



Alachua County, Florida

## Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager  
County Administration Building, Gainesville, FL 32601  
(352) 374-5202

### EXECUTIVE SUMMARY

RFP No. RFP 23-391-TW

### Engineering Services for Santa Fe Hills Water System Replacement

RESPONSE DEADLINE: January 18, 2023 at 2:00 pm

Wednesday, April 26, 2023

## SOLICITATION OVERVIEW

<b>Project Title</b>	Engineering Services for Santa Fe Hills Water System Replacement
<b>Project ID</b>	RFP 23-391-TW
<b>Project Type</b>	Request For Proposal
<b>Release Date</b>	December 7, 2022
<b>Due Date</b>	January 18, 2023
<b>Procurement Agent</b>	Theodore White
<b>Evaluators</b>	Chris Dawson, Ramon Gavarrete, Stephen Hofstetter
<b>Project Description</b>	<p>Santa Fe Hills is a subdivided neighborhood located in unincorporated Alachua County near the city limits of Alachua. The subdivision entrance is located on NW 168th Avenue at the intersection with NW 173rd Street (CR 235A), just west of Santa Fe High School. The subdivision consists of 87 lots, several of which are vacant. The residents of Santa Fe Hills primarily receive their potable water from the Santa Fe Hills Water System, whose water plant is located on Lot 46 (Alachua County Tax Parcel 03043-046-000) within the subdivision.</p> <p>Originally a privately owned facility, the Santa Fe Hills Water System was constructed in 1966 with the intent to provide potable water to local residents who had no other available water source at the time. Alachua County took over operation and maintenance of the system in 2002. The County inherited an aged water system that was lacking in detailed design information. The system has reached the end of its service life and needs to be replaced. Connection to the City of Alachua's potable water system is now a viable option. The City's system is located nearby along NW 173rd Street (CR 235A).+</p>

## INTRODUCTION

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Request For Proposal - Engineering Services for Santa Fe Hills Water System Replacement

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## EXECUTIVE SUMMARY

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Engineering Services for Santa Fe Hills Water System Replacement

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### Summary

Alachua County Board of County Commissioners is seeking proposals from licensed professionals (hereinafter, referred to as Consultants) for the provision of RFP 23-391-TW Engineering Services for Santa Fe Hills Water System Replacement.

The following apply to this request for proposal: [Instruction to Proposers](#), [Terms and Conditions](#), [Insurance](#), [Scope of Work](#), [Proposal Requirements and Organization](#), [Request for Proposal Selection Procedures](#), [Evaluation Phases](#), [Attachments](#), [Submittals](#) and [Sample Agreement/Contract](#).

This RFP is procured in accordance with Florida Statutes 287, Procurement of Personal Property and Services, CCNA.

Santa Fe Hills is a subdivided neighborhood located in unincorporated Alachua County near the city limits of Alachua. The subdivision entrance is located on NW 168th Avenue at the intersection with NW 173rd Street (CR 235A), just west of Santa Fe High School. The subdivision consists of 87 lots, several of which are vacant. The residents of Santa Fe Hills primarily receive their potable water from the Santa Fe Hills Water System, whose water plant is located on Lot 46 (Alachua County Tax Parcel 03043-046-000) within the subdivision.

Originally a privately owned facility, the Santa Fe Hills Water System was constructed in 1966 with the intent to provide potable water to local residents who had no other available water source at the time. Alachua County took over operation and maintenance of the system in 2002. The County inherited an aged water system that was lacking in detailed design information. The system has reached the end of its service life and needs to be replaced. Connection to the City of Alachua's potable water system is now a viable option. The City's system is located nearby along NW 173rd Street (CR 235A).+

### Background

**Location:** Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

**Form of Government:** Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

### Contact Information

**Theodore White**

Procurement Agent II, CPPB

Email: [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us)

Phone: [\(352\) 384-3091](tel:(352)384-3091)

**Department:**

Public Works

### Timeline

<b>OpenGov Release Project Date</b>	December 7, 2022
<b>Second Advertisement Date</b>	December 14, 2022
<b>Question Submission Deadline</b>	January 8, 2023, 12:00am
<b>Solicitation Submission Deadline</b>	January 18, 2023, 2:00pm

