



CITY COUNCIL ACTION REPORT

January 30, 2009

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration
Susan A. Leirstein, Purchasing Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Standard Purchasing Resolution 8: Best Value Award – Pathways
Master Plan

Background

- On October 15, 2008, requests for proposals were received and opened for the creation of a Pathways Master Plan for the City of Troy.
- 342 companies were notified via the MITN System.
- Nine firms submitted proposals and five statements of no bid were received.
- Six (6) firms were able to meet the minimum pass/fail requirements.
- Five committee members reviewed, evaluated and rated all six (6) RFP's. Committee members were the Parks and Recreation Director, Parks Superintendent, Traffic Engineer, Planning Director and Principal Planner.
- Each member independently calculated a weighted score based on their review. The individual weighted scores were averaged into one weighted score for each firm. The detailed proposal comprised fifty (50) percent of the final score for each firm.
- The six firms were invited to move forward in the selection process by participating in an interview. The interviews were independently evaluated by each committee member and the weighted scores were averaged into one weighted score for each firm. The interview comprised twenty (20) percent of the final score for each firm.
- The price comparison was completed by the Purchasing department. No committee member was permitted to attend the bid opening or to review the pricing portion of the detailed proposal. Proposal prices were normalized and a weighted score was given for each firm.
- The highest scoring firm verified they would accept the work based on normalized pricing, which resulted in a lower contract amount than originally submitted.
- Based on the final scoring and selection criteria of fifty (50) percent weighted proposal score, thirty (30) percent weighted price score and twenty (20) percent interview score, the committee recommends awarding the contract based on the best value process to Hamilton Anderson Associates. Hamilton Anderson has partnered with The Greenways Collaborative for this project.

January 30, 2009

To: Phillip L. Nelson, City Manager
Re: Best Value Award – Pathways Master Plan

Financial Considerations

- Funds are available through the Park Development Capital Account for Land Improvements - #401.751.770.7974.130

Legal Considerations

- RFP-COT 08-30, the Pathways Master Plan was competitively bid as required by City Charter and Code, and opened with nine (9) bidders responding.
- All bidders were given the opportunity to respond with their level of interest in developing a comprehensive Pathways Master Plan.
- The contract award is contingent upon the recommended bidder's submission of proper contract and supplemental documents, including insurance certificates and all other specified requirements.

Policy Considerations

- A trails master plan is the first step in the development and implementation of a city wide trail system. (Outcome Statements I, II, III)

Options

- City management recommends awarding a contract to develop a comprehensive Pathways Master Plan to Hamilton Anderson Associates of Detroit, MI, as a result of a best value process, for an estimated cost of \$40,997.18, plus reimbursables not to exceed \$4,450.00.



EXECUTIVE SUMMARY

PATHWAYS MASTER PLAN

STATISTICS:

- ◆ **Three-hundred forty-two (342) companies were notified via the MITN e-procurement website**
- ◆ **Nine (9) proposals were received**
- ◆ **Six (6) companies met the pass/fail criteria**
- ◆ **Interviews were conducted with all six (6) companies**
- ◆ **Hamilton Anderson Associates received the highest score as a result of a best value process**

The following Six (6) companies received the indicated final scores as a result of the criteria for selection: proposal, pricing and interview scores. All six (6) firms were invited to participate in an interview.

Company	SCORE
Hamilton Anderson Associates	86.6
Wade Trim	81.3
Johnson Hill Land Ethics Studio	81.3
McKenna Associates, Inc.	77.3
Landscape Architects & Planners, Inc.	70.7
Wilcox Professional Services, LLC	59.6

REQUEST FOR PROPOSALS - COMPANIES ELIMINATED FROM FURTHER CONSIDERATION (BASED ON PASS/FAIL INSURANCE REQUIREMENTS)

- OPUS International Consultants, Inc.
- T.Y. Lin International Great Lakes, Inc.
- Fleis & Vandenbrink Engineering Inc.

