

**INVITATION FOR BID SUMMARY REPORT
AND AWARD RECOMMENDATION**

Date: June 19, 2018

Bid Number and Title: RFP 19-01 On-Call Engineering Services – As Needed

Bid Opening Date and Time: May 3, 2018

Bids Opened by: Gina Gilpin, Purchasing Agent

Witnessed by: Mike Gallagher

Total Bids Received: Twelve (12)

Twelve (12) proposals were received in response to RFP 19-01. After the initial evaluation and ranking of the firms by the evaluation committee, six (6) firms were interviewed: Urban Ltd, Whitman Requardt & Associates (WRA), A. Morton Thomas, Stantec, Dewberry, and Christopher Consultants. 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.

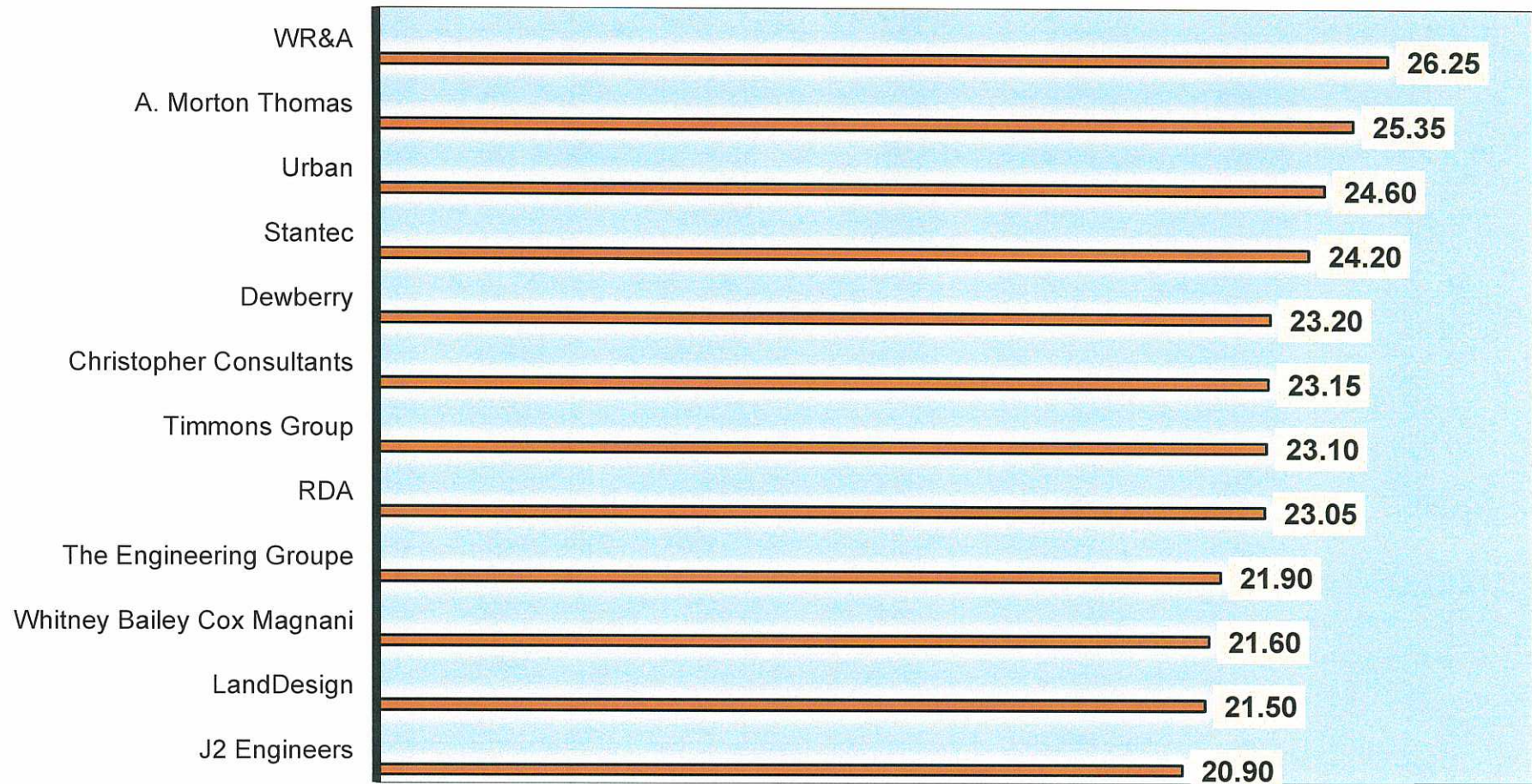
Negotiations were held with each of the firms. An agreement, to the satisfaction of the Town, was reached regarding the hourly rates of each of the firms. Therefore, based on the summation of the proposals received, the evaluation process used, and the result of the negotiations, the firms are considered to be "Responsive". "Responsibility" of the proposers has been determined by the Review Committee. **Whitman, Requardt & Associates and Urban, Ltd, Inc..**

It is recommended that the contract for On Call Civil Engineering Services be awarded jointly to:

Whitman, Requardt & Associates, LLP
12700 Fair Lakes Circle, Ste 300
Fairfax, VA 22033