<p><b>Solicitation Opening – Zoom Meeting</b></p>	<p>January 18, 2023, 2:00pm  The scheduled solicitation opening will occur via Zoom; the information to join is provided below. Attendance (live viewing) of the proposals opening is not required.</p> <p>Join Zoom Meeting  <a href="https://zoom.us/j/93437702771?pwd=S2QxMVpUTG5xQUtBTEVMbkRxakNEZz09">https://zoom.us/j/93437702771?pwd=S2QxMVpUTG5xQUtBTEVMbkRxakNEZz09</a></p> <p>Meeting ID: 934 3770 2771  Passcode: 702897  One tap mobile  +13126266799,,93437702771# US (Chicago)  +19292056099,,93437702771# US (New York)</p> <p>Dial by your location  +1 312 626 6799 US (Chicago)  +1 929 205 6099 US (New York)  +1 301 715 8592 US (Germantown)  +1 346 248 7799 US (Houston)  +1 669 900 6833 US (San Jose)  +1 253 215 8782 US (Tacoma)  Meeting ID: 934 3770 2771  Find your local number:  <a href="https://zoom.us/u/adtsfJybhW">https://zoom.us/u/adtsfJybhW</a></p> <p>If you have a disability and need an accommodation in order to participate in a County program, service or public meeting, please contact the Alachua County ADA Coordinator at <a href="mailto:ADA@alachuacounty.us">ADA@alachuacounty.us</a> or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. TDD/TTY users, please call 711 (Florida Relay Service)</p>
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### SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Nov 3, 2022 4:28 PM	Draft	Theodore White

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Date	Changed To	Changed By
Nov 17, 2022 11:03 AM	Review	Theodore White
Dec 6, 2022 11:26 AM	Final	Theodore White
Dec 6, 2022 11:26 AM	Post Pending	Theodore White
Dec 7, 2022 8:00 AM	Open	OpenGov Bot
Jan 18, 2023 2:00 PM	Pending	OpenGov Bot
Jan 31, 2023 7:24 AM	Evaluation	Mandy Mullins
Apr 25, 2023 10:25 AM	Pending	Mandy Mullins
Apr 25, 2023 10:26 AM	Evaluation	Mandy Mullins
Apr 25, 2023 1:48 PM	Award Pending	Mandy Mullins
Apr 25, 2023 1:48 PM	Evaluation	Mandy Mullins
Apr 25, 2023 5:03 PM	Award Pending	Mandy Mullins
Apr 25, 2023 5:04 PM	Evaluation	Mandy Mullins
Apr 25, 2023 5:18 PM	Pending	Theodore White
Apr 25, 2023 5:18 PM	Evaluation	Theodore White
Apr 25, 2023 6:32 PM	Pending	Mandy Mullins
Apr 25, 2023 6:32 PM	Evaluation	Mandy Mullins

### PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	CHW	Shannon Braddy marketing@chw-inc.com (352) 331-1976	Jan 18, 2023 10:11 AM
Submitted	JBPro	Anthony "Jay" Brown jay.brown@jbpro.com (352) 318-9462	Jan 18, 2023 1:56 PM
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	Dec 7, 2022 8:09 AM
Excluded	Yuro & Associates	Heather Kelley hkelley@mjyuro.com	Jan 18, 2023 11:20 AM

### VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	CHW	JBPro	Network Craze	Yuro & Associates (Excluded)
Corporate Resolution Granting Signature	Pass	Pass	No Response	Pass
Acknowledge that you have reviewed all Addendum(s) issued with this solicitation.	Pass	Pass	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	No Response	No Response
Drug Free Workplace	Pass	Pass	No Response	Pass
State Compliance	Pass	Pass	No Response	Pass
Vendor Eligibility	Pass	Pass	No Response	Pass
NON-SBE Subcontractors	Pass	Pass	No Response	Pass
Responsible Agent Designation	Pass	Pass	No Response	Pass
Conflict of Interest	Pass	Pass	No Response	Pass
Request for Proposal Submittal Documentation	Pass	Pass	No Response	Pass
You have reviewed and completed all the required submittal requirements..	Pass	Pass	No Response	Pass

