



To: Joe Glover

From: Charise Glass

Re: Roswell River Parks Master Plan Phases 3 and 4 Planning Study, RFP 14-205-C

Date: September 26, 2014

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The City of Roswell issued a Request for Proposals (RFP) for the Roswell River Parks Master Plan Phases 3 and 4 Planning Study on June 18, 2014. The purpose of the RFP was to solicit proposals from qualified firms ("offerors") to provide the City with a Planning Study that will comprehensively review the assigned part of the river near Don White Park for potential sidewalk, bicycle, pedestrian, and multi-use trail connections. The study should also include an analysis of potential future land uses in the study area, basic design plans showing how the park would appear on the ground, and detailed cost estimates for design and construction. The RFP contained a detailed Description of Requirements, which required the offeror to provide the following:

- Project Understanding and Approach
- Methodology of Firm
- Qualifications of the Firm and Technical Experience of Personnel
- Examples of Experience on Similar Projects
- Scope of Work based on the Approach and Methodology
- Schedule for the Project

On Thursday, July 24, 2014, the City received eight (8) proposals in response to the RFP. The proposals were examined for administrative compliance with the solicitation submittal instructions. Based upon the technical scores, four (4) offerors were invited for oral presentations. The four (4) proposers were:

- Pond & Company
- Jacobs
- JB+A
- URS

The oral presentations took place on Wednesday September 17, 2014. Scores for the oral presentations were submitted to Purchasing from the evaluation committee members. After receiving the scores for oral presentations, the cost proposals were opened. Best and Final offers were requested.

## **Evaluation**

Evaluation of proposals was conducted by an Evaluation Committee composed of the following representatives:

- Alice Wakefield;
- Andrew Antweiler;
- Jeff Pruitt;
- Ryan Lockett;
- Tom Pratt;

The proposals were evaluated based on the requirements listed in the Description of Requirements and attached is a summary of the results, listed by offeror. The proposals were scored based on the responses provided in the offeror's technical proposal, oral presentation, and cost proposals.

## **Recommendation**

Based on the assessment of proposals described herein, it is the Evaluation Committee's recommendation that the proposal submitted by Jacobs at the cost of \$71,300.00, is the most advantageous for the City.