



CITY OF DUNWOODY

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MEMORANDUM

To: Honorable Mayor and City Council

From: Richard Meehan, Director of Public Works

Date: November 16, 2009

Subject: Discussion on Dunwoody Village TE Project Contract Award

The Request for Proposal (RFP) for the design contract for the Dunwoody Village TE Project was released on August 21 with proposal due on September 23, 2009. Per the requirements of the TE Grant, we were only allowed to evaluate the firms based on qualifications and understanding of the project and could not ask for a fee proposal as part of the submittal. We had 13 Firms submit responses to the RFP.

A selection committee consisting of myself, Warren Hutmacher, Michael Tuller, and Cedric Clark, a Lowe employee in our Sandy Springs office, individually reviewed and scored each proposal in the areas of Project Understanding and Approach, Scope of Work, Schedule, Project Personal, and Related Experience. I have attached a sample of the score sheet used. The scores for each firm in each category were compiled and averaged into a final total score for each firm. Based on this scoring, there were two firms that finished in a tie for the top scoring and which stood out from the rest of the firms submitting. The selection committee met and decided to short list the two firms, LPA Group and Kimley-Horn, and has brought them in for interviews.

The interviews were held on November 11, 2009. For the interviews, the two firms were given a set of questions that we wanted them to address in their presentations. The selection committee met immediately after the interviews and based on the interviews the selection committee has recommended awarding the contract to Kimley-Horn. We have entered into fee and contract negotiations with this firm and expect to have a contract ready for the Council to approve at either the November 23 or the December 14 Council Meeting.

We expect to kick the project off with the approved firm in early January, initially with the collection of survey and existing environmental data. The firm may also proceed with some initial stakeholder and public input meetings to gather input from the community about what they want incorporated into the project. In order for this project to be designed to fit with the future redevelopment of Dunwoody Village, the development of the concept plan for this project may be delayed to late summer or early fall 2010 to allow the redevelopment plan process to get started and develop.

Dunwoody Village Parkway Bike/Pedestrian Improvements
RFP Number: 09-092
RFP Scoresheet

Proposer: _____

Reviewer: _____

Category	Max Score	Score	Comments
<i>Project Understanding and Approach:</i> Describe the consultant's understanding of the proposed project as described in the Request for Proposal. Demonstrate an understanding of the magnitude of the task, the constraints and the desired outcomes for the project	25		
<i>Scope of Work:</i> Include sufficient detail to determine how each task shall be accomplished. The work plan will describe how the consultant proposes to complete the project. The work plan must be sufficiently detailed for staff to determine the effectiveness of the proposal and should spell out how this work can be performed in a cost effective manner	15		
<i>Schedule:</i> Include a schedule for timely completion of the scope of work. Including information on the amount of time for each task.	20		
<i>Project Personnel:</i> Provide information on personnel to be assigned to this project. Personnel should have experience from similar projects and in fields necessary to complete this proposed work	15		
<i>Similar Experience:</i> List and describe your firm's projects worked on in the past five years that best match the scope and design of this project. Identify unique constraints or challenges associated with those projects and how you addressed those in order to deliver a successful project.	25		
Total Score	100		