

## 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)

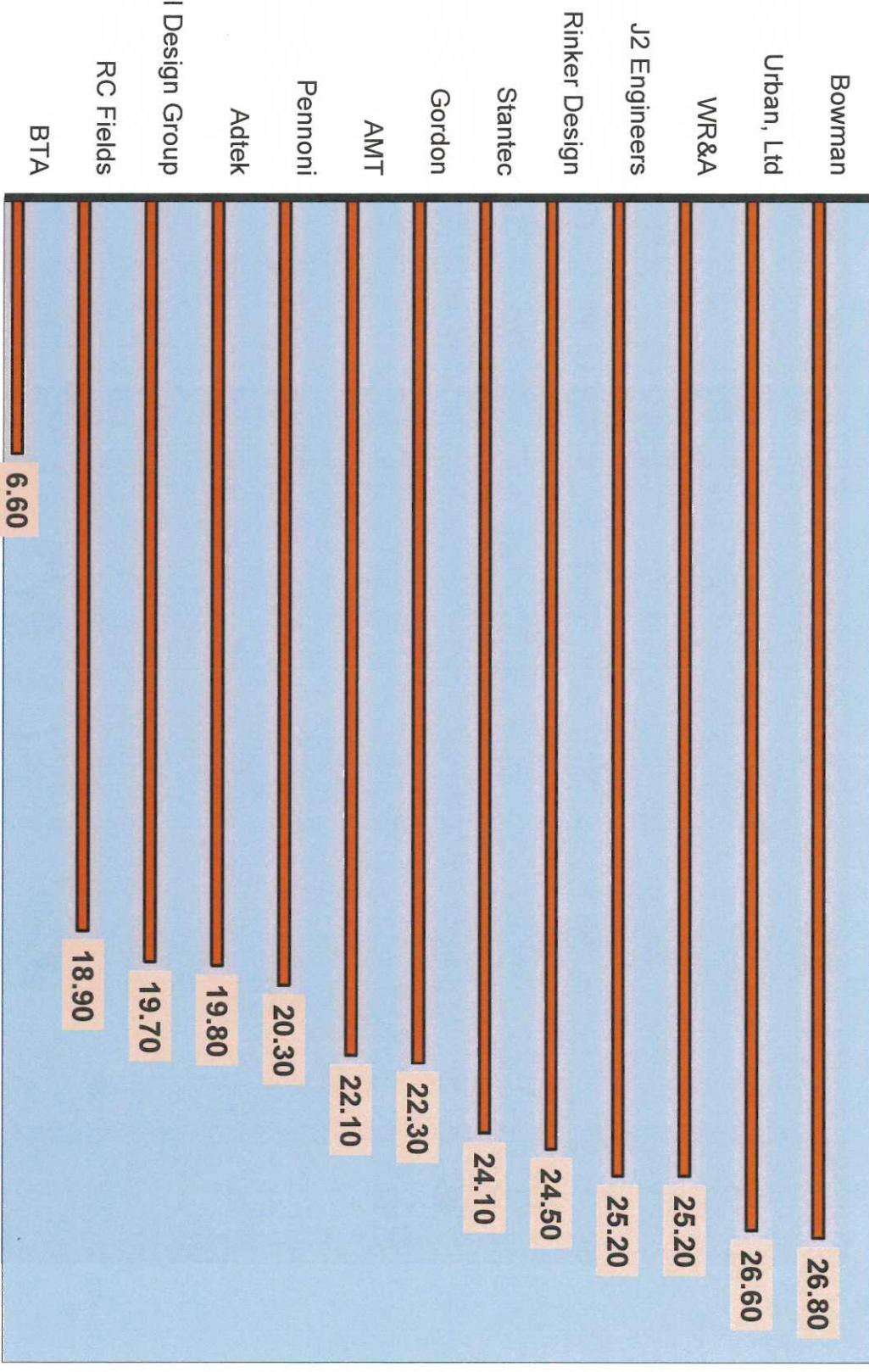
**RESPONSIVE OFFEROR(s) (Yes/No):** Yes – Award will be made to two (2) firms  
Under RFP 13-05

