



Award Recommendation Report

To: Mayor and Council
From: Jessica Vickers, Community Development Manager, Project Manager
Date: November 12, 2024
Subject: Award Recommendation for RFP-25-004
City of Roswell Comprehensive Master Plan

The City of Roswell posted **RFP-25-004, City of Roswell Comprehensive Master Plan**, on September 22, 2024. Three (3) proposals were received on October 29, 2024. This RFP is to qualify a consulting firm to update the City of Roswell Comprehensive Master Plan. The Evaluation Committee completed its review and recommended qualifying and awarding this contract to Able City, LLC. The Purchasing Office concurs with the recommendation from the Project Manager.

The Offerors are listed below:

- Able City, LLC – El Paso, TX
- Consensus Planning, Inc – Albuquerque, NM
- Lydick Engineers & Surveyors, Inc – Clovis, NM

All Offerors were evaluated based on the following criteria:

- Company Experience
- Company Past Performance/References
- Proposed Key Personnel Experience
- Understanding the Scope of Work, Site, and Existing Conditions
- Special Design and Technical Competence of Business
- Proximity to or Familiarity with the Area
- Cost

If you have any comments or questions, please contact me.

Sincerely,

Jessica Vickers,
Community Development Manager,
Project Manager