

# Request for Proposal Evaluation Scoring Summary

95072 72nd Ave Pre-Design

EVALUATION SUMMARY						
	Evaluation Criteria	Weight	Wallis Engineering	Dowl, LLC	Otak, Inc.	Kittelson & Associates
1	Proposer Required Information					
2	Firm Qualifications and Project Team	175	131	126	125	137
3	Project Understanding and Approach	125	86	79	83	91
4	Project Management	125	91	85	82	96
5	Price Evaluation	75	42	N/A	N/A	50
6						
7						
	Total	500	350	290	290	374

## SECTION 5

### PROPOSAL EVALUATION AND CONTRACTOR SELECTION

#### **5.1 Evaluation Process**

A selection committee assembled by the City will review written proposals. After meeting the mandatory requirements, the proposals will be evaluated on their technical and fee aspects. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the criteria listed in Section 4. The committee may seek the assistance of outside expertise, including, but not limited to, technical advisors. The City will evaluate and score the submitted proposals as follows:

<b>1. Transmittal Page</b>	<b>Pass/Fail</b>
<b>2. Firm Qualifications and Project Team</b>	<b>35 Points</b>
<b>3. Project Understanding and Approach</b>	<b>25 Points</b>
<b>4. Project Management</b>	<b>25 Points</b>
<b>Total Evaluation Points</b>	<b>85 Points</b>

#### **5.2 Price Evaluation**

After evaluation of the written proposals, the City will invite up to the three (3) highest ranked Proposers to submit a detailed breakdown of costs based on the scope of work. The proposed fee structure should include hourly rates for each person assigned and the level of effort based on anticipated duration and hours for the project. **An additional 15 points in scoring will be assigned to the cost structure criteria.**

#### **5.3 Presentation/Interview**

At the option of the City, the City may invite up to the three (3) highest ranked Proposers to make a presentation of their proposal. This will provide an opportunity to clarify and elaborate on the proposal. The City will schedule the time and location of these presentations (if necessary) and notify the selected firms. (may be conducted virtually via Microsoft Teams) Should one or more firms be selected for oral interviews, an additional **20 points** will be assigned to the interview process and will be added to the participating Proposers' total points.

#### **5.4 Clarification of Proposals**

The City reserves the right to obtain clarification of any point regarding a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of their proposal.

#### **5.5 Negotiations with Top Ranked Firm and Contractor Selection**

Following the selection committee's final determination of the highest scored Proposer, the City will issue a Notice of Intent to Award and begin contract negotiations with the top ranked Proposer regarding conditions, compensation level, schedule and performance of the scope of services. After good faith negotiations, if the City and the top ranked Proposer are unable to agree, then the City will move to the second ranked Proposer and enter into negotiations. The process shall repeat until either the City and a firm come to an agreement or the City determines the project unfeasible at this time and elects to re-scope and re-solicit the work.

## **5.5      Protest of Contract Award**

In accordance with Tigard Public Contracting Rule 30.135, any adversely affected Proposer has seven (7) calendar days from the date of the written Notice of Intent to Award to file a written protest. In order to be adversely affected, a Proposer must itself claim to be eligible for award of the contract and must be next in line for award. The written protest must be timely and specify the grounds upon which the protest is based. The City will not entertain a protest submitted after the time period established in this section.