

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

The seal of the Town of North Castle, New York, is a circular emblem. It features a central shield divided into four quadrants. The top-left quadrant shows a sailing ship, the top-right shows a plow, the bottom-left shows a sheaf of wheat, and the bottom-right shows a sheaf of wheat. The shield is surrounded by a rope-like border. The text "TOWN OF NORTH CASTLE" is written along the top arc, and "NEW YORK" is written along the bottom arc, separated by two stars.

## **Water Main Replacement Project**

## **Consultant Request for Proposals Scoring Report**

Prepared by: Sal Misiti

July 24, 2013

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

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

## **Background**

On April 24, 2013 the public hearing was closed with a unanimous vote by the Town Board to approve the Water District No.2 water main rehabilitation project. I was authorized at that time to prepare and distribute Requests for Proposals for the Professional Services associated with the design, preparation of bid documents, and construction management of the project.

On June 6, 2013 the Request for Proposals was sent to ten (10) major engineering firms, and was published on the Town website under News and also in a link associated with the Water District No.2 project. The link is still active. The deadline for the RFP submittal was July 12, 2013. This exercise resulted in eight (8) proposals being submitted.

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 weight has a related maximum point capability. The total 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	30%	300
Town Insurance Requirements	5%	50
Cost	40%	400
	100%	1000

Table 1

The criteria categories have subcategories which are directly related to the items requested in the RFP. 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</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</b>				
A	Demonstrate Ability to Complete Project	0-10		80	0
B	Detailed Project Approach	0-10		80	0
C	Proposed Scope of Services	0-10		80	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>Town Insurance Requirements</b>	0-10		50	<b>0</b>
<b>4</b>	<b>Cost</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 were awarded based upon the criteria submitted for each of the respective categories.

<b>Scoring Key</b>	
<b>Points</b>	<b>Guide</b>
10	A better response not possible
9-8	Excellent, 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. 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 eight prices submitted were ranked as indicated in **Table 4**.

<b>Ranking</b>	<b>Points</b>
1	400
2	350
3	300
4	250
5	200
6	150
7	100
8	50

**8** *Total Entries*

**Table 4**

## **RFP Results**

I have reviewed the wide range of responses from eight firms, each having some unique concepts on how to tackle the project. Regardless of which firm is selected, several ideas presented in the proposals should be considered and included in the project bid documents. We will utilize this blend of talent in the final design and specifications which will enhance the outcome of the project. In my opinion this RFP exercise was very beneficial not only in terms of cost but also in determining the ability and experience of the candidates.

## Pricing

Price comparisons for the eight consultants vary greatly with a wide range between proposed costs. I did note that the third ranked consultant excluded various required design costs from their proposal. They indicated that the district should budget funds to cover the expenditures. Had they included these required costs in their lump sum, their cost would have been much higher. Additionally, I had to seek clarification regarding the projected construction time frame from the fourth ranked consultant. They provided a separate monthly construction cost which was not included in their lump sum proposal. Based upon the information that was provided to me, I was able to recalculate their overall cost. The listing of proposed cost estimates is provided in *Table 5*.

Company Name	Pricing	Ranking	Points
GHD	\$265,900	1	400
Lackowitz Engineering	\$590,000	2	350
Professional Consulting Inc.	\$691,000	3	300
Kellard Sessions	\$708,500	4	250
Charles Manganaro	\$912,600	5	200
WSP	\$999,900	6	150
Savin Engineers	\$1,008,140	7	100
D&B Engineering	\$1,517,000	8	50

