



City of Lake Worth

Evaluation Matrix

Financial Services
7 North Dixie Highway
Lake Worth, FL 33460

RFP 16-212

LAKE WORTH HISTORICAL RESOURCES SURVEY UPDATE, PHASE 1

Evaluation Meeting: Thursday, September 22 2016 at 10:00AM

TOTAL AVERAGE WEIGHTED SCORE

Evaluation Criteria Score Sheet:		RANKED:		
Weight	3	1	2	
Row 10 Historic Preservation Solutions				
Environmental Services, Inc.				
GAI Consultants, Inc.				
Email Address	kelly@row10hps.com	bhandley@esinc.fl	estudiereparata@gaiconsultants.com	
1 Responsiveness to RFP				
1. Comprehensiveness of proposal	10	5	10	10
2. Completeness of proposal				
2 Cost Effectiveness				
1. Level of productivity (number of resources surveyed) for the contracted amount	20	12	17	18
2. Ability to meet the requirements in the grant agreement				
3 Successful Experience and Qualification of Staff				
1. Experience with similar sized cities/public entities	30	17	27	26
2. Staff qualifications and subject knowledge				
3. Evidence of experience and skill				
4. Evidence of availability to deliver in the timeline				
4 Similar Projects and References				
1. Provide examples of at least (3) similar survey projects, preferably in the State of Florida	30	13	25	23
2. Provide references from at least (3) entities				
5 Grant Funding				
1. Demonstrated understanding of Florida Division of Historical Resources survey requirements	10	5	10	10
2. Demonstrated ability to comply with Florida survey requirements, Chapter 1A-46				
TOTAL AVERAGE POSSIBLE POINTS	100	52	88	87
Total Points Received:	155	245	260	
Exhibit B - Registration Form	YES	YES	YES	
Exhibit C - Proposer Information Form	YES	YES	YES	
Exhibit D - Drug Free Workplace	YES	YES	YES	
Exhibit E - References	YES	YES	YES	
Exhibit F - Qualification for Similar Projects	YES	YES	YES	
Addendum #1	YES	YES	YES	
Required Licenses	NO	YES	YES	
Electronic Copy (CD)	YES	YES	YES	



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Dinner Summary
9/22/2016

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Evaluation Criteria Score Sheet	Weight	RANKED		
		1	1	1
Responsiveness to RFP 1. Comprehensiveness of proposal 2. Completeness of proposal	10	5	10	10
Cost Effectiveness 1. Level of productivity (number of resources surveyed) for the contracted amount 2. Ability to meet the requirements in the grant agreement	20	10	20	18
Successful Experience and Qualification of Staff 1. Experience with similar sized cities/public entities 2. Staff qualifications and subject knowledge 3. Evidence of experience and skill 4. Evidence of availability to deliver in the timeline	30	20	30	27
Similar Projects and References 1. Provide examples of at least (3) similar survey projects, preferably in the State of Florida 2. Provide references from at least (3) entities	30	15	25	25
Grant Funding 1. Demonstrated understanding of Florida Division of Historical Resources survey requirements 2. Demonstrated ability to comply with Florida survey requirements, Chapter 1A-46	10	5	10	10
TOTAL AVERAGE POSSIBLE POINTS	100	0	0	0
Total Points Received:		0	0	0
Exhibit B - Registration Form		YES	YES	YES
Exhibit C - Proposer Information Form		YES	YES	YES
Exhibit D - Drug Free Workplace		YES	YES	YES
Exhibit E - References		YES	YES	YES
Exhibit F - Qualification for Similar Projects		YES	YES	YES
Addendum #1		YES	YES	YES
Required Licenses		NO	YES	YES
Electronic Copy (CD)		YES	YES	YES

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LAKE WORTH HISTORICAL RESOURCES SURVEY UPDATE, PHASI EVALUATOR: William Waters, Director for Community Sustainability
Evaluation Meeting: Thursday, September 22 2016 at 10:00AM

Evaluation Criteria Score Sheet:		RANKED:		
Weight		3	1	2
		Row 10 Historic Preservation Solutions	Environmental Services, Inc.	GAI Consultants, Inc.
1	Responsiveness to RFP 1. Comprehensiveness of proposal 2. Completeness of proposal	10	5	10
2	Cost Effectiveness 1. Level of productivity (number of resources surveyed) for the contracted amount 2. Ability to meet the requirements in the grant agreement	20	15	20
3	Successful Experience and Qualification of Staff 1. Experience with similar sized cities/public entities 2. Staff qualifications and subject knowledge 3. Evidence of experience and skill 4. Evidence of availability to deliver in the timeline	30	20	25
4	Similar Projects and References 1. Provide examples of at least (3) similar survey projects, preferably in the State of Florida 2. Provide references from at least (3) entities	30	15	25
5	Grant Funding 1. Demonstrated understanding of Florida Division of Historical Resources survey requirements 2. Demonstrated ability to comply with Florida survey requirements, Chapter 1A-46	10	5	10
TOTAL POINTS RECEIVED		100	60	90
	Exhibit B - Registration Form	YES	YES	YES
	Exhibit C - Proposer Information Form	YES	YES	YES
	Exhibit D - Drug Free Workplace	YES	YES	YES
	Exhibit E - References	YES	YES	YES
	Exhibit F - Qualification for Similar Projects	YES	YES	YES
	Addendum #1	YES	YES	YES
	Required Licenses	NO	YES	YES
	Electronic Copy (CD)	YES	YES	YES



