



MEMORANDUM

Date: October 7, 2015

To: Victoria Cortinas, C.P.M., CPPB
Contract Administrator
Design, Construction and Services Contracting Division

From: Dan Longanecker, CPPB
Principal Contract Officer

DLV

SUBJECT: Executive Summary - Request for Qualifications No. 151310
On Call Plan Review Services

Dept./Div.: DSD /

Pre-Submittal Date: August 18, 2015

Date Opened: August 31, 2015

Negotiated Value: ** See below

Date Issued: August 7, 2015

Attendees: 7 people

No. of Submittals Received: 6

Pcard Accepted: No

BACKGROUND

The City of Tucson issued the above referenced one step Request for Qualifications to select up to eight (8) consultants to provide on call plan review services for the Development Services Department.

EVALUATION PROCESS

A committee was formed to evaluate the submittals based upon the selection criteria set forth in the RFQ. Signed committee statements were received from all. The committee was comprised of:

Voting Committee Members:

- Pam Little, RA, Building Official, Town of Sahuarita
- Jim Vogelsberg, City of Tucson Development Services Department

Non-Voting Members:

- Densie Kendle, Management Assistant, City of Tucson Development Services Department
- Chris Kiel, Building Official, City of Tucson Development Services Department
- Benny Sanchez, Town of Marana

The City received six (6) Statements of Qualifications (SOQs) from the following firms:

- Stantec
- Willdan
- Brown & Associates
- Urban Engineering
- Safe Built
- Bureau Veritas

Prior to releasing them to the committee, I conducted an initial review of the submittals to ensure that all requested information had been submitted. As a result, all SOQs were deemed eligible for the committee's review. The committee is charged with the final determination of acceptability.

Each committee member received a copy of the City's Guidelines for Evaluation, the Evaluation Committee Responsibilities document, the evaluation criteria and copies of the submitted responses.

The committee convened on September 24, 2015 to discuss the relative strengths and weaknesses of the responses, with regard to the evaluation criteria set forth in the solicitation. Committee member Benny Sanchez was unable to attend the meeting in person, or by telephone. After consultation with Procurement Management, a decision was made to proceed with two voting panel members

After discussing all of the submittals, the committee members individually scored and ranked the responses. The committee members' rankings were totaled to arrive at an overall ranking. Based upon those scores the firms were ranked as follows:

1. Stantec
2. Willdan
3. Brown & Associates
4. Safe Built
5. Bureau Veritas
6. Urban Engineering

Based on committee recommendation, and pursuant to the RFQ and ARS Title 34, negotiations were initiated with all six of the firms. Although Urban Engineering's overall score was low, it was the decision of the committee that they could provide civil engineering related reviews as per the scope of work and should be included in the award recommendation.

NEGOTIATED VALUE: Fees were successfully negotiated with all six firms.

The scope of work provides for a pre-determined fee schedule based upon the percentage of the established overall plan review fee. This fee can be modified by the City. Most work will fall under this category. Services not covered by this section of the scope will use negotiated rates as a basis for payment.

Prime consultants proposed rates that were evaluated for direct labor, overhead and profit and were determined to be acceptable as submitted. No prime consultant proposed the use of any sub-consultants for this contract.


A detailed analysis of proposed rates from the prime consultants is contained in the fee analysis document in the Record of Negotiations Section.

CONTRACT OFFICER RECOMMENDATION


I attest that the evaluation process was conducted in accordance with the Tucson Procurement Code and all applicable rules and regulations. Based upon the reasons provided herein, it is recommended that these contracts shall be awarded to highest ranked firms:

Stantec, Willdan, Brown & Associates, Safe Built, Bureau Veritas and Urban Engineering

Concurrence:



Victoria Cortinas
DCS Contract Administrator



Date

c: file 151310