

CITY OF OAKLAND
AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2007 NOV 29 PM 7:17

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Community and Economic Development Agency
DATE: December 11, 2007

RE: Supplemental Report To The Resolutions Authorizing Eight (8) Professional Services Agreements For As-Needed Civil Engineering Services With Moffatt & Nichol, Rajappan & Meyer Consulting Engineers, URS Corporation, Winzler & Kelly Consulting Engineers, DKS Associates, Wood Rodgers, BKF Engineers, And Kimley-Horn And Associates, Inc., For An Amount Not To Exceed Five Hundred Thousand Dollars (\$500,000.00) For a Period Of Three Years

SUMMARY

At the November 27, 2007, Public Works Committee meeting, the Committee requested information on the criteria used to evaluate and rank the seventeen proposals received in June 2007 for as-needed civil engineering services with the City of Oakland.

PROPOSAL EVALUATION PROCESS

The following criteria was set forth in the request-for-proposals and was used by each of three panelists to evaluate and rank the seventeen proposals received:

- A. EXPERIENCE 25 points max.
- Past, recently completed, or on-going projects that will substantiate experience.
 - Prior experience and ability to work with City staff, community groups and other stakeholders, and addressing the various interests in developing a successful project.
- B. QUALIFICATIONS 25 points max.
- Professional background and qualifications of team members and firm comprising the team.
 - Experience with regulatory agencies and securing permits.

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- C. ORGANIZATION 20 points max.
- Available staff and specialized resources, if any.
 - Level of technological advancement and innovation.
 - Capacity and flexibility to meet schedules, including any unexpected work.
- D. APPROACH 25 points max.
- Understanding of the nature and extent of the services required and an outline of how the work will be performed.
 - Awareness of potential problems and providing possible solutions.
 - Ability to perform on short notice and under time constraints.
 - Cost and quality control procedures in design and construction
- E. OTHER FACTORS 5 points max.
- Presentation, completeness, clarity, organization, and responsiveness of proposals

The proposal review panel consisted of one Civil Engineer and one Principal Civil Engineer from the Community and Economic Development Agency and one Senior Civil Engineer from the East Bay Municipal Utility District. Each panelist is a registered professional civil engineer with extensive experience in the planning and design of Public Works projects and they have participated in the selection process of other consultants.

See **Attachment A** of this supplemental report for the Proposal Score Sheet Summary and the Panelist Score Sheets. The rankings of the proposals were established based on the average score of each firm. Additionally, the ordinal ranking (which provides the relative order of each firm's position in comparison to each other firm) was reviewed and was shown to correlate almost exactly with the scoring ranking. In determining the cut-off point for which firms were to be selected for interviews, the gap between the eighth and ninth ranked firms was distinctive. The top eight firms were selected for interviews to verify their qualifications.

ANALYSIS

All seventeen firms that submitted proposals were properly licensed to provide civil engineering services. The panelists who reviewed the proposals were asked to compare the experience, qualifications, and expertise of each firm based on the information that was submitted. In general, the firms that were scored highly provided very detailed information on recent experience, relevant completed projects, and their specific approach for the planning and design

of public capital improvement projects. Additionally, these firms outlined their expertise in coordinating projects, working with regulatory agencies and the community, and their ability to resolve complex issues as they develop.

Firms that did not score as well provided proposals that generally did not include a high level of detailed, relevant or recent information. Staff has often met with consultants who inquired as to why their proposals scored relatively lower than other firms, and provided them with feedback on possible modifications for future proposals. One firm from this as-needed civil engineering request-for-proposal has already met with staff to discuss their proposal and ways in which they might better compete on future opportunities.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that City Council approve the resolutions to award the eight as-needed civil engineering professional services agreements.