Attachments:

- ✓ Weighted Final Scoring Including Proposal, Price and Interview
- ✓ Evaluation Process
- ✓ Original Tabulation



WEIGHTED FINAL SCORING
PATHWAYS MASTER PLAN

Final Score Calculation:

$$\begin{array}{r}
 30\% \times \text{Price Score} \\
 20\% \times \text{Interview Score} \\
 \underline{50\% \times \text{Proposal Score}} \\
 100\% \qquad \qquad \qquad = \text{Final Weighted Score}
 \end{array}$$

In order to equate the price to the weighted evaluation process scoring, the prices had to be converted into a score with the base of 100. **NOTE:** Vendors are listed in the order of their summary score for both the price and proposal, from highest to lowest. For the interview, vendors are listed in the order of their score, from highest to lowest. For the final score the vendors are listed in the order of rating from highest to lowest.

Weighted Average Score for Price: 30%

	Weighted Criteria: [1-(Normalized Proposal Price - Normalized Lowest Price) / normalized lowest Price] x available points	Final Weighted Score (x .30)
Vendors:		
Hamilton Anderson Associates	1- (45,447.18- 37,700.00) / 37,700.00) x 100 = 79.4	79.4 x .30 = 23.8
Landscape Architects & Planners, Inc.	1- (45,422.67- 37,700.00) / 37,700.00) x 100 = 79.5	79.5 x .30 = 23.9
Wilcox Professional Services, LLC	1- (41,341.28 -37,700.00) / 37,700.00) x 100 = 90.3	90.3 x .30 = 27.1
Johnson Hill Land Ethics Studio	1- (44,050.00- 37,700.00) / 37,700.00) x 100 = 83.2	83.2 x .30 = 25.0
Wade Trim	1- (50,575.00- 37,700.00) / 37,700.00) x 100 = 65.8	65.8 x .30 = 19.7
McKenna Associates, Inc.	1- (37,700.00- 37,700.00) / 37,700.00) x 100 = 100.0	100.0 x .30 = 30.0

Weighted Average Score for Proposals: 50%

Raters:	1	2	3	4	5	Average	Final Weighted Score (x .50)
Vendors:							
Hamilton Anderson Associates	97.5	92.0	100.0	100.0	100.0	98.0	49.0
Landscape Architects & Planners, Inc.	74.0	65.0	65.0	80.0	75.0	71.8	35.9
Wilcox Professional Services, LLC	62.0	30.0	77.0	60.0	40.0	53.8	26.9
Johnson Hill Land Ethics Studio	76.0	85.0	90.0	75.0	100.0	85.2	42.6
Wade Trim	96.0	90.0	100.0	90.0	65.0	88.2	44.1
McKenna Associates, Inc.	80.0	60.0	55.0	90.0	40.0	65.0	32.5

Summary: Proposal and Price Scores

	Price Score	Proposal Score	Score
Vendors:			
Hamilton Anderson Associates	23.8	49.0	72.8
Landscape Architects & Planners, Inc.	23.9	35.9	59.8
Wilcox Professional Services, LLC	27.1	26.9	54.0
Johnson Hill Land Ethics Studio	25.0	42.6	67.6
Wade Trim	19.7	44.1	63.8
McKenna Associates, Inc.	30.0	32.5	62.5

All six (6) companies were invited to participate in an interview.
(Maximum # of points – 20)



Weighted Average Score for Interview: 20%

RATERS	1	2	3	4	5	Average	Final Weighted Score (x .20)
Vendors:							
Wade Trim	83.5	77.0	92.5	100.0	85.5	87.7	17.5
McKenna Associates, Inc.	63.0	71.0	89.5	94.5	52.0	74.0	14.8
Hamilton Anderson Associates	79.0	72.5	65.0	52.5	76.0	69.0	13.8
Johnson Hill Land Ethics Studio	60.5	67.0	73.5	67.0	74.5	68.5	13.7
Landscape Architects & Planners, Inc.	66.5	67.5	31.0	45.0	63.5	54.7	10.9
Wilcox Professional Services, LLC	38.5	38.0	20.5	15.0	27.0	27.8	5.6

FINAL SCORE:

VENDORS:	Hamilton Anderson Associates	Wade Trim	Johnson Hill Land Ethics Studio	McKenna Associates, Inc.	Landscape Architects & Planners, Inc.	Wilcox Professional Services, LLC
Price Score	23.8	19.7	25.0	30.0	23.9	27.1
Proposal Score	49.0	44.1	42.6	32.5	35.9	26.9
Interview Score	13.8	17.5	13.7	14.8	10.9	5.6
FINAL SCORE	86.6	81.3	81.3	77.3	70.7	59.6

**HIGHEST RATED VENDOR – RECOMMENDED AWARD



SELECTION PROCESS

CRITERIA FOR SELECTION

The identified Committee will review the proposals. The City of Troy reserves the right to award this proposal to the firm considered the most qualified based upon a combination of factors including but not limited to the following:

- A. Compliance with qualifications criteria
- B. Completeness of the proposal
- C. Financial strength and capacity of the firm
- D. Correlation of the proposals submitted to the needs of the City of Troy
- E. Any other factors which may be deemed to be in the City's best interest
- F. Evaluation Process

Phase 1: Minimum Qualifications Evaluation

Firms will be required to meet minimum established criteria in order to go to the second phase of the process.

Phase 2: Evaluation of Proposals

Each Committee member will independently use a weighted score sheet to evaluate the proposals; each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each firm for this phase of the process.

Phase 3: Interview Score – Optional-

The City, at their option, will invite at least the top three (3) rated firms to participate in an interview. If less than three (3) candidates remain in the process, all will be interviewed. Each Committee Member will independently use a weighted score sheet to evaluate the Interview; each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each firm for this phase of the process. Those being interviewed may be supplied with further instructions and requests prior to the interview. Persons representing the firm at the interview must be the personnel who will be assigned to this project.

Phase 4: Price

Points for price will be calculated as follows:

FORMULA: $\{1 - (\text{Normalized Proposal Price} - \text{Normalized Lowest Price}) / \text{normalized lowest price}\} \times \text{available points}$

The City reserves the right to accept the original proposed amount or the normalized amount, whichever is lower.

Phase 5: Final Scoring and Selection

The firm with the highest final weighted score will be recommended to the Troy City Council for Award.

50% Proposal Score (100 point base)
30% Price Score (100 point base)
20% Interview Score (100 point base)
100%

Note: The City of Troy reserves the right to change the order or eliminate an evaluation phase if deemed in the City's best interest to do so.

NORMALIZED PRICING - PATHWAYS MASTER PLAN

STEP #1 - Obtain Average Number of Hours

COMPANY NAME	Est # of Hours
Hamilton Anderson Associates	935.0
Landscape Architects & Planners, Inc.	603.0
Wilcox Professional Services, LLC	560.0
Johnson Hill Land Ethics Studio	490.0
Wade Trim	403.0
McKenna Associates, Inc.	350.0
	3341.0
Average # of Hours	556.8

STEP #2 - Obtain Hourly Rate for Each Company

COMPANY NAME	Divide - Proposed Est Total Cost	By - Proposed Est # of Hours	To obtain Each Companies Hourly Rate
Hamilton Anderson Associates	\$ 68,840.00	935.0	\$ 73.63
Landscape Architects & Planners, Inc.	\$ 43,290.00	603.0	\$ 71.79
Wilcox Professional Services, LLC	\$ 41,075.00	560.0	\$ 73.35
Johnson Hill Land Ethics Studio	\$ 43,550.00	490.0	\$ 88.88
Wade Trim	\$ 50,575.00	403.0	\$ 125.50
McKenna Associates, Inc.	\$ 35,200.00	350.0	\$ 100.57

Hourly Rate - Calculated using proposal lump sum amount divided by proposal estimated hours

STEP #3

Normalized Values: Calculated using calculated hourly rate (step #2) multiplied by average number of hours (step #1)