Table 5

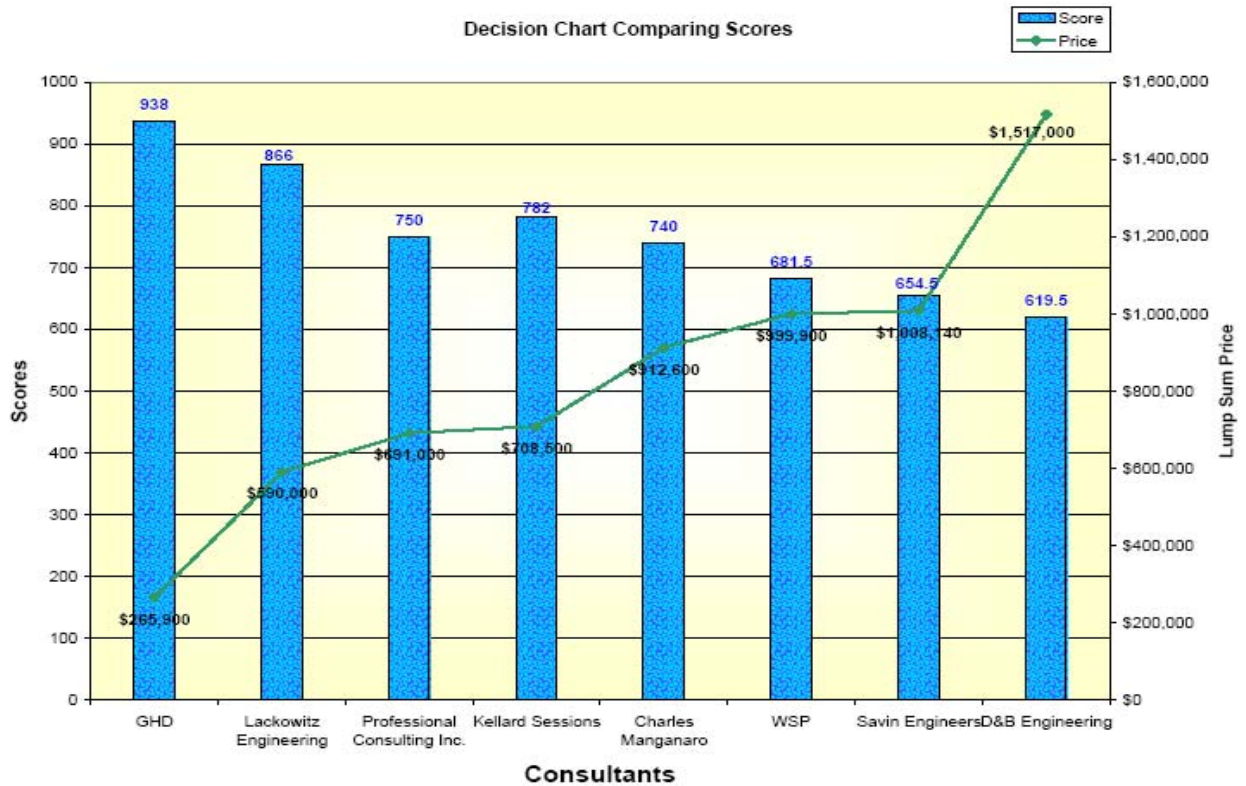
## Scoring

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
GHD	\$265,900	400	538	938
Lackowitz Engineering	\$590,000	350	516	866
Professional Consulting Inc.	\$691,000	300	450	750
Kellard Sessions	\$708,500	250	532	782
Charles Manganaro	\$912,600	200	540	740.00
WSP	\$999,900	150	531.5	681.50
Savin Engineers	\$1,008,140	100	554.5	654.50
D&B Engineering	\$1,517,000	50	569.5	619.50

Table 6

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



### Recommendation

Based upon the proposals received and the scoring analysis I performed it is evident that GHD is the successful consultant. That being said, it should be understood that they have proposed a very aggressive construction schedule (6 months). Their methodology is to specify multiple crews in the construction bid documents. I would recommend that we conditionally award the RFP to GHD and call them in for a pre-award interview. There have been some new developments that the Board has discussed that were not included in the RFP, such as EFC Funding. This funding does require consultant's involvement and attention, particularly reporting requirements, etc. There may be additional consulting costs associated with this funding. With out a doubt GHD had an advantage going into this as they have already laid out much of the ground work for the project. I believe it would be prudent on our part to call them in for a pre-award meeting to discuss their proposal.