Respectfully submitted,

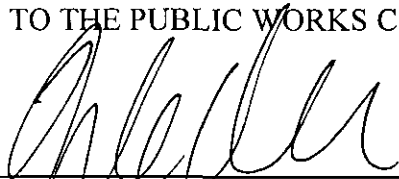


CLAUDIA CAPPIO
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Prepared by:
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APPROVED AND FORWARDED
TO THE PUBLIC WORKS COMMITTEE:



Office of the City Administrator

Attachment A: Proposal Score Sheet Summary and the Panelist Score Sheets

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**As-Needed Civil Engineering Services
Proposal Scoresheet Summary**

Aug-07

	FIRM NAME																
	DKS	Winzler & Kelly	MSE	Moffatt & Nichol	FE Jordan	Bellecci	LFR	Kimety-Hornn	Mactec	Wood Rodgers	URS	Rajappan & Meyer	Phillip Williams	Aliquot	HQE	Greenwood Moore	BFK
Panelist One	91	85	78	92	83	70	80	88	90	80	95	94	82	83	74	62	88
Panelist Two	78	88	55	88	60	70	65	78	65	88	80	88	75	60	75	75	80
Panelist Three	90	90	50	95	57	83	82	87	81	90	92	91	73	60	22	50	89
Average Score	86.33	87.67	61.00	91.67	66.67	74.33	75.67	84.33	78.67	86.00	89.00	91.00	76.67	67.67	67.00	62.33	85.67
Score Ranking	5	4	16	1	14	12	11	8	9	6	3	2	10	13	17	15	7
Average - ordinal	5.00	4.33	15.33	1.67	12.67	12.33	11.67	7.00	9.67	5.67	2.67	2.00	10.67	12.33	13.67	13.67	6.00
Ordinal Ranking	5	4	17	1	14	12	11	8	9	6	3	2	10	13	16	15	7

PANELIST ONE

Part 1 Point System:		FIRM NAME																	
Criteria	Possible Points	DKS ASSOCIATES	WINZLER & KELLY	MSE Group	MOFFATT & NICHOL	F.E.JORDAN ASSOCIATES	BELLECCI & ASSOCIATES	LFH	KIMLEY-HORN & ASSOCIATES	MACFEEC ENGINEERING & CONSULTING	WOOD RODGERS	URS CORP.	RAMAPPAN & MEYER	PHILLIP WILLIAMS & ASSOCIATES	ALICOT ASSOCIATES	HQE, INC.	GREENWOOD MOORE	BPK ENGINEERS	
A. EXPERIENCE ■ Past, recently completed, or on-going projects that substantiate experience ■ Prior experience and/or ability to work with City staff, community groups and other stakeholders, and addressing the various interests in developing a successful project.	25	22	20	17	23	20	15	15	16	20	18	23	22	20	18	15	10	15	
B. QUALIFICATIONS ■ Professional background and qualifications of team members and firms comprising the team ■ Experience with regulatory agencies and securing permits.	25	22	20	20	22	20	17	16	20	20	18	22	22	20	20	20	20	23	
C. ORGANIZATION ■ Available staff and specialized resources, if any ■ Level of technological advancement and innovation ■ Capacity and flexibility to meet schedules, including any unexpected work.	20	20	18	18	20	20	16	20	20	20	20	20	20	18	19	17	15	20	
D. APPROACH ■ Understanding of the nature and extent of the services required and a specific outline of how the work will be performed ■ Awareness of potential problems and providing possible solutions ■ Ability to perform on short notice and under time constraints ■ Cost and quality control procedures in design & construction.	25	23	22	20	23	20	18	25	25	25	20	25	25	20	22	18	15	25	
E. OTHER FACTORS ■ Presentation, completeness, clarity, organization, responsiveness of proposal.	5	4	5	3	4	3	4	4	5	5	4	5	5	4	4	4	2	5	
Total POINTS POSSIBLE	100	91	85	78	92	83	70	80	88	90	80	95	94	82	83	74	62	88	

