

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

Date: May 23, 2017

**Bid Number and Title:** RFP 17-03 Design Services – Maple Avenue Design Guidelines

**Proposals Due:** April 6, 2017, 11:00 AM

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

**Witnessed by:** Patrick Mulhern, Director of Planning and Zoning

**Total Responses Received:** Four (4)

Proposals were received from four (4) firms for the subject RFP.

As a result of the initial evaluation from the four (4) Evaluation Committee members , the top two (2) firms were interviewed; Design Collective, Inc. and Lardner/Klein Landscape Architects.

After the interviews, Lardner/Klein was the top ranked firm, and a scope and fee proposal was requested. Negotiations were entered into with Lardner/Klein and an agreement was reached.

Award is recommended to be made, in an amount not to exceed \$50,000, to:

Lardner/Klein Landscape Architects  
815 North Royal Street, Suite 200  
Alexandria, VA 22314

THE TOWN OF VIENNA, VIRGINIA																													
1						2						3						4											
BID NUMBER: RFP 17-03						Lardner/Klein with Frazier Associates 815 North Royal St, Ste 200 Alexandria, VA 22314						Design Collective, Inc. 601 East Pratt Street, Ste 300 Baltimore, MD 21202						Michael Winstanley, Architects & Planners 107 N West St Alexandria, VA 22314						Paul Layer Architecture 317 Windover Ave NW Vienna, VA 22180					
OPENING DATE: 04/06/17																													
OPENED BY: Gina Gilpin																													
WITNESS: Hyjung Garland																													
BID TITLE: DESIGN SERVICES - MAPLE AVE DESIGN GUIDELINES																													
CRITERIA		WGT	A	B	C	D	TOTAL	A	B	C	D	TOTAL	A	B	C	D	TOTAL	A	B	C	D	TOTAL							
Qualifications and previous related work of key project personnel, particularly with regard to working with municipalities of similar size and government structure.		30.0%	2.70	2.40	2.40	2.70	10.20	2.70	2.10	2.70	2.10	9.60	2.40	1.80	1.50	2.40	8.10	2.70	1.80	0.60	1.20	6.30							
Applicant's knowledge and experience with jurisdictions of a similar size and history as the Town of Vienna.		10.0%	0.80	0.70	0.90	1.00	3.40	0.70	0.80	0.80	0.70	3.00	0.70	0.80	0.70	0.70	2.90	0.80	0.90	0.90	1.00	3.60							
Prior experience and success in working with a diverse group of project stakeholders.		30.0%	2.40	2.10	2.40	2.40	9.30	2.70	2.40	2.40	1.50	9.00	2.40	2.10	2.40	2.70	9.60	2.70	2.40	0.90	0.90	6.90							
A description of consultant experience in projects incorporating green initiatives, small town main streets, streetscape designs, and visioning processes.		20.0%	1.80	1.40	1.60	0.80	5.60	1.60	1.80	1.60	1.20	6.20	1.60	1.80	1.40	1.60	6.40	1.60	1.20	1.00	0.60	4.40							
Responsiveness to submission requirements and ability to provide deliverables within a reasonable time frame.		10.0%	0.90	0.80	0.90	0.90	3.50	0.80	0.80	0.90	0.90	3.40	0.80	0.80	0.80	0.90	3.30	0.80	0.80	0.40	0.90	2.90							
TOTAL		100.0%	8.50	7.40	8.20	7.80	32.00	8.50	7.90	8.40	6.40	31.20	7.90	7.30	6.80	8.30	30.30	8.60	7.10	3.80	4.60	24.10							

**RANKING BY TOTAL SCORE**