COMPANY NAME	Hourly Rate (x) Average # of Hours	Normalized Values	Plus Reimbursables	Normalized Values
Hamilton Anderson Associates	73.63 x 556.8	\$ 40,997.18	\$ 4,450.00	\$ 45,447.18
Landscape Architects & Planners, Inc.	71.79 x 556.8	\$ 39,972.67	\$ 5,450.00	\$ 45,422.67
Wilcox Professional Services, LLC	73.35 x 556.8	\$ 40,841.28	\$ 500.00	\$ 41,341.28
Johnson Hill Land Ethics Studio	88.88 x 556.8	\$ 49,488.38	\$ 500.00	\$ 49,988.38
Wade Trim	125.50 x 556.8	\$ 69,878.40	\$ -	\$ 69,878.40
McKenna Associates, Inc.	100.57 x 556.8	\$ 55,997.38	\$ 2,500.00	\$ 58,497.38

STEP #4 - Accepted the lower of the two amounts - original proposed amount or the normalized amount

The City reserves the right to accept the original proposed amount or the normalized amount, whichever is lower.

COMPANY NAME	Original Proposal	Normalized Values	Plus Reimbursables	Value Used
Hamilton Anderson Associates	\$ 68,840.00	\$ 40,997.18	\$ 4,450.00	\$ 45,447.18
Landscape Architects & Planners, Inc.	\$ 43,290.00	\$ 39,972.67	\$ 5,450.00	\$ 45,422.67
Wilcox Professional Services, LLC	\$ 41,075.00	\$ 40,841.28	\$ 500.00	\$ 41,341.28
Johnson Hill Land Ethics Studio	\$ 43,550.00	\$ 49,488.38	\$ 500.00	\$ 44,050.00
Wade Trim	\$ 50,575.00	\$ 69,878.40	\$ -	\$ 50,575.00
McKenna Associates, Inc.	\$ 35,200.00	\$ 55,997.38	\$ 2,500.00	\$ 37,700.00

STEP #5

Calculate Weighted Criteria:

COMPANY NAME	Value Used			
Hamilton Anderson Associates	\$ 45,447.18	0.206	79.40	23.8
Landscape Architects & Planners, Inc.	\$ 45,422.67	0.205	79.50	23.9
Wilcox Professional Services, LLC	\$ 41,341.28	0.097	90.30	27.1
Johnson Hill Land Ethics Studio	\$ 44,050.00	0.168	83.20	25.0
Wade Trim	\$ 50,575.00	0.342	65.80	19.7
McKenna Associates, Inc.	\$ 37,700.00	0.000	100.00	30.0

FIRM NAME:		Wilcox Professional Services, LLC	Johnson Hill Land Ethics Studio	Hamilton Anderson Associates
PROPOSAL: TO PROVIDE A PATHWAYS MASTER PLAN FOR THE NEEDS OF THE CITY OF TROY PARKS AND RECREATION DEPARTMENT				
VENDOR QUESTIONNAIF (Yes or No)		Yes	Yes	Yes
FIVE (5) COPIES (Yes or No)		Yes	Yes	Yes
INSURANCE:	Can Meet	XX	XX	XX
	Cannot Meet			
	Signed Y or N	Yes	Yes	Yes
PROPOSAL:				
SCHEDULE OF VALUES: (Hourly Rates)		UNIT PRICE	UNIT PRICE	UNIT PRICE
Estimated # of Hours:		560	490	935
Estimated Total Cost:		\$ 41,075.00	\$ 43,550.00	\$ 68,840.00
Not To Exceed:		\$ 500.00	\$ 44,050.00	\$ 4,450.00
Rate Per Job Classification:				
		Project Director \$140/ hour	Principal \$110/ hour	Principal \$165/ hour
		Project Manager \$85/ hour	Landscape Architect \$80/ hour	Project Manager \$125/ hour
		Project Engineer \$110/ hour	Principal Planner \$110/ hour	Landscape Architect \$70/ hour
		Project Biologist \$85/ hour	LA (CWA) \$85/ hour	Support \$60/ hour
		Trail Planner \$85/ hour	Project Planner \$85/ hour	
		CAD Tech. \$50/ hour	GIS Coordinator \$70/ hour	
Potential Additional Services:				
Remburseables:		\$500.00 Plan Distribution	\$.50 / per mile	\$500 Travel & Meals
			Plotting (color) \$4.50/S.F.	\$3,950 Printing & Supplies
			Plotting (B&W) \$1.33/S.F.	
			Copying \$.30 & \$.05 (B&W)	
		9 Months from Date of Award		
COMPLETION DATE:	Can meet	XX	XX	XX
	Cannot meet			
TERMS:		Blank	30 Days	Net 30 Days
EXCEPTIONS:		None	None	Blank
ACKNOWLEDGEMENT: Y or N		Yes	Yes	Yes
TWO FORMS: Non-Collusion & Legal Status		Yes	Yes	Yes
ADDENDUM #1 Y or N		Yes	Yes	Yes

