

October 16, 2020

Request for Qualifications Evaluation Summary

Intake Services for Derecho Damaged Property, RFP #PUR0920-061

Proposals opened September 21, 2020

Evaluators: Sara Buck, Housing Services Manager; Kevin Ciabatti, Building Services Director; Seth Gunnerson, Planner III; Duncan McCallum, Building Services Manager; Jennifer Pratt, Community Development Director

Proposals received in alphabetical order):

Firm Name	Location	Financial Proposal	Total Score
ProSource Technologies, LLC	Cedar Rapids	\$370.65 per parcel	890.00
Ulteig Engineers	Hiawatha	\$750.00 per parcel	628.84

1. ProSource Technologies, LLC

Criteria	Points
Qualifications and Experience (40%)	350.00
Financial Proposal (20%)	200.00
Responsiveness (40%)	340.00
Total Evaluation Points	890.00

Facts:

- Performed intake services for the City after the 2008 flood
- Will perform data entry into EnerGov
- Proposal submittal was straightforward and easy to understand
- Lowest price proposed

2. Ulteig Engineers

Criteria	Points
Qualifications and Experience (40%)	250.00
Financial Proposal (20%)	98.84
Responsiveness (40%)	280.00
Total Evaluation Points	628.84

Facts:

- Not as experienced in intake services as the other proposer
- GIS tool and use of technology are positive attributes
- Proposed providing photographs
- Highest price proposed

Recommendation for Award:

The evaluation team scored the proposals and ProSource Technologies, LLC was rated as the top proposal. A resolution will be presented to the City Council on October 20, 2020 recommending that the contract be awarded to ProSource Technologies, LLC.