## QUESTIONS AND ANSWERS

*No Questions Received.*

## ADDENDA & NOTICES

ADDENDA ISSUED:

*No Addenda issued.*

NOTICES ISSUED:

**Notice #1**

*Feb 6, 2023 7:22 AM*

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on Tuesday, March 28, 2023 @ 9:00 am, to evaluate and make final recommendations of the proposals for competitive solicitation for RFP 23-391-TW Engineering Services for Santa Fe Hills Water System Replacement. The final recommendations will be sent to the Board of County Commissioners.

Topic: Public Notice of Evaluation Committee Meeting for RFP 23-391-TW Engineering Services for Santa Fe Hills Water System Replacement

Time: Tuesday, March 28, 2023 @ 9:00 am Eastern Time (US and Canada)

Location: Alachua County Public Works

Conference Room B

5620 NW 120 Lane, Gainesville, FL 32653

Join Zoom Meeting

<https://alachuacounty-us.zoom.us/j/83102980228>

Meeting ID: 831 0298 0228

One tap mobile

+13052241968,,83102980228# US

+13126266799,,83102980228# US (Chicago)

Dial by your location

+1 305 224 1968 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 309 205 3325 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US

Meeting ID: 831 0298 0228

Find your local number: <https://alachuacounty-us.zoom.us/j/83102980228>

These meetings are subject to change and/or cancellation. If you have any questions regarding these meetings, please call 352.384.3090. All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose, they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. If any accommodations are needed for persons with disabilities, please contact the County's Equal Opportunity Office at (352)374-5275 or (TTD) (352)-374-5284.

## **Notice #2**

*Mar 28, 2023 2:25 PM*

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on Monday, April 24, 2023 @ 4:00 pm, to evaluate and make final recommendations of the proposals for competitive solicitation for RFP 23-391-TW Engineering Services for Santa Fe Hills Water System Replacement. The final recommendations will be sent to the Board of County Commissioners.

Topic: Public Notice of Evaluation Committee Meeting for RFP 23-391-TW Engineering Services for Santa Fe Hills Water System Replacement

Time: Monday, April 24, 2023 @ 4:00 pm Eastern Time (US and Canada)



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Location: Alachua County Public Works  
Conference Room B  
5620 NW 120 Lane, Gainesville, FL 32653

Join Zoom Meeting

<https://alachuacounty-us.zoom.us/j/81627327411>

Meeting ID: 816 2732 7411

One tap mobile

+13052241968,,81627327411# US

+19292056099,,81627327411# US (New York)

These meetings are subject to change and/or cancellation. If you have any questions regarding these meetings, please call 352.384.3090. All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose, they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. If any accommodations are needed for persons with disabilities, please contact the County's Equal Opportunity Office at (352)374-5275 or (TTD) (352)-374-5284.

**Notice #3**

*Apr 4, 2023 9:25 AM*

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on Wednesday, April 12, 2023 @ 4:00 pm, to discuss and update the motion of the proposals for competitive solicitation for RFP 23-391-TW Engineering Services for Santa Fe Hills Water System Replacement. The final recommendations will be sent to the Board of County Commissioners.

Time: Wednesday, April 12, 2023 @ 4:00 pm Eastern Time (US and Canada)

Location: Alachua County Administration Building  
Third Floor Conference Room  
12 SE 1st Street, Gainesville, FL 32601

Join Zoom Meeting

<https://alachuacounty-us.zoom.us/j/82064668856>

Meeting ID: 820 6466 8856

One tap mobile

+13052241968,,82064668856# US

+19292056099,,82064668856# US (New York)

These meetings are subject to change and/or cancellation. If you have any questions regarding these meetings, please call 352-384-3090. All persons are advised that, if they decide to contest any decision

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made at any of these meetings, they will need a record of the proceedings and, for such purpose, they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. If any accommodations are needed for persons with disabilities, please contact the County’s Equal Opportunity Office at (352)374-5275 or (TTD) (352)-374-5284.

