



# TOWN OF NORTH CASTLE

## WATER & SEWER DEPARTMENT

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N.Y. Rural Water Association  
N.Y. Water Environment Association  
Westchester Water Works Conference

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### MEMORANDUM

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To: Supervisor Schiliro, & Town Board Members

From: Sal Misiti

Date: May 22, 2020

Cc: Kevin Hay, Town Administrator

Re: **Sewer District No.2 – WWTP –Request for Proposals of Consulting Services**

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As directed and authorized, a Request for Proposals for the WWTP treatment enhancement project was distributed on March 12, 2020 to twelve (12) consulting firms, additionally the RFP was posted on the Town Web site. The submittal was due on April 24, 2020, seven (7) proposals were received and opened in the Town Clerk's office.

I would like to personally thank all of the firms that participated in this process during this very difficult time. All of the submittals were quite detailed and the majority of the requested submission requirements were provided. There were other firms who had interest but just could not put things together by the due date as their office staff was entirely remote.

The attached report details how the seven proposals were scored and ranked. The scoring result indicates that EDR –Environmental Design & Research scored the highest. They had some innovative concepts which have been used by Westchester County and they feel it could save us time and money. Their proposed fee as per the RFP request is \$249,300. The Town Administrator and I had a Microsoft Teams interview with them yesterday to review their conceptual plan.

The following action should take place at this time:

- Award the RFP to EDR
- Request EDR's standard contract documents for review by the Town Attorney
- Authorize the Supervisor to sign the agreement, upon review and approval of the contract documents by the Town Attorney

Attachment



# **North Castle Sewer District No.2**

## **W.W.T.P.**

### **Treatment Enhancement Project**

#### **Consultant Request for Proposals**

#### **Scoring Report**

Prepared by: Sal Misiti

May 2020

# Sewer District No. 2 Consultant Request for Proposals Selection Plan

*In an effort to restrain the possibility of excessive costs associated with this project we have canvassed several professional firms with a vast array of talent.*

## Background

On September 26, 2018 the district entered into an agreement with GHD Consulting Engineers to increase the WWTP design flow from the current permitted flow of 0.500mgd to 0.700mgd an increase of .200mgd. On October 28, 2019 GHD was directed by the Supervisor to hold off any further action on the expansion design. On February 24, 2020 it was decided to proceed with enhancements to the current operations and remain at the existing design flow capacity.

At the February 26, 2020 Town Board meeting, authorization to issue an RFP for the treatment enhancement was approved. On March 12, 2020 the RFP was sent to twelve (12) consulting firms and also published on the Town web site. There was a voluntary walk thru on April 7, 2020 for explanation of the RFP, in which 5 firms were present and taken thru individually. The RFP was due on April 24, 2020. This exercise resulted in seven (7) proposals provided to the Town Clerk.

This report is an accounting of the methodology used in the selection process. In order to account for all aspects of the proposals, I put together a scoring system which encompasses all submission requirements listed in Section VI of the RFP including the lump sum cost provided by each firm.

## Criteria for Scoring

To create a basis for scoring, I put together four categories and assigned a weight to each. The total capability of combined point value is 1,000 points. A table of the categories and assigned values is illustrated below in *Table 1*.

Factor	Weight	Max Points
Qualifications	25%	250
Ability	28.5%	285
RFP Submittal Requirements	6.5%	65
Cost	40%	400
	100%	1000

Table 1

Each criteria have subcategories which are directly related to the items requested in the RFP section IV. An example of the scoring sheet used is illustrated below in *Table 2*

Company Name:					
Criteria		Possible Points	Points Awarded	Multiplier	Total Points
<b>1</b>	<b>Qualifications - 25%</b>				
A	Corporate Organization	0-10		60	0
B	Resumes team members	0-10		50	0
C	Corp. Relative Experience	0-10		75	0
D	Hourly rate listings & associated Corporate Structure	0-10		25	0
E	Sub Consultants	0-10		20	0
F	Any other relative qualifications	0-10		20	0
			<b>0</b>	<b>Subtotal</b>	<b>0.00</b>
<b>2</b>	<b>Ability - 28.5%</b>				
A	Demonstrate Ability to Complete Project	0-10		75	0
B	Detailed Project Approach	0-10		75	0
C	Proposed Scope of Services	0-10		75	0
D	Project Organization Chart	0-10		30	0
E	Preliminary Schedule	0-10		30	0
			<b>0</b>	<b>Subtotal</b>	<b>0.00</b>
<b>3</b>	<b>Submittal Requirements - 6.5%</b>				
A	Ability to meet Town Insurance requirements	0-10		50	
B	RFP Section VII. Form Sexual Harassment	0-10		5	
C	RFP Section IX. Form Non Collusion Form	0-10		5	
D	RFP Section VIII. Form Iran Divestment Act	0-10		5	
			<b>0</b>	<b>Subtotal</b>	<b>0.00</b>
<b>4</b>	<b>Cost - 40%</b>	400		1	<b>0</b>
	<b>TOTAL SCORE</b>				<b>0.00</b>