Urban, Ltd.
7712 Little River Turnpike
Annandale, VA 22003

RANKING BY TOTAL SCORE



THE TOWN OF VIENNA, VIRGINIA		1				2				3				4				5			
BID NUMBER: RFP 19-01 OPENING DATE: 05/03/18 OPENED BY: Gina Gilpin WITNESS: Mike Gallagher BID TITLE: ON CALL CIVIL ENGINEERING SERVICES		Urban, Ltd 7712 Little River Turnpike Annandale, VA 22003				Rinker Design Associates 9385 Discovery Blvd, Ste 200 Manassas, VA 20109				Christopher Consultants 9900 Main Street, Ste 400 Fairfax, VA 22031				WR&A 12700 Fair Lakes Circle, Ste 300 Fairfax, VA 22033				Timmons Group 20110 Ashbrook Place, Ste 100 Ashburn, VA 20147			
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%	2.70	2.40	2.70	7.80	2.40	2.40	2.10	6.90	2.40	2.10	2.40	6.90	3.00	2.40	2.40	7.80	2.10	2.10	2.10	6.30
2 Firm's approach to providing services, and ability to respond to as-required projects in a timely manner.	30.0%	3.00	2.40	2.70	8.10	3.00	2.40	2.10	7.50	3.00	2.10	2.40	7.50	3.00	2.70	2.10	7.80	3.00	2.10	2.10	7.20
3. Quality and completeness of proposal	15.0%	1.20	1.05	1.20	3.45	1.50	1.35	1.05	3.90	1.50	1.05	1.20	3.75	1.50	1.20	1.20	3.90	1.20	1.20	1.20	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.	25.0%	1.25	1.75	2.25	5.25	1.25	2.00	1.50	4.75	1.50	1.50	2.00	5.00	2.50	2.25	2.00	6.75	2.00	2.00	2.00	6.00
TOTAL		8.15	7.60	8.85	24.60	8.15	8.15	6.75	23.05	8.40	6.75	8.00	23.15	10.00	8.55	7.70	26.25	8.30	7.40	7.40	23.10

THE TOWN OF VIENNA, VIRGINIA		6				7				8				9				10			
BID NUMBER: RFP 19-01 OPENING DATE: 05/03/18 OPENED BY: Gina Gilpin WITNESS: Mike Gallagher BID TITLE: ON CALL CIVIL ENGINEERING SERVICES		J2 Engineers, Inc. 602 South King Street, Ste 100 Leesburg, VA 20175				LandDesign 200 South Peyton Street Alexandria, VA 22314				Whitney Bailey Cox & Magnani 300 East Joppa Road, Ste 200 Baltimore, MD 21286				Dewberry 8401 Arlington Blvd Fairfax, VA 22031				The Engineering Groupe 13580 Groupe Drive, Ste 301 Woodbridge, VA 22192			
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%	2.40	1.80	1.80	6.00	2.10	1.50	2.70	6.30	2.10	1.50	2.40	6.00	2.40	2.10	2.10	6.60	2.40	1.80	2.40	6.60
2 Firm's approach to providing services, and ability to respond to as-required projects in a timely manner.	30.0%	3.00	2.10	2.10	7.20	3.00	1.80	2.40	7.20	3.00	1.80	2.10	6.90	3.00	2.40	2.10	7.50	3.00	1.80	2.10	6.90
3. Quality and completeness of proposal	15.0%	1.50	0.90	1.05	3.45	0.90	0.90	1.20	3.00	1.35	0.90	1.20	3.45	1.50	1.05	1.05	3.60	1.50	0.75	0.90	3.15
4. In house capabilities of providing all services as requested and the ability to complete project cost estimates as requested by the Town.	25.0%	1.25	1.50	1.50	4.25	1.50	1.25	2.25	5.00	2.25	1.50	1.50	5.25	2.00	2.00	1.50	5.50	1.75	1.50	2.00	5.25
TOTAL		8.15	6.30	6.45	20.90	7.50	5.45	8.55	21.50	8.70	5.70	7.20	21.60	8.90	7.55	6.75	23.20	8.65	5.85	7.40	21.90

THE TOWN OF VIENNA, VIRGINIA		11				12			
BID NUMBER:	RFP 19-01	Stantec 4500 Daly Drive, Ste 100 Chantilly, VA 20151				A. Morton Thomas & Associates 14555 Avion Parkway, Ste 150 Chantilly, VA 20151			
OPENING DATE:	05/03/18								
OPENED BY:	Gina Gilpin								
WITNESS:	Mike Gallagher								
BID TITLE:	ON CALL CIVIL ENGINEERING SERVICES								
CRITERIA	WGT	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%	2.70	2.10	2.10	6.90	2.40	2.40	2.40	7.20
2 Firm's approach to providing services, and ability to respond to as-required projects in a timely manner.	30.0%	3.00	2.40	2.10	7.50	3.00	2.10	2.40	7.50
3. Quality and completeness of proposal	15.0%	1.50	1.35	1.20	4.05	1.50	1.20	1.20	3.90
4. In house capabilities of providing all services as requested and the ability to complete project cost estimates as requested by the Town	25.0%	2.00	2.00	1.75	5.75	2.50	2.00	2.25	6.75
TOTAL		9.20	7.85	7.15	24.20	9.40	7.70	8.25	25.35