**Notice #4**

*Apr 13, 2023 7:01 AM*

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on Monday, April 24, 2023 @ 5:00 pm, to evaluate and make final recommendations of the proposals for competitive solicitation for RFP 23-391-TW Engineering Services for Santa Fe Hills Water System Replacement. The final recommendations will be sent to the Board of County Commissioners.

Topic: Public Notice of Evaluation Committee Meeting for RFP 23-391-TW Engineering Services for Santa Fe Hills Water System Replacement

Time: Monday, April 24, 2023 @ 4:00 pm Eastern Time (US and Canada)

Location: Alachua County Public Works  
Conference Room B  
5620 NW 120 Lane, Gainesville, FL 32653

## EVALUATION

### PHASE 2

#### EVALUATORS

Name	Title	Agreement Accepted On
Chris Dawson	Transportation Planning Manager	Mar 15, 2023 8:56 AM
Ramon Gavarrete	Public Works Director	Mar 20, 2023 7:53 AM
Stephen Hofstetter	Director	Feb 1, 2023 9:28 AM

#### EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Understanding of Project	Points Based	50 (25% of Total)

Description:

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- A. Did the presentation indicate a thorough understanding of the project? Is the appropriate emphasis placed on the various work tasks?
- B. Was the presentation more specific to the County's project or a "generic" presentation?
- C. Did the firm develop a workable approach to the project?

Criteria	Scoring Method	Weight (Points)
Responsiveness to Questions	Points Based	40 (20% of Total)

Description:

- A. Were questions answered directly or evasively?
- B. Were answers to questions clear and concise or scrambled and verbose?

Criteria	Scoring Method	Weight (Points)
Project Team	Points Based	50 (25% of Total)

Description:

- A. Did the project team participate?
- B. Was project team plan of action presented and how specifically did it address the project?
- C. Was there participation from any subcontracted firms? What was the impact of their participation?

Criteria	Scoring Method	Weight (Points)
Project Manager	Points Based	50 (25% of Total)

Description:

- A. Does the project manager have experience with responsibility for projects of comparable size and scope? Did he/she have a good understanding of this project?
- B. Did the project manager participate in the presentation? How effectively did he/she communicate ideas and respond to questions?

Criteria	Scoring Method	Weight (Points)
Other	Points Based	10 (5% of Total)

Description:

- A. Award additional points for unique experience or abilities; organization of approach; understanding of "why it is to be done", as well as, "what is to be done," etc. Do not award points for excessive boilerplate, excessive participation by "business development", and use of "professional" presenters.
- B. The Other Factors to be considered, but not limited to, are those items, such as Small Business Enterprise status, past performance, and previous amount of work for Alachua County. Fee proposals, when requested and deemed appropriate, are also to be considered in the evaluation process, where the request for such fees is in accordance with the County's Procurement Code.

**AGGREGATE SCORES SUMMARY**

Vendor	Chris Dawson	Ramon Gavarrete	Stephen Hofstetter	Total Score (Max Score 200)
JBPro	185	196	190	190.33
CHW	163	199	189	183.67
Yuro & Associates Excluded	0	0	0	0

**VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Understanding of Project Points Based 50 Points (25%)	Responsiveness to Questions Points Based 40 Points (20%)	Project Team Points Based 50 Points (25%)	Project Manager Points Based 50 Points (25%)	Other Points Based 10 Points (5%)
JBPro	49.3	37.3	49.3	46	8.3
CHW	47.7	37.3	42	48.3	8.3
Yuro & Associates Excluded	0	0	0	0	0

Vendor	Total Score (Max Score 200)
JBPro	190.33
CHW	183.67
Yuro & Associates Excluded	0

## INDIVIDUAL PROPOSAL SCORES

### CHW

#### Understanding of Project | Points Based | 50 Points (25%)

Chris Dawson: 45

Ramon Gavarrete: 50

Stephen Hofstetter: 48

Provided specific details about the project with clear timeline presented and demonstrated the approach.