Table 2

A point scoring key is provided below in **Table 3**. The points are awarded based upon the criteria submitted for each of the respective categories.

<b>Scoring Key</b>	
<b>Points</b>	<b>Guide</b>
10	Excellent,
9-8	Insightful response
7-6	More than adequate response
5-4	Adequate response, no special insights
3-2	Inadequate response
1-0	Totally inadequate response
0	No response provided

**Table 3**

The last component to be scored was the cost, which accounts for 40% of the total. The method I used was a ranking system whereby the lowest cost submitted would gain the most points, the maximum being 400 points. To calculate this, I ranked the fees from lowest to highest assigning a percentage of the maximum points as it relates to their ranking. The seven (7) prices submitted were ranked as indicated in **Table 4**.

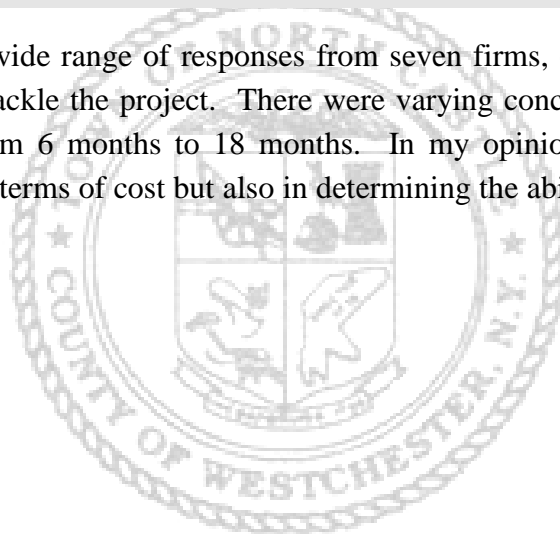
<b>Ranking</b>	<b>Points</b>
1	400
2	343
3	286
4	229
5	171
6	114
7	57

**7 Total Entries**

**Table 4**

## **RFP Results**

I have reviewed the wide range of responses from seven firms, each having some unique concepts on how to tackle the project. There were varying concepts regarding the design schedule, ranging from 6 months to 18 months. In my opinion this RFP exercise was beneficial not only in terms of cost but also in determining the ability and experience of the candidates.



## Price Ranking

Price comparisons for the seven consultants vary greatly from the lowest to the highest. The listing of proposed cost estimates is provided in *Table 5*.

Company Name	Pricing	Ranking	Points
EDR	\$249,300	1	400
Mott MacDonald	\$279,000	2	343
Chazen	\$362,900	3	286
Cedarwood Engineering	\$365,000	4	229
Woodard & Curran	\$396,400	5	171
Pitingaro & Doetsch	\$398,200	6	114
GHD	\$639,700	7	57