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Weight	1	1	1	
Row 10 Historic Preservation Solutions				
Environmental Services, Inc.				
GAI Consultants, Inc.				
Email Address	kelly@row10hps.com	bhandley@esinc.cc	e.scuoteguazzaz@gaiconsultants.com	
Responsiveness to RFP				
1. Comprehensiveness of proposal	5	10	10	
2. Completeness of proposal				
Cost Effectiveness				
1. Level of productivity (number of resources surveyed) for the contracted amount	10	10	20	
2. Ability to meet the requirements in the grant agreement				
Successful Experience and Qualification of Staff				
1. Experience with similar sized cities/public entities	10	25	25	
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Similar Projects and References				
1. Provide examples of at least (3) similar survey projects, preferably in the State of Florida	10	25	20	
2. Provide references from at least (3) entities				
Grant Funding				
1. Demonstrated understanding of Florida Division of Historical Resources survey requirements	5	10	10	
2. Demonstrated ability to comply with Florida survey requirements, Chapter 1A-46				
TOTAL AVERAGE POSSIBLE POINTS	100			
Total Points Received:	40	90	85	
Exhibit A - Registration Form	YES	YES	YES	
Exhibit B - Proposer Information Form	YES	YES	YES	
Exhibit C - Drug Free Workplace	YES	YES	YES	
Exhibit D - References	YES	YES	YES	
Exhibit E - Qualification for Similar Projects	YES	YES	YES	
Addendum #1	YES	YES	YES	
Required Licenses	NO	YES	YES	
Electronic Copy (CD)	YES	YES	YES	

[Signature] 09/22/2016



Lake Worth RFP Oath

RFP 16-212
Title: LAKE WORTH HISTORICAL RESOURCES SURVEY UPDATE, PHASE 1
Meeting: Thursday, September 22, 2016 @ 10:00 AM
1900 Conference Room

I understand that I am serving on an evaluation and selection committee for the above RFP and to the best of my ability will be fair and impartial in my evaluation and decision. By signing this Declaration I certify that:

1. I have read each proposal thoroughly and independently and have evaluated each on its own merits with no assistance from anyone. I will hold proposal information, evaluation discussions, and negotiations confidential and proprietary until released to the public. I will not discuss the content of proposals except as authorized by the Department of Management and Budget.
2. Neither I, nor my partner nor any members of my immediate family holds a position with a proposer such as an officer, director, trustee, partner, or the like, and is not employed in any capacity by any proposer. I have no business affiliation either by ownership or obligation to any of the proposing firms.
3. Neither I, nor my partner nor any member of my immediate family have a pecuniary interest arising from the procurement transaction.
4. I have not been lobbied either written or orally by any of the proposers or members of their team. For purposes of clarification, a team's representatives shall include, but not be limited to, the team's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the team. This includes letters, phone calls, e-mails or any conversation regarding this RFP. The "No Lobbying Condition" is in effect from the date of publication of the RFP and shall terminate once the contract is signed.
5. I have not and will not accept gifts from any proposer.

I confirm the above declarations are true and correct to the best of my knowledge.

Aimee N. Sunny
Signature

9/22/2016
Date

Aimee N. Sunny
Print Name

Senior Preservation Coordinator
Title/Position

Please sign & date and bring with you to the Selection Committee meeting to turn in.



**Lake Worth
RFP Oath**

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I confirm the above declarations are true and correct to the best of my knowledge.


Signature

09/22/2016
Date

MAXIME DUCOSTE
Print Name

ASSISTANT DIRECTOR
Title/Position

Please sign & date and bring with you to the Selection Committee meeting to turn in.



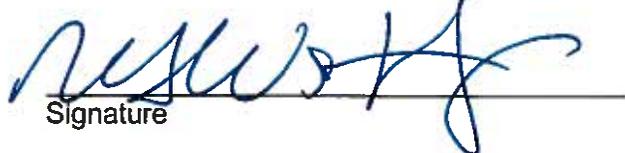
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Signature


Date


Print Name


Title/Position

Please sign & date and bring with you to the Selection Committee meeting to turn in.

Minutes - RFP 16-212

LAKE WORTH HISTORICAL RESOURCES SURVEY UPDATE, PHASE 1

Thursday 22, 2016 at 10:00 AM

Community Sustainability Conference Room

Evaluators:

Aimee Sunny, Preservation Coordinator

William Waters, Director for Community Sustainability – By phone

Maxime Ducoste, Planning & Preservation Manager

Vendor(s): via Web

Purchasing Agent:

Hirut Darge

Evaluation was discussed

Final Score 88 Environmental Services, Inc.

Meeting ended at 10:45 AM