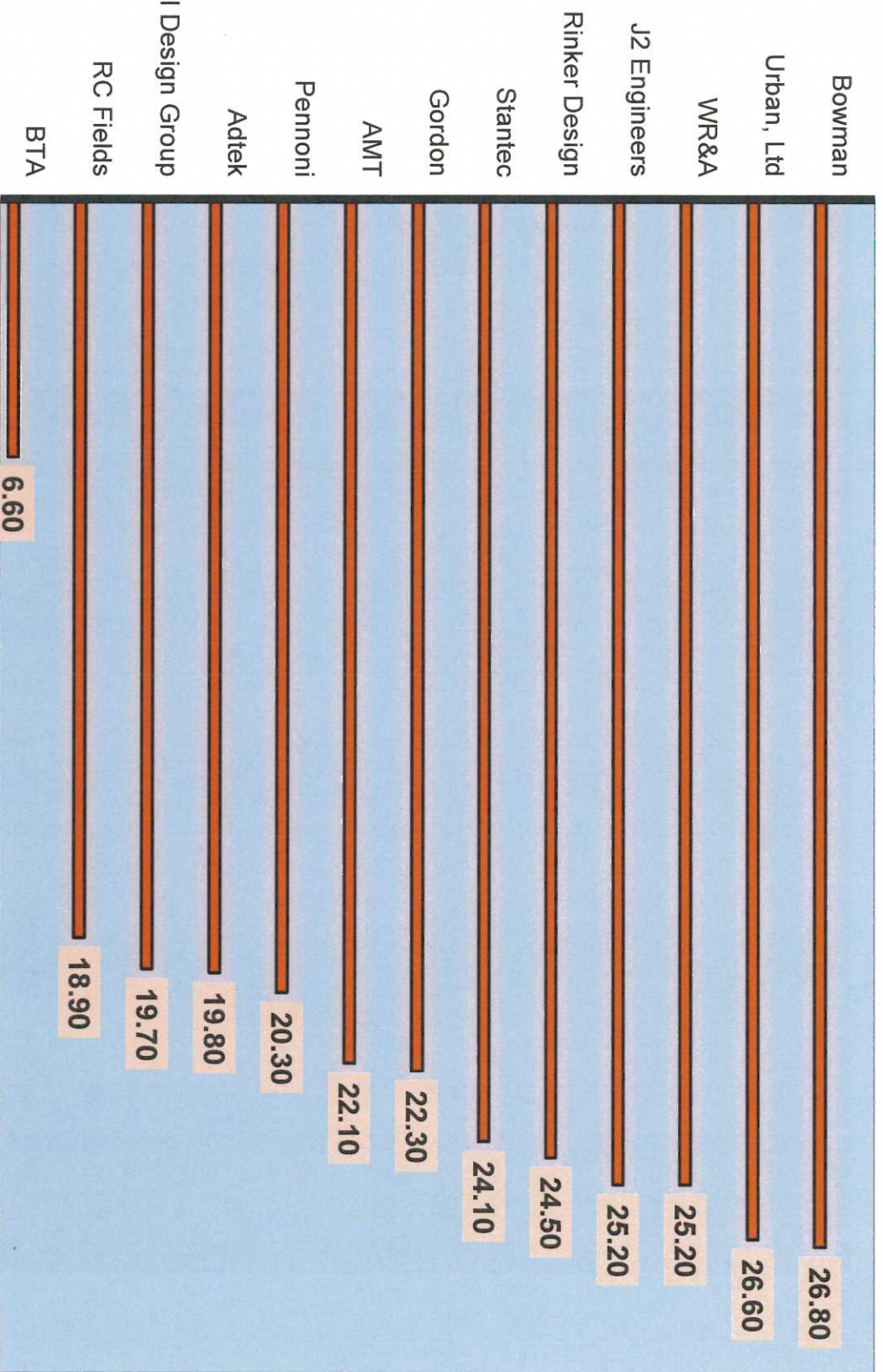
BIDS OPENED BY:	Gina Gilpin
WITNESSED BY:	Dennis Johnson
TOTAL FIRMS RESPONDING:	Thirteen (13)
TOTAL FIRMS INTERVIEWED:	Four (4)
RESPONSIVE OFFEROR(s) (Yes/No):	Yes – Award will be made to two (2) firms Under RFP 13-05

REVIEW PROCESS AND AWARD RECOMMENDATION

Thirteen (13) proposals were received in response to RFP 13-05. After the initial evaluation and ranking of the firms by the evaluation committee, four (4) firms were interviewed: J2 Engineers, Urban Ltd, Bowman Consulting, and Whitman Requardt & Associates (WRA). The firms were given the opportunity (via interview and presentation) to expand or elaborate on their individual firm's attributes and their approach to providing the services required. As a result of the interviews, the review committee determined the top firms to be: Whitman, Requardt & Associates, and Urban Ltd.