#### Responsiveness to Questions | Points Based | 40 Points (20%)

Chris Dawson: 35

Ramon Gavarrete: 39

Consultant responded to questions directly and expressed their knowledge of City Staff.

Stephen Hofstetter: 38

answered questions and gave a few examples

#### Project Team | Points Based | 50 Points (25%)

Chris Dawson: 30

Ramon Gavarrete: 50

Good TEAM. Knowledge of adjacent City of Alachua's private development.

Stephen Hofstetter: 46

Most of the project team participated. Subcontractors did not participate and presentation

#### Project Manager | Points Based | 50 Points (25%)

Chris Dawson: 45

Ramon Gavarrete: 50

Knowledgeable of stake holders. Let the community know of design / construction issues / progress. Information Flow. Keeping the City of Alachua informed.

Stephen Hofstetter: 50

project manager participated in the presentation and shoed experience with the project

#### Other | Points Based | 10 Points (5%)

Chris Dawson: 8

Ramon Gavarrete: 10

Very good approach on Public Involvement and coordination with the City of Alachua. Commit to meet with Community as many times is necessary. Elaborated on Bidding / Construction services.

Stephen Hofstetter: 7

Currently provides all utilities for the city so very knowledgeable with the city infrastructure and needs

### JBPro

#### Understanding of Project | Points Based | 50 Points (25%)

Chris Dawson: 50

Ramon Gavarrete: 50

Extensive knowledge of project. Provided a good schedule and items of special attention for the project. Good TEAM.

Stephen Hofstetter: 48

Strong understanding of the project and specific to the project. Presented a workable approach with a general timeline

#### Responsiveness to Questions | Points Based | 40 Points (20%)

Chris Dawson: 35

Ramon Gavarrete: 39

Consultant responded to questions directly and expressed their knowledge of City Staff.t.

Stephen Hofstetter: 38

A. Yes, they answered them clearly

#### Project Team | Points Based | 50 Points (25%)

Chris Dawson: 50

Ramon Gavarrete: 50

Very good presentation and all TEAM members were present and participated

Stephen Hofstetter: 48

All the team participated. No subcontractor included

#### Project Manager | Points Based | 50 Points (25%)

Chris Dawson: 40

Ramon Gavarrete: 49

Consultant provided several examples of work.

Stephen Hofstetter: 49

Yes, project manager participated and communicated the ideas and responded to questions.

**Other | Points Based | 10 Points (5%)**

Chris Dawson: 10

Ramon Gavarrete: 8

Stephen Hofstetter: 7

Unique experience with prior survey work on the project and knowledge of city infrastructure

**Yuro & Associates  
(Excluded)**

**Understanding of Project | Points Based | 50 Points (25%)**

Chris Dawson: 0

Ramon Gavarrete: 0

Stephen Hofstetter: 0

**Responsiveness to Questions | Points Based | 40 Points (20%)**

Chris Dawson: 0

Ramon Gavarrete: 0

Stephen Hofstetter: 0

**Project Team | Points Based | 50 Points (25%)**

Chris Dawson: 0

Ramon Gavarrete: 0

Stephen Hofstetter: 0

**Project Manager | Points Based | 50 Points (25%)**

Chris Dawson: 0

Ramon Gavarrete: 0

Stephen Hofstetter: 0

**Other | Points Based | 10 Points (5%)**

Chris Dawson: 0

Ramon Gavarrete: 0

Stephen Hofstetter: 0

## PHASE 1

### EVALUATORS

Name	Title	Agreement Accepted On
Chris Dawson	Transportation Planning Manager	Mar 15, 2023 8:56 AM
Ramon Gavarrete	Public Works Director	Mar 20, 2023 7:53 AM
Stephen Hofstetter	Director	Feb 1, 2023 9:28 AM

### EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability of Professional Personnel	Points Based	50 (28.6% of Total)

Description:

- A. Resumes of the key staff support the firm's Competency in doing this type of work? Key staff includes the Project Manager, and other project team professionals.
- B. Has the firm done this type of work in the past?
- C. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?
- D. Based on questions above, award points as follows:
  1. 21-30 points - Exceptional Experience
  2. 11-20 points - Average Experience
  3. 0-10 points - Minimal Experience
- E. Has the company or key staff recently done this type of work for the County, the State, or for local government in the past?
  1. If the work was acceptable, award up to ten (10) points.
  2. If the firm has not done this type of work, award zero (0) points.
  3. If the work was unacceptable, deduct up to ten (10) points and note why.
- F. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the project?
  1. If the answer is yes, award from one (1) to ten (10) points and note reasons.
  2. If the answer is no, award zero (0) points.