Table 5

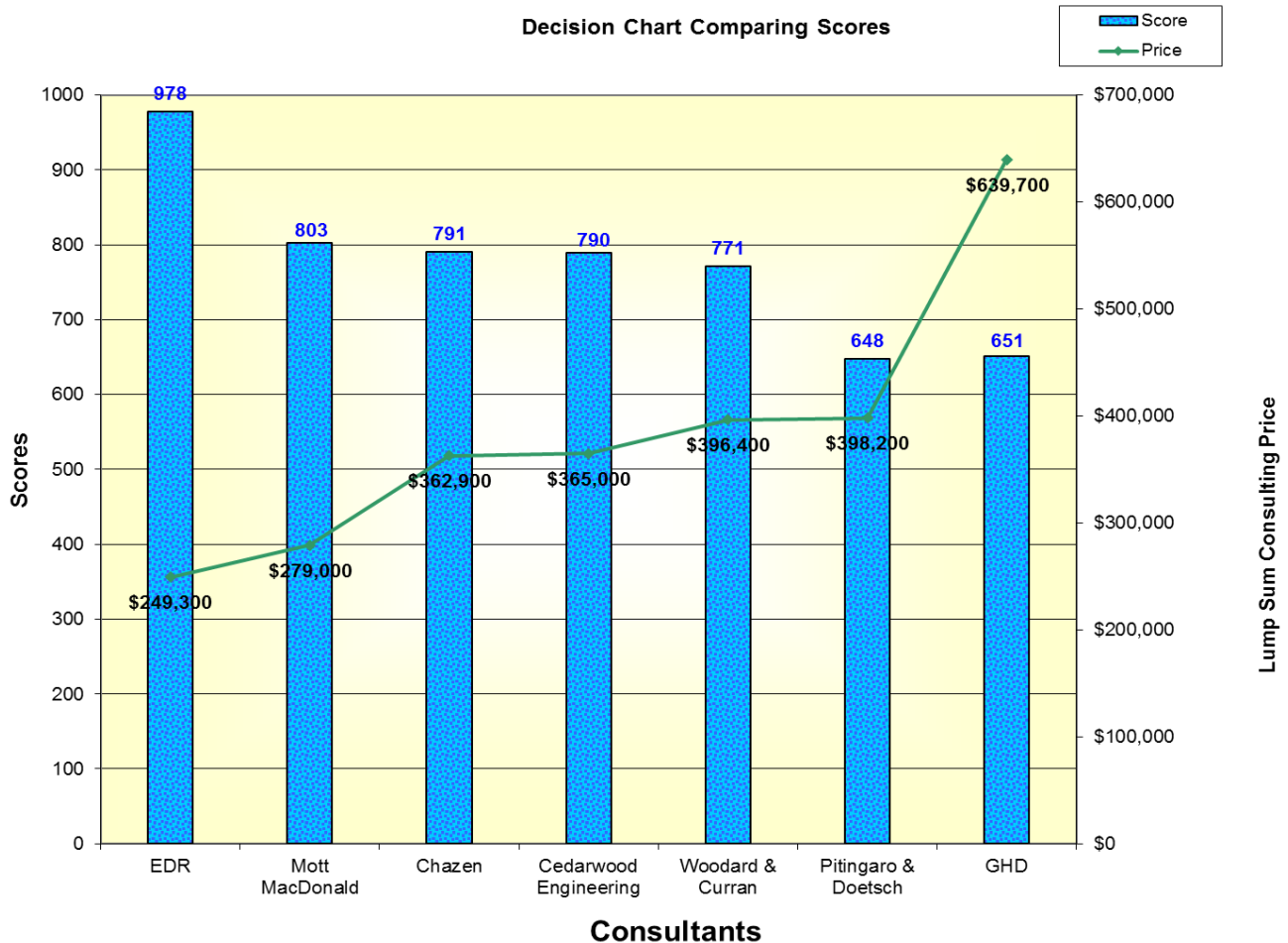
## Criteria Scoring

As indicated earlier, the exercise of assigning scores to each of the specific criteria relative to each RFP was performed. The maximum points that could have been achieved were 1,000 points. The final outcome of the scoring is illustrated below in *Table 6* detailing both the price points, criteria, and total points achieved.

Company Name	Pricing	Price Points Scored	Criteria Points Scored	Total Points Scored
EDR	\$249,300	400	578	978
Mott MacDonald	\$279,000	343	460	803
Chazen	\$362,900	286	505	791
Cedarwood Engineering	\$365,000	229	561	790
Woodard & Curran	\$396,400	171	600	771
Pitingaro & Doetsch	\$398,200	114	534	648
GHD	\$639,700	57	594	651

Table 6

The following chart illustrates each consultants score and also their submitted price for the project.



### Conclusion

Based upon the proposals received and the scoring analysis I performed, it is evident that EDR is the successful consultant. They have some design concepts that are unique and if we pursue their recommendation their fee will be lowered. The concept has been used before by Westchester County whereby a prefab structure all-inclusive, is configured and procured separately from the general contract. The Town Administrator and I had a pre award conference with EDR on May 21<sup>st</sup> to discuss their concept. Based upon their scoring, and the discussion we had, it appears that this is a viable option for the project and the Board should award the project to EDR.