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**DEPARTMENT OF PUBLIC WORKS - Engineering Division
MEMO**

TO: Members of the Utilities Committee
FROM: Ross Buetow, Deputy Director of Public Works
SUBJECT: Award of Contract - Northwest Sanitary Lift Station Design
DATE: January 5, 2015

In response to a request for proposals issued by our office, we received four responses for design services for the proposed Northwest Sanitary Lift Station. The proposals were opened on Thursday December 4, 2014. The following is a summary of the proposed fees for each firm:

Applied Technologies, Inc.	-	\$ 96,400.00
Strand Associates, Inc.	-	\$ 98,370.00
McMahon Engineers	-	\$ 167,126.00
Donohue & Associates	-	\$ 187,370.00

The proposed scope of services includes geotechnical investigation, formulation of design alternatives, preparation of plans, specifications and bidding documents, permit applications and construction related services. This lift station will serve the City's northwest growth area which lies primarily north of Edgewood Drive and east of Richmond Street.

For this project, we utilized a quality based selection process when analyzing the proposals. This method places the emphasis on the relevant experience, project understanding, technical qualifications and the proposed scope of services demonstrated in each firm's proposal. After a thorough review of the quality-based components of each proposal, we then evaluated the proposed fees as the final step in the process.

Attached to this memorandum is a matrix used by staff to assist us in our consultant selection. In this case, we "normalized" all of the proposals to include 200 hours of field inspection services, which we believe is an appropriate amount to supplement existing City field staff that will be assigned to the project. This was done to achieve a more equitable review and account for differing assumptions used by each firm while preparing their proposals.

This matrix is ultimately used used to generate an overall value based score, which takes into account both the quality and cost elements of each proposal. Based on this evaluation, Applied Technologies, Inc. achieved the highest value-based score of 7.6.

Therefore, we recommend award to Applied Technologies, Inc. in the amount of \$96,400.00 with an 8.5% contingency of \$8,200 for a project total not to exceed \$104,600.00.

It should be noted that Applied Technologies, Inc. did not achieve the highest technical proposal score. However, their rating of 80 was still deemed excellent by the review committee. As a follow-up, we checked several of their past project references, all of whom provided very positive feedback related to Applied Technology's staff members and project performance. Therefore, the review committee was very comfortable moving forward with our recommended award of contract.

Thank you for your consideration.

Quality Based Rating Scores	Firm Name			
	Applied Technologies, Inc.	McMahon	Strand Associates	Donohue & Associates
Rater				
Mark Lahay	85	80	70	85
Ross Buetow	86	88	67	84
Chris Stempa	65	90	65	85
Mark Kilheffer	84	79	79	85
TOTAL Points Earned	320	337	281	339
AVERAGE Points Earned	80.00	84.25	70.25	84.75
Fee Breakdown *(As quoted)				
Task	Hours	Hours	Hours	Hours
Alternatives Analysis, Design & Bidding	574	631	462	708
Construction Services (Office)	162	274	172	452
* Construction Services (Inspection)	120	640	112	160
TOTALS	856	1545	746	1320
	\$96,400.00	\$167,126.00	\$98,370.00	\$187,370.00
Fee Breakdown **(Normalized to 200 hrs field inspection)				
Task	Hours	Hours	Hours	Hours
Alternatives Analysis, Design & Bidding	574	631	462	708
Construction Services (Office)	162	274	172	452
** Construction Services (Inspection)	200	200	200	200
TOTALS	936	1105	834	1360
	\$104,600.00	\$122,094.75	\$107,460.71	\$206,845.00
Value Based Scoring (Points earned per \$10,000 in fees):	7.6	6.9	6.5	4.1