Criteria	Scoring Method	Weight (Points)
Capability to Meet Time and Budget Requirements	Points Based	20 (11.4% of Total)

Description:

- A. Does the level of key staffing and their percentage of involvement, the use of subcontractors (if any), office location, and/or information contained in the transmittal letter indicate that the firm will, or will not, meet time and budget requirements?
- B. To your knowledge, has the firm met or had trouble meeting time and budget requirements on similar projects?
- C. Have proof of insurability and other measures of financial stability been provided?
- D. Are time schedules reasonable?
- E. Current Workload.
- F. This factor is designed to determine how busy a firm is by comparing all Florida work against Florida personnel.
  - 1. If the work was acceptable, award up to ten (20) points.
  - 2. If the firm has not done this type of work, award zero (0) points.
  - 3. **If the work was unacceptable, deduct up to ten (10) points and note why.**

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (2.9% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Understanding of Project	Points Based	25 (14.3% of Total)

Description:

- A. Did the proposal indicate a thorough understanding of the project?

- B. Is the appropriate emphasis placed on the various work tasks?
  - 1. If the work was acceptable, award up to ten (20) points.
  - 2. If the firm has not done this type of work, award zero (0) points.
  - 3. **If the work was unacceptable, deduct up to ten (10) points and note why.**

Criteria	Scoring Method	Weight (Points)
Project Approach	Points Based	25 (14.3% of Total)

Description:

- A. Did the firm develop a workable approach to the project?
- B. Does the proposal specifically address the County's needs or is it "generic" in content?

Criteria	Scoring Method	Weight (Points)
Project Manager	Points Based	10 (5.7% of Total)

Description:

- A. Does the project manager have experience with projects comparable in size and scope?
- B. Does the Project Manager have a stable job history? Have they been with the firm long, or have there been frequent job changes?

Criteria	Scoring Method	Weight (Points)
Project Team	Points Based	20 (11.4% of Total)

Description:

- A. Was a project team identified?
- B. Is the team makeup appropriate for the project?
- C. Do the team members have experience with comparable projects?
- D. Are there any sub contracted firms involved? Will this enhance the project team?
- E. Are the hours assigned to the various team members for each task appropriate?

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Engineering Services for Santa Fe Hills Water System Replacement

Criteria	Scoring Method	Weight (Points)
Project Schedule	Points Based	10 (5.7% of Total)

Description:

- A. Is the proposed schedule reasonable based on quantity of personnel assigned to the project?
- B. Are individual tasks staged properly and in proper sequence?

Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (5.7% of Total)

Description:

- A. Was proposal organization per the RFP?
- B. Was all required paperwork submitted and completed appropriately?
- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

**AGGREGATE SCORES SUMMARY**

Vendor	Chris Dawson	Ramon Gavarrete	Stephen Hofstetter	Total Score (Max Score 175)
JBPro	149	165	163	159
CHW	146	162	165	157.67
Yuro & Associates	151	90	120	120.33

**VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Ability of Professional Personnel Points Based 50 Points (28.6%)	Capability to Meet Time and Budget Requirements Points Based 20 Points (11.4%)	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.9%)	Understanding of Project Points Based 25 Points (14.3%)	Project Approach Points Based 25 Points (14.3%)
JBPro	45.3	19	0	25	24.7
CHW	45	18.7	2	24.3	22.3
Yuro & Associates	23.3	15.7	5	16.7	19

