

Proposal Evaluation Summary

Pedestrian Master Plan – RFP #PUR0717-018

Proposals opened November 30, 2017

Evaluators: Kevin Vrchoticky, Adam Lindenlaub, Kirsty Sanchez, Brenna Fall

Proposals received in alphabetical order:

Firm Name	Location
Alta Planning & Design	Portland, OR
Community Design Group	Minneapolis, MN
HBK Engineering	Cedar Rapids, IA
Sam Schwartz Consulting	Chicago, IL
Snyder & Associates	Cedar Rapids, IA
Toole Design Group	Minneapolis, MN

Top three ranked firms:

1. Toole Design Group

Criteria	Points
Qualifications and Experience (50%)	475.00
Proposed Cost (see page 2) (20%)	180.00
Scope and Schedule of Services (20%)	190.00
Responsiveness (10%)	90.00
Local Preference Points	n/a
Total Evaluation Points	935.00

Facts:

- Qualified project team including both planners and engineers
- Extensive experience with similar projects for a variety of different sized cities
- Proposal indicates research has been done to gain thorough knowledge of Cedar Rapids area and background of previous plans
- Proposal clearly presents specific experience of the individual team members who would be assigned to this project
- Financial proposal is within competitive range
- Clear understanding of project with detailed timeline for completion in 12 months

2. Alta Planning & Design

Criteria	Points
Qualifications and Experience (50%)	475.00
Proposed Cost (see page 2) (20%)	165.00
Scope and Schedule of Services (20%)	180.00
Responsiveness (10%)	92.50
Local Preference Points	n/a
Total Evaluation Points	912.50

Facts:

- Qualified project team composed primarily of planners
- Extensive planning experience with similar projects for a variety of different sized cities, including current work in local area on Marion Master Trails and City of Cedar Rapids Bike Share Implementation Plan
- Proposal clearly presents specific experience of the individual team members who would be assigned to this project
- Financial proposal is within competitive range
- Clear understanding of project with detailed timeline for completion in 18 months

3. Community Design Group

Criteria	Points
Qualifications and Experience (50%)	387.50
Proposed Cost (see page 2) (20%)	145.00
Scope and Schedule of Services (20%)	150.00
Responsiveness (10%)	72.50
Local Preference Points	n/a
Total Evaluation Points	755.00

Facts:

- Partnering with McClure Engineering Co. to form qualified team of planners and engineers
- Significant experience with similar projects, primarily in Minnesota
- Proposal clearly presents specific experience of the individual team members who would be assigned to this project
- Financial proposal is within competitive range
- Clear understanding of project with detailed timeline for completion in 12 months

Recommendation for Award:

The evaluation team scored the top ranked proposals and Toole Design Group was rated as the top proposal. A resolution will be presented to the City Council on December 19, 2017 recommending that the contract be awarded to Toole Design Group.

Financial Submittals:

Firm	Financial Proposal
Alta Planning & Design	\$123,090
Community Design Group	\$123,400
HBK Engineering	\$ 85,000
Sam Schwartz Consulting	\$149,974
Snyder & Associates	\$170,000
Toole Design Group	\$118,000