

MEMORANDUM

To: Mayor and City Council

From: Warren Hutmacher, City Manager

Date: January 24, 2011

Subject **RFP Responses for Vendor Acquisition Services**

BACKGROUND

Upon incorporation, Dunwoody contracted with three prime consultants to spearhead the delivery of Community Development, Finance and Administration, and Public Works services to our citizens and businesses. Each of the agreements with these consulting firms expires in December 2011.

Heretofore the City has utilized the consultants/staff in our Finance and Administration department to write and administer the procurement process for RFPs, however, to avoid conflicts of interests; the City needs a third-party to assist with the procurement process. As such, the City Manager and Finance Director prepared and released an RFP to identify a provider for general government services procurement and assistance in evaluating and determining any potential changes to our service delivery model or the manner in which we group services for the future vendor acquisition RFP.

The firm selected through this process will work with the City to identify options and assist with the procurement process including organization of meetings and documents, interviews with personnel and vendors, analyzing and negotiating contracts, establishing timelines and benchmarks, and developing the evaluation matrix/process. This work will facilitate identifying and exercising the City's best options for service delivery of Community Development, Finance and Administration, and Public Works beginning in 2012.

Four companies submitted proposals with prices ranging from \$25,000-\$64,800. These companies are listed below in alphabetical order with initial pricing:

- | | |
|---|--|
| A) Hill International, Inc.
(\$27,750.00) | C) Qk4 (\$25,000.00) |
| B) Management Analysis, Inc.
(\$27,066.56) | D) Rahim, Inc. DBA RNR
Consulting (\$64,800.00) |

The breakdown of scoring and evaluation of bids is attached.

EVALUATION

The RFP Review Team, consisting of the City Manager, Finance Director, City Clerk and Police Chief, reviewed the written proposals and ranked the firms based on qualifications. Interviews were conducted with the three highest ranked firms from our initial review: Hill International, Inc. (Hill), Management Analysis, Inc. (MAI), and Rahim, Inc. DBA RNR Consulting (RNR).

Based on insights gained from the written proposals and the interviews, the RFP Review Team has determined that two firms clearly conveyed significant expertise and comprehensive experience that best meets the City's needs for this project.

The Review Team was impressed by RNR's comprehensive methodology approach to the project, and thorough understanding of local government management and Dunwoody's unique method of providing services through our private sector partners

Hill International also impressed the review team. They bring to the table specific expertise and experience in leading companies through complex procurement processes. Hill International acquired Boyken International, which originally assisted with the procurement process for the City in 2008. However, none of the personnel that worked on that procurement process are slated to be significantly involved in this effort.

The Review Team believes both RNR and Hill International would provide excellent service to the City. As such we solicited "Best and Final" offers from both firms:

- A) Hill - \$22,500
- B) RNR - \$45,360

The offers provided are aggressive and equitable for the tasks associated with the project. RNR's price is substantially higher than that of Hill, but in addition to their ability to manage and assist with the procurement process, RNR brings expertise in advising local governments regarding service delivery and operational efficiency issues.

If the Council believes that the City will not be considering making substantive changes to either the service delivery model currently in place or the groupings of services in the RFP, then Hill International is the preferred vendor due to their ability to help us create, manage and evaluate the RFP process. Although both proposals are below budgeted amounts for this project, Hill International's price is half that of Run.

If the Council believes that the City would benefit from and would likely consider changes to either the service delivery model currently in place or the groupings of services in the RFP, then RNR is the preferred vendor due to their ability to advise

us on complex local government service delivery and business operation issues. Their price is considerably higher than Hill, but the services they plan to provide are equitable to the price they have quoted the City and considerably below the budgeted project amount

FUNDING

\$60,000 was budgeted in FY 2011 to provide for the consulting services contemplated in the RFP.

RECOMMENDED ACTION

Staff respectfully requests that Council deliberate and discuss the likelihood of the Council considering substantive changes to the City's service delivery model and service grouping for this RFP process. Based on the consensus of Council following that discussion, the Council will have more clarity regarding the choice of firms for this project.

Evaluation of Bids form RFP 10-12
 (Acquisition Support for General Government Services Procurement)

Points	Category	Hill	MAI	RNR	QK4
55	Proposed Management Plan				
20	Analysis of potential methods of contracting and contract structures for delivery of City services incorporating performance measures to insure maximum accountability for the delivery of services.	15.75	4.5	18.75	13.5
15	Assist with preparation of timeline and benchmarks for contracting process. Assist with development of Requests for Proposals ("RFP") and solicitation process.	12.25	13.5	14.75	13.5
20	Assist with structure of Evaluation Committee, development of evaluation criteria, and evaluation and award of the contract(s).	18.5	13.25	19.5	14.25
30	Qualifications				
6	Describe your and any proposed staff's qualifications, experience and methodology for assisting the City in soliciting, evaluating, and awarding the above-described project.	5	4.25	5.75	3.25
6	Describe your and any proposed staff's qualifications and experience with preparation of RFP's which define specific services to be performed by a contractor or group of contractors.	4.5	4	6	2.5
6	Discuss your firm's involvement with similar projects at the federal, state, and/or local government levels.	5.5	3	5.75	2
6	Describe attributes, special capabilities, techniques or resources that make your firm uniquely qualified to provide these services.	5.5	3.5	5.5	2
6	Provide resumes or professional profiles of key personnel you would likely assign to this project Provide a list of references for like projects within the past five (5) years.	4	4	5	2.5
15	Pricing	14.5	14	9.25	14.25
	TOTAL POINTS	86	64	90	68

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