

LARIMER COUNTY PROPOSAL #P16-13
PROJECT MANAGER FOR PROPERTY ENTITLEMENT PROCESSING
COMMISSIONERS AND COUNTY MANAGER OFFICE
AUGUST 12TH, 2016 2:00 P.M.

Proposals to consider contracting with a Consultant to act as Project Manager for Property Entitlement Processing for the Larimer County Commissioners and County Manager Office were accepted on Friday, August 12th, 2016 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Les Brown, Purchasing Agent, and recorded by Whitney Wilson, Department Specialist. The following proposals were received:

WM T. Welch Company, LLC
Ditesco

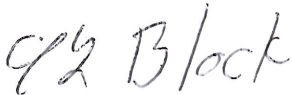
No decision of award was made pending review and recommendation by the Larimer County Commissioners and County Manager Office.

The Larimer County Commissioners and County Manager Office reviewed the proposals and recommends accepting the proposal from WM T. Welch Company, LLC as per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Heather L. MacMillan, CPPB
Purchasing Director



Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners

PURCHASING DEPARTMENT



TO: Linda Hoffmann, County Manager
FROM: Les Brown, Purchasing Agent
DATE: 8/12/2016
SUBJECT: P16-13, Project Manager for Property Entitlement Processing

Transmitted for your review and recommendation, are the proposals received to consider contracting with a Consultant to act as Project Manager for Property Entitlement Processing. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

1. Clarity and appropriateness of proposed scope of services to meet County needs
2. Relevance and success of similar projects completed by the proposed project manager
3. Track record of success with Loveland entitlements processing
4. Value of fee compared to offered services

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

Two (2) proposals were received in response to this Request for Proposal. Each member of the Evaluation Committee individually evaluated and scored each proposal. After reviewing the Scoring Matrix (attached) the Evaluation Committee decided to interview the highest-scored vendor, Wm. T. Welch Company, LLC. The Evaluation Team requested a Best and Final Offer (BAFO), at the close of the interview. After reviewing the BAFO, the Evaluation Committee unanimously decided to award to Wm. T. Welch Company, LLC. in the not-to-exceed amount of \$43,395.00.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD

Linda Hoffmann
DEPARTMENT HEAD SIGNATURE

County Manager
DEPARTMENT

8-25-16
DATE

Thank you.

P16-13 Project Manager for Property Entitlement Processing Scoring Matrix

COMPANY:	WM T. Welch Company, LLC	Ditesco
EVALUATORS		
#1	4.70	3.50
#2	4.40	4.15
#3	3.20	3.60
TOTALS	12.30	11.25