Negotiations were held with each of the firms. An agreement, to the satisfaction of the Town, was reached regarding the fee schedule of each of the firms. Therefore, based on the summation of the proposals received, the evaluation process used, and the result of the negotiations, the firms are considered to be "Responsive". "Responsibility" of the proposers has been determined by the Review Committee. It is recommended that the contract for On Call Civil Engineering Services be awarded jointly to **Whitman, Requardt & Associates and Urban, Ltd, Inc..**

RANKING BY TOTAL SCORE



THE TOWN OF VIENNA, VIRGINIA																								
				1					2					3										
BID NUMBER:	RFP 13-45	Urban, Ltd 7712 Little River Turnpike Arlundale, VA 22003							Rinker Design Associates 9385 Discovery Blvd, Ste 200 Manassas, VA 20109				Gordon 4501 Daly Drive, Ste 200 Chantilly, VA 20151				WR&A 3701 Pender Drive, Ste 450 Fairfax, VA 22030				Pannoni Associates 14532 Lee Road Chantilly, VA 20151			
OPENING DATE:	05/01/13																							
OPENED BY:	Gina Gilpin																							
WITNESS:	Dennis Johnson																							
BID TITLE: ON CALL CIVIL ENGINEERING SERVICES																								
				FAX:				FAX:				FAX:				FAX:								
				PHONE:				PHONE:				PHONE:				PHONE:								
				CONTACT:				CONTACT:				CONTACT:				CONTACT:								
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	2.70	2.70	7.80	2.10	2.70	2.70	7.50	2.40	2.10	2.40	6.90	2.10	3.00	3.00	8.10	2.10	1.80	2.40	6.30
2. Firm's approach to providing services, and ability to respond to as-required projects in a timely manner.				30.0%	2.40	3.00	3.00	8.40	2.10	2.70	2.40	7.20	2.10	2.10	2.40	6.60	2.10	3.00	2.40	7.50	1.80	1.80	2.40	6.00
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	2.00	5.40	1.40	1.80	1.60	4.80	1.40	1.60	1.40	4.40	1.60	2.00	1.80	5.40	1.20	0.80	1.60	3.60
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	1.80	1.60	5.00	1.40	1.80	1.80	5.00	1.40	1.40	1.60	4.40	1.20	1.60	1.40	4.20	1.40	1.20	1.80	4.40
TOTAL					7.80	9.50	9.30	26.60	7.00	9.00	8.50	24.50	7.30	7.20	7.80	22.30	7.00	9.60	8.60	25.20	6.50	5.60	8.20	20.30

THE TOWN OF VIENNA, VIRGINIA																
				6					7							
BID NUMBER:	RFP 13-05	1J2 Engineers, Inc. 4080 Lafayette Center Drive, Ste 330 Chantilly, VA 20151							Brewman Consulting Group 14020 Thunderbolt Place, Ste 300 Chantilly, VA 20151							
OPENING DATE:	05/01/13											Professional Design Group, Inc 4174 Watney Road, Ste M Chantilly, VA 20151				
OPENED BY:	Gina Gilpin											RC Fields & Associates 770 S. Washington Street Alexandria, VA 22314				
WITNESS:	Dennis Johnson	CONTACT:			CONTACT:				CONTACT:			CONTACT:				
		PHONE:			PHONE:				PHONE:			PHONE:				
		FAX:			FAX:				FAX:			FAX:				
BID TITLE: ON CALL CIVIL ENGINEERING SERVICES																
CRITERIA				WGT	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	2.70	2.40	7.50	2.70	2.70	2.70	8.10	1.80	2.10	1.80	5.70
2. Firm's approach to providing services, and ability to respond to as-required projects in a timely manner.				30.0%	2.10	2.40	2.70	7.20	2.40	2.70	3.00	8.10	2.10	2.10	1.80	6.00
3. Quality and completeness of proposal including impact of any exceptions taken regarding the scope and terms and conditions.				20.0%	1.40	1.80	2.70	5.90	1.80	1.80	1.80	5.40	1.40	1.60	1.20	4.20
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%	1.40	1.80	1.40	4.60	1.60	1.80	1.80	5.20	1.20	1.60	1.00	3.80
TOTAL					7.30	8.70	9.20	25.20	8.50	9.00	9.30	26.80	6.50	7.40	5.80	19.70

RC Fields & Associates 730 S. Washington Street Alexandria, VA 22314				Adtek 3251 Old Lee Highway, Ste 405 Fairfax, VA 22030			
CONTACT:				CONTACT:			
PHONE:				PHONE:			
FAX:				FAX:			
A	B	C	TOTAL	A	B	C	TOTAL
2.10	1.80	1.80	5.70	1.80	1.80	2.10	5.70
2.10	2.10	1.80	6.00	2.10	2.40	2.40	6.90
1.20	1.40	1.00	3.60	1.60	1.00	1.20	3.80
1.40	1.40	0.80	3.60	1.20	1.20	1.00	3.40
6.80	6.70	5.40	16.90	6.70	6.40	6.70	19.80

THE TOWN OF VIENNA, VIRGINIA																									
BID NUMBER: RFP 13-05 OPENING DATE: 05/01/13 OPENED BY: Gina Gilpin WITNESS: Dennis Johnson BID TITLE: ON CALL CIVIL ENGINEERING SERVICES	11					12					13					14					15				
	Stattec 4500 Dwy Drive, Ste 100 Chantilly, VA 20151				Building Technology Associates 1775 I Street NW, 5th Floor Washington, DC 20006				AMT 14900 Conference Ctr Dr Ste 300 Chantilly, VA 20151																
	CONTACT:				CONTACT:				CONTACT:				CONTACT:				CONTACT:				CONTACT:				
	PHONE:				PHONE:				PHONE:				PHONE:				PHONE:				PHONE:				
	FAX:				FAX:				FAX:				FAX:				FAX:				FAX:				
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3. Quality and completeness of proposal including impact of any exceptions taken regarding the scope and terms and conditions.	20.0%	1.40	1.60	2.70	5.70	0.80	0.20	0.20	1.20	1.40	1.40	1.80	4.60												
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%	1.20	1.80	1.60	4.60	0.80	0.20	0.20	1.20	1.40	1.20	1.40	4.00												
TOTAL		6.50	8.50	9.10	24.10	4.60	1.00	1.00	6.60	7.90	6.50	7.70	22.10												