Summary of All Scores

CCNA # PSEN-18-02-05

"Design & Post Services – Poinciana Drive"

Evaluation Committee Score Sheet
Tuesday, July 02, 2019

	Evaluator/Vendor	Jonathan Cooper	Karl Kennedy	John England	George Wrves	Steven Buckland	Total	**Rank**
A	Kimley-Horn and Associates, Inc.	1	2	1	2	1	**7**	1
B	Baxter & Woodman Consulting Engineers	2	1	2	1	2	**8**	2

Certifier of Score

Katherine Borgstrom — Please Print Name

Katherine Borgstrom — Signature

7/2/2019 — Date

CCNA # PSEN-18-02-05
"Design & Post Services – Poinciana Drive"

Evaluator Score Sheet
July 2, 2019

Instructions:
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3) Bid Tab for PSEN-18-02-05
4) CCNA # PSEN-18-02-05 - "Design & Post Services – Poinciana Drive"
5) Vendor's Responses
6) RFQ # PSEN-18-02 - Professional Service Providers
7) Bid Tab for RFQ # PSEN-18-02
8) Firms statements of qualifications and response to RFQ # PSEN-18-02

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 6 and the evaluator assigns a "Quality" of "Good" which would result in the "Quality Level" of 3 being multiplied by the "Category Multiplier" of 6 to get a Total Score of 18 for the respective category. See sample below.

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

For categories such as **"Whether a firm is a certified minority business enterprise"**, the firm will be given all 5 points if they are a certified minority business enterprise or 0 points if they are not a certified minority business enterprise.

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.

Please enter any comments or notes for why you scored each vendor the way that you have in the corresponding "Notes/Comments" section of the spreadsheet or provide additional pages of Notes/Comments on the following tab.

		Ability of Professional Personnel	Whether a firm is a Certified Minority Business Enterprise	Past Record	Willingness to meet time and budget requirements	Location	Recent, current, and projected workloads of the firms	Total	Rank	Notes/Comments
	Category Multiplier	6	N/A	6	3	2	2	100.00		
	Maximum Score	30	5	30	15	10	10			
	Sample	Excellent	Certified Minority Business Enterprise	Very Good	Good	Fair	Poor	74.00		
		30.00	5.00	24.00	9.00	4.00	2.00			
A	Kimley-Horn and Associates, Inc.	Very Good	Not a Certified Minority Business Enterprise	Excellent	Excellent	Excellent	Excellent	**89.00**	**2**	Great presentation, but omitted a conceptual presentation/approach.
		24.00	0.00	30.00	15.00	10.00	10.00			
B	Baxter & Woodman Consulting Engineers	Excellent	Not a Certified Minority Business Enterprise	Excellent	Excellent	Excellent	Excellent	**95.00**	**1**	Detail analysis of exsiting conditions coupled with conceptual design.
		30.00	0.00	30.00	15.00	10.00	10.00			

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 rank the tied vendors based on the **volume of work previously awarded to each firm by the City**, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

In the event the score still 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:

George Wrves
Please Print Name

Signature

7/2/19
Date

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"Design & Post Services – Poinciana Drive"

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July 2, 2019

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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.
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	Sample	Excellent	Certified Minority Business Enterprise	Very Good	Good	Fair	Poor	74.00		
		30.00	5.00	24.00	9.00	4.00	2.00			
A	Kimley-Horn and Associates, Inc.	Very Good	Not a Certified Minority Business Enterprise	Excellent	Excellent	Excellent	Excellent	89.00	2	
		24.00	0.00	30.00	15.00	10.00	10.00			
B	Baxter & Woodman Consulting Engineers	Excellent	Not a Certified Minority Business Enterprise	Excellent	Excellent	Excellent	Excellent	95.00	1	
		30.00	0.00	30.00	15.00	10.00	10.00			

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Certifier of Score:

Kari Kennedy
Please Print Name

Signature

7.2.19
Date

CCNA # PSEN-18-02-05
"Design & Post Services – Poinciana Drive"

A) Kimley-Horn and Associates, Inc.

Criteria	Notes/Comments
Ability of Professional Personnel	Did not provide analysis of current project in RFQ response but did review during presentation
Whether a firm is a Certified Minority Business	
Past Record	
Willingness to meet time and budget requirements	
Location	local in BC - closest to site.
Recent, current, and projected workloads of the firms	

B) Baxter & Woodman Consulting Engineers

Criteria	Notes/Comments
Ability of Professional Personnel	Performed field investigation of roadway and provided comments for RFQ response and provided very detailed analysis during presentation
Whether a firm is a Certified Minority Business	
Past Record	
Willingness to meet time and budget requirements	
Location	local in BC
Recent, current, and projected workloads of the firms	

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Criteria	Notes/Comments
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Past Record	
Willingness to meet time and budget requirements	
Location	local in BC
Recent, current, and projected workloads of the firms	

Certifier of Notes:

Karl Kennedy

Please Print Name

Signature

07 02 2019

Date

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	Sample	Excellent	Certified Minority Business Enterprise	Very Good	Good	Fair	Poor	74.00		
		30.00	5.00	24.00	9.00	4.00	2.00			
A	Kimley-Horn and Associates, Inc.	Excellent	Not a Certified Minority Business Enterprise	Very Good	Good	good	good	**75.00**	**1**	Excellent answers
		30.00	0.00	24.00	9.00	6.00	6.00			
B	Baxter & Woodman Consulting Engineers	very good	Not a Certified Minority Business Enterprise	Very Good	Good	good	good	**69.00**	**2**	very good answers
		24.00	0.00	24.00	9.00	6.00	6.00			

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Certifier of Score:

Jonathan Cooper
Please Print Name

Signature

7/2/19
Date

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	Sample	**Excellent**	**Certified Minority Business Enterprise**	**Very Good**	**Good**	**Fair**	**Poor**	**74.00**		
		30.00	**5.00**	**24.00**	**9.00**	**4.00**	**2.00**			
A	Kimley-Horn and Associates, Inc.	Excellent	Not a Certified Minority Business Enterprise	Excellent	Excellent	Excellent	Very Good	**93.00**	**1**	
		30.00	0.00	30.00	15.00	10.00	8.00			
B	Baxter & Woodman Consulting Engineers	Excellent	Not a Certified Minority Business Enterprise	Very Good	Excellent	Excellent	Very Good	**87.00**	**2**	
		30.00	0.00	24.00	15.00	10.00	8.00			

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Certifier of Score:

Steven Buckland
Please Print Name

Signature

7-2-19
Date

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A	Kimley-Horn and Associates, Inc.	Excellent	Not a Certified Minority Business Enterprise	Excellent	Excellent	Excellent	Very Good	**93.00**	**1**	
		30.00	0.00	30.00	15.00	10.00	8.00			
B	Baxter & Woodman Consulting Engineers	Excellent	Not a Certified Minority Business Enterprise	Excellent	Very Good	Excellent	Excellent	**92.00**	**2**	
		30.00	0.00	30.00	12.00	10.00	10.00			

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Certifier of Score:

John England
Please Print Name

Signature

7/2/19
Date