Downtown Investment Authority

MEMORANDUM

TO: Mr. Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Aundra Wallace, Chief Executive Officer
Downtown Investment Authority (DIA)

Brenna Durden, Esq., DIA Governing Board Member

DATE: March 8, 2017

RE: P-06-17 – Riverfront Design Standards
Subcommittee Report

The subcommittee received five (5) proposals for the Riverfront Design Standards Request for Proposal (P-06-17), and found all of them to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP). The proposals were evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP (see attached matrix and proposed rate forms from the proposers.)

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second, and third designates the order of qualifications of these firms to perform the required services:

1) HRA
3) Sasaki
2) GAI Consultants

Please accept this memorandum as the subcommittee's request to schedule and conduct oral interviews with each of the three abovementioned firms. Pursuant to P-06-17, scoring criteria #1 and #8 of the RFP offer each of the three (3) firms to be interviewed an opportunity for an additional combined twenty (20) points.

Attachment(s)

- Scoring Matrix (listing evaluations for all companies proposing)

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EVALUATION MATRIX

EVALUATION SCALE

1----------10

QUALIFIED EXTREMELY QUALIFIED

PROJECT NO. P-06-17

Average

PROJECT TITLE: Downtown No/So Bank Riverfront Design and Investment Strategy

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROFESSIONAL RESOURCES	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	OVERALL WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS (MAXIMUM 10 POINTS)	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
Total Points Assessed	30	10	10	10	10	10	10	30	10	10	140
GAI CONSULTANTS	17.5	7.5	9.0	9.5	9.0	10.0	9.0	18.0	10.0	5.0	104.5
HRA	19.5	9.5	9.0	9.0	9.5	5.0	8.0	19.5	10.0	9.5	108.5
RMA	15.0	7.0	8.0	9.0	7.0	7.0	9.5	13.0	7.5	10.0	93.0
SASAKI	19.5	8.5	9.0	9.0	9.5	5.0	8.0	19.5	10.0	9.5	107.5
STANTEC	17.5	7.5	9.0	9.5	8.5	6.0	9.0	18.5	9.0	9.5	104.0

EVALUATION MATRIX

EVALUATION SCALE

1----------10

QUALIFIED EXTREMELY QUALIFIED

PROJECT NO. **P-06-17**

Average

PROJECT TITLE: **Downtown No/So Bank Riverfront Design and Investment Strategy**

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROFESSIONAL RESOURCES	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	OVERALL WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS (MAXIMUM 10 POINTS)	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
Total Points Assessed	30	10	10	10	10	10	10	30	10	10	**140**
GAI CONSULTANTS	**17.5**	**7.5**	**9.0**	**9.5**	**9.0**	**10.0**	**9.0**	**18.0**	**10.0**	**5.0**	**104.5**
HRA	**19.5**	**9.5**	**9.0**	**9.0**	**9.5**	**5.0**	**8.0**	**19.5**	**10.0**	**9.5**	**108.5**
RMA	**15.0**	**7.0**	**8.0**	**9.0**	**7.0**	**7.0**	**9.5**	**13.0**	**7.5**	**10.0**	**93.0**
SASAKI	**19.5**	**8.5**	**9.0**	**9.0**	**9.5**	**5.0**	**8.0**	**19.5**	**10.0**	**9.5**	**107.5**
STANTEC	**17.5**	**7.5**	**9.0**	**9.5**	**8.5**	**6.0**	**9.0**	**18.5**	**9.0**	**9.5**	**104.0**