



City of North Port
PURCHASING
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MEMORANDUM

TO: Peter Lear, City Manager

FROM: Justin Daly, Contract Administrator *JSD*

DATE: September 6, 2019

SUBJECT: **RFP NO. 2019-71 PROFESSIONAL PLANNING AND DESIGN SERVICES FOR MASTER PLAN OF ACTIVITY CENTER 6, THE SHIRE.**

Pursuant to RFP 2019-71, Johnson Engineering, Inc. was deemed the only responsive Proposer after completing the submittal package due diligence review.

The Selection Committee held telephone discussions and then evaluated and ranked the following firm on September 6, 2019 as follows:

FIRMS	RANK
Johnson Engineering, Inc.	1

After polling the Committee, it is the recommendation of the Committee and purchasing that the City move forward with negotiations with the top ranked firm **Johnson Engineering, Inc.** The contract negotiations team will consist of Nicole Galehouse, Gerardo Traverso, and Alison Christie.

Approve to move forward with the Negotiations: YES NO

Approve the Negotiations Team: YES NO

Other: _____

[Signature]

9.6.19

Peter D. Lear, CPA, CGMA, City Manager

Date



CITY OF NORTH PORT
INITIAL RANKING TABULATION

RFP NO. 2019-71, PROFESSIONAL PLANNING AND DESIGN SERVICES FOR MASTER PLAN OF ACTIVITY CENTER 6, THE SHIRE

DATED: 9/6/2019

DEPT: NDS

JOHNSON ENGINEERING, INC.	wt	V 0-5	Member CHRISTIE		Member GALEHOUSE		Member SMITH		Member THOMAS		Member TRAVERSO				
			wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5			
QUALIFICATIONS OF FIRM	4	5	20	4	5	20	4	4	16	4	5	20	4	4	16
KEY PERSONNEL/QUALIFICATIONS OF THE PROJECT TEAM	4	4	16	4	5	20	4	4	16	4	5	20	4	4	16
PROJECT UNDERSTANDING & APPROACH	7	4	28	7	5	35	7	4	28	7	5	35	7	4	28
PROFICIENCY WITH SIMILAR SERVICES	3	4	12	3	5	15	3	4	12	3	5	15	3	4	12
REFERENCES	2	4	8	2	4	8	2	4	8	2	5	10	2	3	6
CERTIFIED MBE/WBE	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0
TOTALS			84			98			80			100			78

NO BID	wt	V 0-5	Member CHRISTIE		Member GALEHOUSE		Member SMITH		Member THOMAS		Member TRAVERSO				
			wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5			
QUALIFICATIONS OF FIRM	4		0	4		0	4		0	4		0	4		0
KEY PERSONNEL/QUALIFICATIONS OF THE PROJECT TEAM	4		0	4		0	4		0	4		0	4		0
PROJECT UNDERSTANDING & APPROACH	7		0	7		0	7		0	7		0	7		0
PROFICIENCY WITH SIMILAR SERVICES	3		0	3		0	3		0	3		0	3		0
REFERENCES	2		0	2		0	2		0	2		0	2		0
CERTIFIED MBE/WBE	1		0	1		0	1		0	1		0	1		0
TOTALS			0			0			0			0			0

NO BID	wt	V 0-5	Member CHRISTIE		Member GALEHOUSE		Member SMITH		Member THOMAS		Member TRAVERSO				
			wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5			
QUALIFICATIONS OF FIRM	4		0	4		0	4		0	4		0	4		0
KEY PERSONNEL/QUALIFICATIONS OF THE PROJECT TEAM	4		0	4		0	4		0	4		0	4		0
PROJECT UNDERSTANDING & APPROACH	7		0	7		0	7		0	7		0	7		0
PROFICIENCY WITH SIMILAR SERVICES	3		0	3		0	3		0	3		0	3		0
REFERENCES	2		0	2		0	2		0	2		0	2		0
CERTIFIED MBE/WBE	1		0	1		0	1		0	1		0	1		0
TOTALS			0			0			0			0			0

NO BID	wt	V 0-5	Member CHRISTIE		Member GALEHOUSE		Member SMITH		Member THOMAS		Member TRAVERSO				
			wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5			
QUALIFICATIONS OF FIRM	4		0	4		0	4		0	4		0	4		0
KEY PERSONNEL/QUALIFICATIONS OF THE PROJECT TEAM	4		0	4		0	4		0	4		0	4		0
PROJECT UNDERSTANDING & APPROACH	7		0	7		0	7		0	7		0	7		0
PROFICIENCY WITH SIMILAR SERVICES	3		0	3		0	3		0	3		0	3		0
REFERENCES	2		0	2		0	2		0	2		0	2		0
CERTIFIED MBE/WBE	1		0	1		0	1		0	1		0	1		0
TOTALS			0			0			0			0			0

NO BID	wt	V 0-5	Member CHRISTIE		Member GALEHOUSE		Member SMITH		Member THOMAS		Member TRAVERSO				
			wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5	wt	V 0-5			
QUALIFICATIONS OF FIRM	4		0	4		0	4		0	4		0	4		0
KEY PERSONNEL/QUALIFICATIONS OF THE PROJECT TEAM	4		0	4		0	4		0	4		0	4		0
PROJECT UNDERSTANDING & APPROACH	7		0	7		0	7		0	7		0	7		0
PROFICIENCY WITH SIMILAR SERVICES	3		0	3		0	3		0	3		0	3		0
REFERENCES	2		0	2		0	2		0	2		0	2		0
CERTIFIED MBE/WBE	1		0	1		0	1		0	1		0	1		0
TOTALS			0			0			0			0			0



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INITIAL RANKING TABULATION

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DATED: 9/6/2019

DEPT: NDS

SUMMARY	CHRISTIE		GALEHOUSE		SMITH		THOMAS		TRAVERSO	
	Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank
JOHNSON ENGINEERING, INC.	84	1	98	1	80	1	100	1	78	1
NO BID		2		2		2		2		2
NO BID		2		2		2		2		2
NO BID		2		2		2		2		2
NO BID		2		2		2		2		2

Method Based on Member Rankings

TOTAL OF SUMMARY

	Sum of Member Ranks	Final Award Order*
JOHNSON ENGINEERING, INC.	5	1
NO BID	10	2

* The lower the rank number, the higher the final award order

Nicole Galehouse

Nicole Galehouse

Gerardo Traverso

Gerardo Traverso

Alison Christie

Alison Christie

Mel Thomas

Mel Thomas

Darrell Smith

Darrell Smith