

## REQUEST FOR PROPOSALS SUMMARY REPORT

**Date: June 18, 2013**

### PRE-PROPOSAL INFORMATION

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

### PROPOSAL SUBMITTED

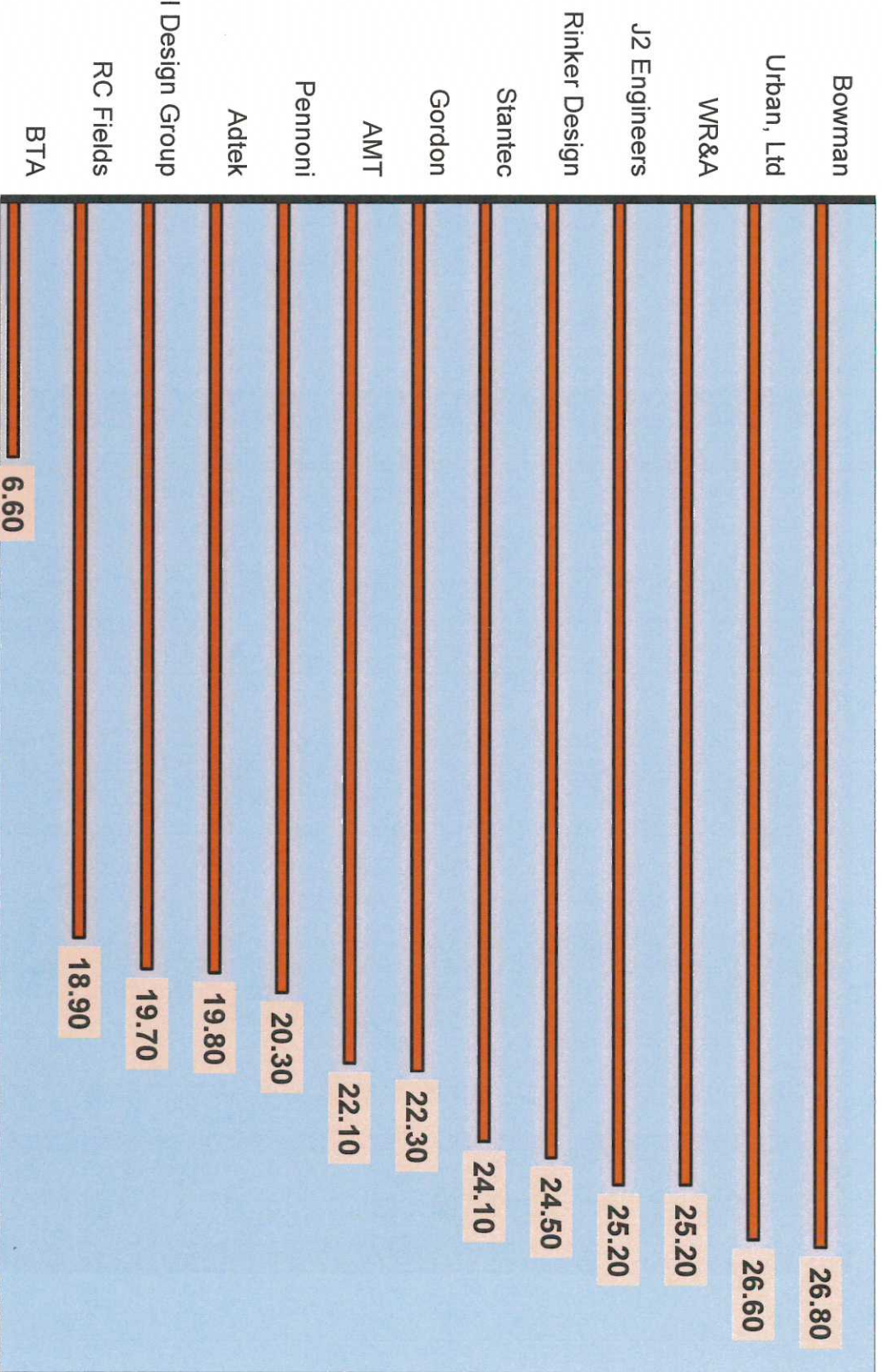
<b>BIDS OPENED BY:</b>	Gina Gilpin
<b>WITNESSED BY:</b>	Dennis Johnson
<b>TOTAL FIRMS RESPONDING:</b>	Thirteen (13)
<b>TOTAL FIRMS INTERVIEWED:</b>	Four (4)
<b>RESPONSIVE OFFEROR(s) (Yes/No):</b>	<b>Yes – Award will be made to two (2) firms Under RFP 13-05</b>

### 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																			
BID NUMBER:	RFP 13-45			Urban, Ltd 7712 Little River Turnpike Annandale, VA 22003				Rinker Design Associates 9385 Discovery Blvd, Ste 200 Manassas, VA 20109				Gordon 4501 Daly Drive, Ste 200 Chantilly, VA 20151																	
OPENING DATE:	05/01/13																												
OPENED BY:	Gina Gilpin																												
WITNESS:	Dennis Johnson																												
BID TITLE: ON CALL CIVIL ENGINEERING SERVICES				CONTACT:				CONTACT:				CONTACT:																	
				PHONE:				PHONE:				PHONE:																	
				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		7.80		2.10		2.70		2.70		7.50		2.40		2.10		2.40		6.90	
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	
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	
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	
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																
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BID NUMBER:	RFP 13-05	J2 Engineers, Inc. 4080 Lafayette Center Drive, Ste 330 Chantilly, VA 20151			Brewman Consulting Group 14020 Thunderbolt Place, Ste 300 Chantilly, VA 20151				Professional Design Group, Inc 41724 Watney Road, Ste M Chantilly, VA 20151							
OPENING DATE:	05/01/13															
OPENED BY:	Gina Gilpin															
WITNESS:	Dennis Johnson															
BID TITLE:	ON CALL CIVIL ENGINEERING SERVICES															
CONTACT:					CONTACT:				CONTACT:							
PHONE:					PHONE:				PHONE:							
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	2.40	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	26.20	8.50	9.00	9.30	26.80	6.50	7.40	5.80	19.70

				9					10				
				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	1.80	1.00	1.20	3.80						
6.80	6.70	5.40	18.90	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:				
CRITERIA	WGT	A	B	C	TOTAL	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	2.10	6.30	1.50	0.30	0.30	2.10	2.70	1.80	2.10	6.60												
2. Firm's approach to providing services, and ability to respond to as-required projects in a timely manner.	30.0%	2.10	2.70	2.70	7.50	1.50	0.30	0.30	2.10	2.40	2.10	2.40	6.90												
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												