

Summary of All Scores

RFP # RE-21-01

"Parks and Recreation Master Plan"

Evaluation Committee Score Sheet

Thursday, October 07, 2021

	Evaluator/Vendor	Christina Sorensen	Giraldo Hernandez	Joe Yaciuk	Karl Kennedy	Jay Shechter	Total	Rank
A	Bermello Ajamil & Partners	1	1	1	1	2	6	1
B	Kimley-Horn & Associates, Inc.	2	2	2	2	3	11	2
C	Keith and Associates, Inc.	3	3	3	3	1	13	3
D	PROS Consulting, Inc.	4	4	4	4	4	20	4

Certifier of Score

Katharine Bampton

Katharine Bampton

Please Print Name

Signature

Date

10/9/2021

RFP # RE-21-01 "Parks and Recreation Master Plan"

Evaluator Score Sheet
October 7, 2021

Instructions:

Each Evaluator is provided with the following information to assist with evaluating the proposals

- 1) Evaluation Instructions
- 2) This Evaluation Scoring Sheet
- 3) Bid Tabulation

- 4) RFP # AD-21-01 "Parks and Recreation Master Plan"
- 5) Vendor's Responses
- 6) Reference Checks

After your evaluation of the information provided, you will score each of the weighted categories that have a "Category Multiplier" on the evaluator score sheet based on how you feel the material rates according to the following quality levels in the table below:

Quality	Level	Description
Excellent	5	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weaknesses.
Very Good	4	Meets all requirements; reflects some enhancements or strengths; few if any offsetting weaknesses.
Good	3	Meets minimum requirements; strengths and weaknesses, if any, tend to offset one another equally.
Fair	2	Contains significant weaknesses only partially offset by less pronounced strengths; may meet minimum requirements but doubt exists.
Poor	1	Serious doubt exists about ability to meet needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0	Will not meet minimum requirements.

The respective "Quality Level" will then be multiplied by the respective "Category Multiplier" to get the Total Score for the respective category. For example, if a category has an pre-assigned "Category Multiplier" of 4 and the evaluator assigns a "Quality" of "Good" which would result in the "Quality Level" of 3 being multiplied by the "Category Multiplier" of 4 to get a Total Score of 12 for the respective category. See sample below.

When scoring on a computer, you can click on the green cells to choose a "Quality" from the dropdown list which will automatically calculate the corresponding score for

For the "Project Cost" category, the score will be calculated based on the method outlined in Section 1.6.1 of the RFP.

For the weighted categories that do not have a "Category Multiplier" on the evaluator score sheet, such as "Local Vendor / Veteran Owned Small Business Preference", the information will be completed for you by the Procurement Department based on the following scoring criteria, that can be discussed at the evaluation committee meeting for any concerns or clarification that may be needed:

Status	Points	Description
LPPV	5.0	"Local Pembroke Pines Vendor" (LPPV) shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines. In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
LBCV	2.5	"Local Broward County Vendor" (LBCV) shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides. In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax
VOSB	2.5	"Veteran Owned Small Business" (VOSB) shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
Non-LV/VOSB	0.0	Does not comply with Local Vendor Preference or Veteran Owned Small Business Preference
CMBE	5.0	Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act.
Non-CMBE	0.0	Not a Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act

The Evaluation Committee shall have the opportunity to discuss the qualifications of the proposers during the public evaluation committee meeting. Once all firms have been reviewed, the committee will be given time to finalize their scores for each of the firms. Once the score cards are complete, the City Clerk will tally each evaluator's score card. For each evaluator's score card, the total scores will then be ranked, with the highest score receiving a 1.

Evaluators should not alter the format of the spreadsheet in anyway, including the addition or removal of any columns or rows. If you have questions regarding this sheet, please contact the Procurement Department.

	Experience and Ability	Previous Experience	Firms Understanding and Approach to the Work	Project Cost	Local Vendor / Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
Category Multiplier	4	4	6	NA	N/A	100.00		
	20	20	30	25	5.0			
	Very Good	Fair	Poor	Calculation	VOSB	52.50		
Sample								
A	Excellent	Excellent	Excellent	\$ 277,500.00	LBCV	97.50	1	
	20.00	20.00	30.00	25.00	2.50			
B	Excellent	Excellent	Excellent	\$ 289,950.00	LBCV	96.43	2	
	20.00	20.00	30.00	23.93	2.50			
C	Excellent	Very Good	Excellent	\$ 295,000.00	LBCV	92.02	3	
	20.00	16.00	30.00	23.52	2.50			
D	Excellent	Very Good	Excellent	\$ 298,810.00	Non-LV/VOSB	89.22	4	
	20.00	16.00	30.00	23.22	0.00			

Note: In the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee will be asked to break the tie and give preference to a business that certifies that it has implemented a **drug-free workplace program** on the Vendor Drug-Free Workplace Certification Form.

In the event the score still results in a tie, the evaluator or evaluation committee will be asked to break the tie by **publicly drawing lots**.

