



June 30, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

From:

Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

CONTACT: Renzo Nastasi, Manager II, Transportation Planning Division
407-836-8072

SUBJECT: Consultant Selection, Request for Proposals, Y23-815-CR,
Hiwassee Road, Pedestrian/ Cyclist Study

RECOMMENDATION:

Selection of Kimley-Horn and Associates, Inc. to provide Hiwassee Road Pedestrian/Cyclist Study, Request for Proposals Y23-815-CR.

Further request Board authorization for the Procurement Division to negotiate and execute a contract with a not-to-exceed budget of \$630,000.

The proposal was evaluated by the Procurement Committee on June 14, 2023. Commissioner Emily Bonilla was assigned to the Procurement Committee.

PROCUREMENT:

This contract will study location specific safety, accessibility, comfort and convenience needs for pedestrians, cyclists, transit users, motorists and freight handlers as they interact with other modes of transportation. This project is located in District 6.

FUNDING:

Funding is available in account number 1002-072-2732-3110.

REMARKS:

One proposal was received in response to this Request for Proposals (RFP). To ensure an open and competitive solicitation process, the RFP was posted to the County's e-procurement platform. A query of potential proposers that declined to compete on this project resulted in the following findings:

1. **Vanasse Hangen Brustlin, Inc.:** Was recently awarded the University Boulevard, Pedestrian/Cyclist Safety Study and didn't have capacity to submit for this project.
2. **Baxter & Woodman, Inc.:** After considering the work effort that will be required to complete the project, they elected to not submit.

3. **Inwood Consulting Engineers, Inc.:** Reviewed the project requirements for the project manager and deputy project manager. Although very qualified staff with diverse public service and consulting backgrounds, felt they could not meet all of the mandatory elements for three projects each.

The Procurement Committee evaluated the proposal in accordance with the criteria set forth in this RFP. The Procurement Committee's consensus scores are attached.



INTEROFFICE MEMORANDUM

June 14, 2023

TO: Cassandra Reyes, Contracting Agent
Procurement Division

FROM: Sheena Ferguson, Manager
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y23-815-CR / Hiwassee Road Pedestrian/ Cyclist Study

APPROVED: Sheena Ferguson

The M/WBE participation goal for this RFP is 27% and the M/WBE Employment Workforce goal is 24%. Listed below are respondents to the subject RFP with their sub-consultants and M/WBE participation score on a one (1) to five (5) scale:

**1. Kimley- Horn and Associates, Inc.
Majority Prime**

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
None*			

The form was marked "NOT APPLICABLE."

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 24%
Total WBE Workforce: 35%

Minority Workforce and Women Workforce Weighted Score: 37.5

Total M/WBE Participation Weighted Score: 37.5

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
None		

The form was marked "NOT APPLICABLE."

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Dislocated Workers)

Procurement Committee Meeting - June 14, 2023

Y23-815-CR, Hiawassee Road Pedestrian/Cyclist Study

CRITERIA	Project Manager	Assistant Project Manager	Project Team	Scope	VOW	Location	M/WBE	Dislocated Workers (B)	SDV (B)	Total Weighted Points
Weighted Value	15	10	15	30	5	10	15	5	15	120
Similar Projects Requested	3	3	(B) Indicates Bonus Points (Maximums Bonus Points Above)							
Kimley-Horn and Associates, Inc.	75.00	50.00	52.50	90.00	25.00	50.00	37.50	0.00	0.00	380.00
<i>Lead Person - Brian Sanders</i>	3.00	3.00	3.00	3.00	5.00	5.00	50%	0.00	0.00	
<i>Blanche Hardy</i>	3.00	3.00	4.00	3.00	5.00	5.00	50%	0.00	0.00	
<i>Ghulam Qadir</i>	3.00	3.00	4.00	3.00	5.00	5.00	50%	0.00	0.00	
<i>Sheena Ferguson</i>	3.00	3.00	3.00	3.00	5.00	5.00	50%	0.00	0.00	
Consensus or Average	3.00	3.00	3.50	3.00	5.00	5.00	50%	0.00	0.00	

POINT STRUCTURE:
 1= Poor 4= Above Avg.
 2= Below Avg. 5= Excellent
 3= Average