DMS:
OPUS International Consultants, Inc. - Re: No Insurance Certificate included as specified (\$59,930.00)
T.Y. Lin International Great Lakes, Inc. - Re: No Insurance Certificate included as specified (\$50,244.00)
Fleis & Vandenbrink Engineering Inc. - Re: No Insurance Certificate included as specified (\$31,700.00)

NO BIDS:
Jacobs Carter Burgess
Flint Surveying & Engineering Company
Gould Engineering, Inc.
LSL Planning
Beckett & Raeder Inc

ATTEST:
 Diane Fisher
 Stu Alderman
 Linda Bockstanz

 Susan Leirstein CPPB
 Purchasing Director

FIRM NAME:		Wade Trim	Landscape Architects & Planners, Inc.	McKenna Associates, Inc.
PROPOSAL: TO PROVIDE A PATHWAYS MASTER PLAN FOR THE NEEDS OF THE CITY OF TROY PARKS AND RECREATION DEPARTMENT				
VENDOR QUESTIONNAIRE (Yes or No)		Yes	Yes	Yes
FIVE (5) COPIES (Yes or No)		Yes	Yes	Yes
INSURANCE:				
	Can Meet	XX	XX	XX
	Cannot Meet			
	Signed Y or N	Yes	Yes	Yes
PROPOSAL:				
SCHEDULE OF VALUES: (Hourly Rates)		UNIT PRICE	UNIT PRICE	UNIT PRICE
Estimated # of Hours:		403	603	350
Estimated Total Cost:		\$ 50,575.00	\$ 43,290.00	\$ 35,200.00
Not To Exceed:		\$ 50,575.00	\$ 5,450.00	\$ 2,500.00
<i>Rate Per Job Classification:</i>			Principal \$135/ hour	President \$150/ hour
	Project Manager \$104/ hour	Expert Witness \$200/ hour	Sr. Vice President \$135/ hour	
	Landscape Architect \$124/ hour	Sr Project Mgr \$110/ hour	Vice President \$130/ hour	
	Traffic Engineer \$146/ hour	Prof Engineer \$110/ hour	Director \$120/ hour	
		Landscape Arch \$ 90/ hour	Sr Manager \$110/ hour	
		Planner \$85/ hour	Principal \$ 97/ hour	
		Architect 3 \$80/ hour	Senior \$78/ hour	
<i>Potential Additional Services:</i>			Rates for additional hourly staff attached to bid	Planning workshop \$ 2,300.00
<i>Remburseables:</i>		\$.51 /mile	\$ 5,450.00	\$ 2,500.00
	\$.50 /Color Copies	Mileage, Blueprints, Plots, Lamination, Copies, Postage, Telephone, Etc.		
9 Months from Date of Award				
COMPLETION DATE:		XX	XX	XX
	Can meet			
	Cannot meet			
TERMS:		Blank	Net 30	30 - 60 Days
EXCEPTIONS:		Blank	Attached to Bid- Indemnification Clause and City of Troy agrees that the sample Document be returned	None
ACKNOWLEDGEMENT: Y or N		Yes	Yes	Yes
TWO FORMS: Non-Collusion & Legal Status		Yes	Yes	Yes
ADDENDUM #1 Y or N		Yes	Yes	No