### 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	4	5	
BID NUMBER:		RFP 13-05		Urban, Ltd		Rinker Design Associates		Gordon		WR&A		Pannoni Associates			
OPENING DATE:		05/01/13		7712 Little River Turnpike Annandale, VA 22003		9385 Discovery Blvd, Site 200 Manassas, VA 20109		4501 Daly Drive, Site 200 Chantilly, VA 20151		3701 Pender Drive, Site 450 Fairfax, VA 22030		14532 Lee Road Chantilly, VA 20151			
OPENED BY:		Gina Gilpin		CONTACT:		CONTACT:		CONTACT:		CONTACT:		CONTACT:			
WITNESS:		Dennis Johnson		PHONE:		PHONE:		PHONE:		PHONE:		PHONE:			
BID TITLE: ON CALL CIVIL ENGINEERING SERVICES										FAX:	FAX:	FAX:	FAX:	FAX:	
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	2.70	2.10	
2. Firm's approach to providing services, and ability to respond to as-needed projects in a timely manner.										30.0%	2.40	3.00	8.40	2.10	
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	5.40	1.40	
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	5.00	1.40	
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	
THE TOWN OF VIENNA, VIRGINIA										6	7	8	9	10	
BID NUMBER:		RFP 13-05		42 Engineers, Inc.		4030 Lafayette Center Drive, Site 330 Chantilly, VA 20151		Bowman Consulting Group		Professional Design Group, Inc		RC Fields & Associates		Adtek	
OPENING DATE:		05/01/13		41020 Thunderbolt Place, Site 300 Chantilly, VA 20151		4124 Wallmeyer Road, Site M Chantilly, VA 20151		730 S. Washington Street Alexandria, VA 22314		3251 Old Lee Highway, Site 405 Fairfax, VA 22030		3251 Old Lee Highway, Site 405 Fairfax, VA 22030		3251 Old Lee Highway, Site 405 Fairfax, VA 22030	
OPENED BY:		Gina Gilpin		CONTACT:		CONTACT:		CONTACT:		CONTACT:		CONTACT:		CONTACT:	
WITNESS:		Dennis Johnson		CONTACT:		CONTACT:		CONTACT:		CONTACT:		CONTACT:		CONTACT:	
BID TITLE: ON CALL CIVIL ENGINEERING SERVICES										PHONE:	PHONE:	PHONE:	PHONE:	PHONE:	
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	2.70	2.10	
2. Firm's approach to providing services, and ability to respond to as-needed projects in a timely manner.										30.0%	2.10	2.40	2.40	2.10	
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	5.40	1.40	
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	5.20	1.20	
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	
TOTAL											6.80	6.70	5.40	16.90	
TOTAL											6.70	6.40	6.70	19.80	

<b>THE TOWN OF VENNA, VIRGINIA</b>				11	12				13	14				15	
<b>BID NUMBER:</b>	RFP 13-05	<b>STANTEC</b>	4500 Daley Drive, Ste 100	Building Technology Associates	1775 I Street NW, 5th Floor	AMT	14900 Conference Ctr Dr, Ste 300	Chantilly, VA 20151	CONTACT:	CONTACT:	CONTACT:	CONTACT:	CONTACT:		
<b>OPENED BY:</b>	05/01/13	Gina Gilpin		1775 I Street NW, 5th Floor	Washington, DC 20006	AMT	14900 Conference Ctr Dr, Ste 300	Chantilly, VA 20151	CONTACT:	CONTACT:	CONTACT:	CONTACT:	CONTACT:		
<b>WITNESS:</b>	Dennis Johnson	CONTACT:		CONTACT:		CONTACT:	CONTACT:		CONTACT:	CONTACT:	CONTACT:	CONTACT:	CONTACT:		
<b>BID TITLE:</b>	<b>ON CALL CIVIL ENGINEERING SERVICES</b>	PHONE:		PHONE:		PHONE:	PHONE:		PHONE:	PHONE:	PHONE:	PHONE:	PHONE:		
		FAX:		FAX:		FAX:	FAX:		FAX:	FAX:	FAX:	FAX:	FAX:		
		<b>CRITERIA</b>	<b>WGT</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>TOTAL</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>TOTAL</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>TOTAL</b>
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.														
2	Firm's approach to providing services, and ability to respond to as-needed projects in a timely manner.	30.0%	1.80	2.40	2.10	6.30	1.50	0.30	0.30	2.10	2.70	1.80	2.10	6.60	
3	Quality and completeness of proposal including impact of any exceptions taken regarding the scope and terms and conditions.														
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	1.60	2.70	5.70	0.80	0.20	0.20	1.20	1.40	1.40	1.80	4.60	
		<b>TOTAL</b>		<b>6.50</b>	<b>8.50</b>	<b>9.10</b>	<b>24.10</b>	<b>4.60</b>	<b>1.00</b>	<b>1.00</b>	<b>6.60</b>	<b>7.90</b>	<b>6.50</b>	<b>7.70</b>	<b>22.10</b>