PANELIST TWO

Part 1 Point System:		FIRM NAME																
Criteria	Possible Points	DKS ASSOCIATES	WINZLER & KELLY	MINE Group	MOFFATT & NICHOL	F.E.JORDAN ASSOCIATES	BELLECCI & ASSOCIATES	LFR	KIMLEY-HORN & ASSOCIATES	MACFTEC ENGINEERING & CONSULTING	WOOD RODGERS	URS CORP.	RAJAPPAN & MEYER	PHILLIP WILLIAMS & ASSOCIATES	ALICOT ASSOCIATES	HOE, INC.	GREENWOOD MOORE	BFK ENGINEERS
A. EXPERIENCE ■ Past, recently completed, or on-going projects that substantiate experience ■ Prior experience and/or ability to work with City staff, community groups and other stakeholders, and addressing the various interests in developing a successful project	25	12	20	17	21	15	17	17	18	20	23	18	23	19	17	15	15	18
B. QUALIFICATIONS ■ Professional background and qualifications of team members and firms comprising the team ■ Experience with regulatory agencies and securing permits	25	20	20	12	20	15	15	16	20	10	22	22	22	20	15	17	21	19
C. ORGANIZATION ■ Available staff and specialized resources, if any ■ Level of technological advancement and innovation ■ Capacity and flexibility to meet schedules, including any unexpected work	20	19	22	12	21	13	16	18	20	15	18	20	19	17	12	18	16	18
D. APPROACH ■ Understanding of the nature and extent of the services required and a specific outline of how the work will be performed ■ Awareness of potential problems and providing possible solutions ■ Ability to perform on short notice and under time constraints ■ Cost and quality control procedures in design & construction	25	23	22	12	22	15	18	10	15	15	21	15	19	15	12	22	20	20
E. OTHER FACTORS ■ Presentation, completeness, clarity, organization, responsiveness of proposal	5	4	4	2	4	2	4	4	5	5	4	5	5	4	4	3	3	5
Total POINTS POSSIBLE	100	78	88	55	88	60	70	65	78	65	88	80	88	75	80	76	75	80

PANELIST THREE

Part 1 Point System:		FIRM NAME																
Criteria	Possible Points	DKS ASSOCIATES	WINZLER & KELLY	MSE Group	MOFFATT & NICHOL	F.E.JORDAN ASSOCIATES	BELLECCI & ASSOCIATES	LFR	KIMLEY-HORN & ASSOCIATES	MACFEEC ENGINEERING & CONSULTING	WOOD RODGERS	URS CORP.	RAJAPPAN & MEYER	PHILLIP WILLIAMS & ASSOCIATES	ALICOT ASSOCIATES	HQE, INC.	GREENWOOD MOORE	BFK ENGINEERS
A. EXPERIENCE ■ Past, recently completed, or on-going projects that substantiate experience ■ Prior experience and/or ability to work with City staff, community groups and other stakeholders, and addressing the various interests in developing a successful project.	25	22	23	13	22	15	21	22	22	20	23	23	23	20	15	5	15	23
B. QUALIFICATIONS ■ Professional background and qualifications of team members and firms comprising the team ■ Experience with regulatory agencies and securing permits	25	24	23	13	23	15	21	20	22	20	23	23	23	20	15	5	15	22
C. ORGANIZATION ■ Available staff and specialized resources, if any ■ Level of technological advancement and innovation ■ Capacity and flexibility to meet schedules, including any unexpected work	20	16	17	10	20	10	17	17	18	17	18	18	17	10	10	5	8	17
D. APPROACH ■ Understanding of the nature and extent of the services required and a specific outline of how the work will be performed ■ Awareness of potential problems and providing possible solutions ■ Ability to perform on short notice and under time constraints ■ Cost and quality control procedures in design & construction	25	23	22	12	25	15	20	18	20	20	21	23	23	18	18	5	10	23
E. OTHER FACTORS ■ Presentation, completeness, clarity, organization, responsiveness of proposal	5	5	5	2	5	2	4	5	5	4	5	5	5	5	2	2	2	4
Total POINTS POSSIBLE	100	90	90	50	95	57	83	82	87	81	90	92	81	73	60	22	50	89