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Vendor	Project Manager Points Based 10 Points (5.7%)	Project Team Points Based 20 Points (11.4%)	Project Schedule Points Based 10 Points (5.7%)	Proposal Organization Points Based 10 Points (5.7%)	Total Score (Max Score 175)
JBPro	10	19	6	10	159
CHW	10	19.3	6	10	157.67
Yuro & Associates	10	13.7	9	8	120.33

INDIVIDUAL PROPOSAL SCORES

**CHW**

**Ability of Professional Personnel | Points Based | 50 Points (25%)**

Chris Dawson: 42

Firm has extensive experience in Alachua County

Ramon Gavarrete: 48

Stephen Hofstetter: 45

Extensive knowledge of key staff and project manager. They have done this work before. The work is not being subcontracted. The company and key staff have done this work locally before. Having a local knowledge and prior experience working for Alachua County, awarded 5 additional points.

**Capability to Meet Time and Budget Requirements | Points Based | 20 Points (10%)**

Chris Dawson: 17

No time schedules are included to evaluate

Ramon Gavarrete: 19

Although there are numerous references to project schedule, no schedule was submitted. Not even a generic version. Staff is adequate to meet AC expectations.

Stephen Hofstetter: 20

Key staff appear to have the capacity and I'm not aware of them not meeting time and budget requirements.

**Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.5%)**

Chris Dawson: 2

\$267,589.90

Ramon Gavarrete: 2

\$267,589.90

Stephen Hofstetter: 2

\$267,589.90

**Understanding of Project | Points Based | 25 Points (12.5%)**

Chris Dawson: 25

Ramon Gavarrete: 23

Good understanding of the Scope. Proposer is aware of the need to coordinate with the City of Alachua and to design to the City's specifications. Proposer missed that constant communication with City of Alachua is critical with Alachua County being primary.

Stephen Hofstetter: 25

Understands the project and emphasized the appropriate work tasks

#### Project Approach | Points Based | 25 Points (12.5%)

Chris Dawson: 20

Specific permitting agencies weren't mentioned.

Ramon Gavarrete: 22

Stephen Hofstetter: 25

The approach appears logical and reasonable. The material is presented in a way that specifically addressed the county's needs.

#### Project Manager | Points Based | 10 Points (5%)

Chris Dawson: 10

Ramon Gavarrete: 10

Stephen Hofstetter: 10

Extensive experience with similar jobs and at this scale.

#### Project Team | Points Based | 20 Points (10%)

Chris Dawson: 20

Ramon Gavarrete: 20

Stephen Hofstetter: 18

The project team was identified and appropriately scaled and skilled for the project. No subcontractors to enhance the project team. Hours assigned for the various team members are appropriate.

#### Project Schedule | Points Based | 10 Points (5%)

Chris Dawson: 0

No schedule is included

Ramon Gavarrete: 8

Although there are numerous references to project schedule, no schedule was submitted. Not even a generic version.

Stephen Hofstetter: 10

Schedule was logical and reasonable and properly assigned to the team member's skill set.

Proposal Organization   Points Based   10 Points (5%)
Chris Dawson: 10
Ramon Gavarrete: 10
Stephen Hofstetter: 10

**JBPro**

**Ability of Professional Personnel | Points Based | 50 Points (25%)**

Chris Dawson: 42

Firm has special knowledge of the project due to prior phase experience

Ramon Gavarrete: 48

Very familiar with the standards and design requirements of the City of Alachua for their water systems and are used to working closely with the Public Services staff that review and ultimately approve water systems and utility improvements for the City.

Stephen Hofstetter: 46

Resumes of key staff and project manager provided and firm has done similar work in the past and locally. Overall team has good experience (28/30 points). Gave 8 points for unique factors based on their strong knowledge and experience in already drafting a plan for this facility.

**Capability to Meet Time and Budget Requirements | Points Based | 20 Points (10%)**

Chris Dawson: 17

No proposed schedules are included

Ramon Gavarrete: 20

Stephen Hofstetter: 20

Key staffing have significant percentage of involvement in the project, including subcontractor. Not aware of any past budget or time commitment issues from past projects. Work load appears appropriate.

**Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.5%)**

Chris Dawson: 0

\$706,476.44

Ramon Gavarrete: 0

\$706,476.44

Stephen Hofstetter: 0

\$706,476.44

**Understanding of Project | Points Based | 25 Points (12.5%)**

Chris Dawson: 25

Ramon Gavarrete: 25

Stephen Hofstetter: 25

Clearly understands the project and appropriately emphasized the work tasks and needs. They have done this type of work in the past.

**Project Approach | Points Based | 25 Points (12.5%)**

Chris Dawson: 25

Ramon Gavarrete: 24

Stephen Hofstetter: 25

Developed a workable approach and specifically addressed the county's needs.

**Project Manager | Points Based | 10 Points (5%)**

Chris Dawson: 10

Ramon Gavarrete: 10

Stephen Hofstetter: 10

Project manager has experience and a long history with this company

**Project Team | Points Based | 20 Points (10%)**

Chris Dawson: 20

Ramon Gavarrete: 20

Stephen Hofstetter: 17

The team is appropriate and has experience. The subcontractor will enhance the project team. The time commitment for each team member is appropriate

**Project Schedule | Points Based | 10 Points (5%)**

Chris Dawson: 0

No schedule was included.

Ramon Gavarrete: 8

Schedule not submitted.

Stephen Hofstetter: 10

Schedule seems reasonably and property sequenced.

**Proposal Organization | Points Based | 10 Points (5%)**

EXECUTIVE SUMMARY

RFP No. RFP 23-391-TW

Engineering Services for Santa Fe Hills Water System Replacement

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Chris Dawson: 10

Ramon Gavarrete: 10

Stephen Hofstetter: 10

Proposal was property organized and all necessary documents were provided.

### Yuro & Associates

#### Ability of Professional Personnel | Points Based | 50 Points (25%)

Chris Dawson: 35

Ramon Gavarrete: 12

Only 1 PE and 1 PSM on staff. Limited similar experience

Stephen Hofstetter: 23

The team had average experience with no subcontractors (15/30 points). Work done in State but not in Alachua county (8/10). No unique factors identified.

#### Capability to Meet Time and Budget Requirements | Points Based | 20 Points (10%)

Chris Dawson: 20

Ramon Gavarrete: 12

Only 1 PE on staff (Owner). Limited staffing.

Stephen Hofstetter: 15

The application had limited information available about the similar work done and whether it was done within budget (15/20 points)

#### Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.5%)

Chris Dawson: 5

\$0

Ramon Gavarrete: 5

\$0

Stephen Hofstetter: 5

\$0

#### Understanding of Project | Points Based | 25 Points (12.5%)

Chris Dawson: 20

No reference on schedule to permitting with City of Alachua;

Ramon Gavarrete: 10

Lack of understanding. Design plans shall be based on City of Alachua's design requirements; NOT AC. No mention that the funds are Federal (ARPA)



Stephen Hofstetter: 20

Demonstrated understanding of the project but lacked some emphasis in various work tasks.

**Project Approach | Points Based | 25 Points (12.5%)**

Chris Dawson: 25

Ramon Gavarrete: 12

Generic Content

Stephen Hofstetter: 20

Provided a workable approach but more generic in nature in its content.

**Project Manager | Points Based | 10 Points (5%)**

Chris Dawson: 10

Ramon Gavarrete: 10

Owner is only PE

Stephen Hofstetter: 10

Project manager has experience with similar jobs.

**Project Team | Points Based | 20 Points (10%)**

Chris Dawson: 18

Ramon Gavarrete: 12

Only 1 Engineer assigned. Owner. Design seem to depend mostly on CADD Technicians

Stephen Hofstetter: 11

The team was identified and appropriate but may lack some experience overall, no subcontractor and hours assigned to each member for each task was unclear.

**Project Schedule | Points Based | 10 Points (5%)**

Chris Dawson: 8

No reference to permitting with City of Alachua

Ramon Gavarrete: 10

Stephen Hofstetter: 9

**Proposal Organization | Points Based | 10 Points (5%)**

Chris Dawson: 10

Ramon Gavarrete: 7

Stephen Hofstetter: 7

Some of the paperwork was for a different project.