Once the scores have been read for all services, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

Certifier of Score:

Giraldo Hernandez

Please Print Name

Signature

Date

10/8/2021

	Category Multiplier	Experience and Ability	Previous Experience	Firms Understanding and Approach to the Work	Project Cost	Local Vendor / Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
	Maximum Score								
	4	20	4	6	NA	N/A	100.00		
	20	Very Good	20	30	25	5.0			
	Sample	18.00	Fair	Poor	Calculation	VOSB	52.50		
			8.00	6.00	20.00	2.50			
A	Bermello Ajamil & Partners	Excellent	Excellent	Excellent	\$ 277,500.00	LBCV	97.50	1	
		20.00	20.00	30.00	25.00	2.50			
B	Kimley-Horn & Associates, Inc.	Excellent	Excellent	Excellent	\$ 289,950.00	LBCV	96.43	2	
		20.00	20.00	30.00	23.93	2.50			
C	Keith and Associates, Inc.	Excellent	Excellent	Excellent	\$ 295,000.00	LBCV	96.02	3	
		20.00	20.00	30.00	23.52	2.50			
D	PROS Consulting, Inc.	Excellent	Excellent	Excellent	\$ 298,810.00	Non-LV/VOSB	93.22	4	
		20.00	20.00	30.00	23.22	0.00			

Note: In the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee will be asked to break the tie and give preference to a business that certifies that it has implemented a **drug-free workplace program** on the Vendor Drug-Free Workplace Certification Form.

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Certifier of Score:

Karl Kennedy

Please Print Name

Signature

Date

10/8/2021

	Experience and Ability	Previous Experience	Firms Understanding and Approach to the Work	Project Cost	Local Vendor / Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
Category Multiplier	4	4	6	NA	N/A	100.00		
	20	20	30	25	5.0			
Maximum Score	Very Good	Fair	Poor	Calculation	VOSB	52.50		
	16.00	8.00	6.00	20.00	2.50			
Sample	Excellent	Very Good	Good	\$ 277,500.00	LBCV	81.50	2	
	20.00	16.00	18.00	25.00	2.50			
A Bermello Ajamil & Partners	Very Good	Very Good	Good	\$ 289,950.00	LBCV	76.43	3	
	16.00	16.00	18.00	23.93	2.50			
B Kimley-Horn & Associates, Inc.	Very Good	Very Good	Very Good	\$ 295,000.00	LBCV	82.02	1	
	16.00	16.00	24.00	23.52	2.50			
C Keith and Associates, Inc.	Good	Good	Good	\$ 298,810.00	Non-LV/VOSB	65.22	4	
	12.00	12.00	18.00	23.22	0.00			
D PROS Consulting, Inc.								

Note: In the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee will be asked to break the tie and give preference to a business that certifies that it has implemented a **drug-free workplace program** on the Vendor Drug-Free Workplace Certification Form.

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Certifier of Score:

Jay Shechter

Please Print Name

Signature

10-7-21

10/8/2021

Date

Category Multiplier Maximum Score	Experience and Ability	Previous Experience	Firms Understanding and Approach to the Work	Project Cost	Local Vendor / Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
Sample	4	4	6	NA	N/A	100.00		
	20	20	30	25	5.0			
	Very Good	Fair	Poor	Calculation	VOSB	82.50		
	16.00	8.00	6.00	20.00	2.50			
A Bermello Ajamil & Partners	Excellent	Excellent	Excellent	\$ 277,500.00	LBCV	97.50	1	
	20.00	20.00	30.00	25.00	2.50			
B Kimley-Horn & Associates, Inc.	Excellent	Excellent	Excellent	\$ 289,950.00	LBCV	96.43	2	
	20.00	20.00	30.00	23.93	2.50			
C Keith and Associates, Inc.	Excellent	Excellent	Very Good	\$ 295,000.00	LBCV	90.02	3	
	20.00	20.00	24.00	23.52	2.50			
D PROS Consulting, Inc.	Excellent	Excellent	Very Good	\$ 298,810.00	Non-LV/VOSB	87.22	4	
	20.00	20.00	24.00	23.22	0.00			

Note: In the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee will be asked to break the tie and give preference to a business that certifies that it has implemented a **drug-free workplace program** on the Vendor Drug-Free Workplace Certification Form.

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Once the scores have been read for all services, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

Certifier of Score:

Christina Sorensen

Please Print Name

Signature

Date

10/7/24
10/8/2024

Category Multiplier Maximum Score	Experience and Ability	Previous Experience	Firms Understanding and Approach to the Work	Project Cost	Local Vendor / Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
Sample	4	4	6	NA	N/A	100.00		
	20	20	30	25	5.0			
A	Very Good 18.00	Fair 8.00	Poor 6.00	Calculation 20.00	VOSB 2.50	82.50		
	Excellent	Excellent	Excellent	\$ 277,500.00	LBCV	97.50	1	
B	20.00	20.00	30.00	25.00	2.50			
	Excellent	Excellent	Excellent	\$ 289,950.00	LBCV	96.43	2	
C	20.00	20.00	30.00	23.93	2.50			
	Excellent	Very Good	Excellent	\$ 295,000.00	LBCV	92.02	3	
D	20.00	16.00	30.00	23.52	2.50			
	Excellent	Very Good	Excellent	\$ 298,810.00	Non-LV/VOSB	89.22	4	
PROS Consulting, Inc.		20.00	16.00	23.22	0.00			

Note: In the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee will be asked to break the tie and give preference to a business that certifies that it has implemented a **drug-free workplace program** on the Vendor Drug-Free Workplace Certification Form.

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Once the scores have been read for all services, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

Certifier of Score:

Joe Yaciuk

Please Print Name

Signature

Date

10/8/2021

10/7/21