

December 9, 2019

Proposal Evaluation Summary

Operational Review Nuisance Services – RFP #PUR0919-062

Proposals opened November 1, 2019

Evaluators: Kevin Ciabatti, Building Services Director; Ken DeKeyser, Development Services Manager; Steve Hershner, Utilities Director; John Riggs, Housing & Nuisance Manager; April Wing, Program Manager

Proposals received in alphabetical order):

Firm Name	Location	Financial Proposal	Total Score
Matrix Consulting Group	Edwardsville, IL	\$55,000	813.82
The Novak Consulting Group	Cincinnati, OH	\$47,800	920.00

1. The Novak Consulting Group

Criteria	Points
Qualifications and Experience (40%)	360
Financial Proposal (20%)	200
Responsiveness (40%)	360
Local Preference Points	0
Small Business Preference Points	0
Total Evaluation Points	920

Facts:

- Proposed a customized, personalized, comprehensive approach to the project
- Team members dedicated to this project have LEAN process improvement experience
- The approach to the project, including the input phase, is clearly defined
- Cost is the lowest

2. Matrix Consulting Group

Criteria	Points
Qualifications and Experience (40%)	320
Financial Proposal (20%)	173.82
Responsiveness (40%)	320
Local Preference Points	0
Small Business Preference Points	0
Total Evaluation Points	813.82

Facts:

- Proposed approach more straightforward, not customized
- Matrix has previous experience with the City
- Has provided similar services for cities approximately the same size as Cedar Rapids
- Cost is the highest

Recommendation for Award:

The evaluation team scored the top ranked proposals and The Novak Consulting Group was rated as the top proposal.