



PURCHASING DEPARTMENT

200 W. Oak Street, Suite 4000
Fort Collins, Colorado 80521
(970) 498-5955
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DEPARTMENTAL RECOMMENDATION

TO: Mr. Todd Blomstrom, Public Works Division Director
FROM: Whitney Wilson, Purchasing Agent
DATE: February 1, 2017
SUBJECT: P16-22, Regional Wasteshed Planning Study - Phase 2

Transmitted for your review and recommendation, are the proposals received to consider contracting with a company to conduct a Regional Wasteshed Planning Study - Phase 2 for the Larimer County Public Works Division. Please fill in this form and return it to me via interoffice mail or fax.

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 for one (1) year.

The following criteria, as provided in the RFP, must be used to evaluate the proposals:

- 1. Quality of Proposal
- 2. Experience of Consultant
- 3. Approach to Task
- 4. Fee

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

Five (5) proposals were received in response to this Request for Proposal. Adhering to the County's process, each member of The Evaluation Committee individually and independently evaluated and scored each proposal received. After reviewing the Scoring Matrix (attached), the Evaluation Committee unanimously chose to interview HDR Engineering, Inc., the highest scored vendor. After the interview was complete, the Evaluation Committee unanimously selected HDR Engineering, Inc. for award, pending negotiations.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD


DEPARTMENT HEAD SIGNATURE

Public Works
DEPARTMENT

03-03-2017
DATE

Thank you.



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MINUTES

LARIMER COUNTY PROPOSAL #P16-22
REGIONAL WASTESHED PLANNING STUDY - PHASE 2
PUBLIC WORKS DIVISION
FEBRUARY 1, 2017 AT 2:00 P.M.

Proposals to consider contracting with a Consulting Firm to conduct a Regional Wasteshed Planning Study - Phase 2 for the Larimer County Public Works Division were accepted on Wednesday, February 1, 2017 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Whitney Wilson, Purchasing Agent, and recorded by Heather MacMillan, Purchasing Director. The following proposals were received:

VENDOR

Skumatz Economic Research Associates Inc.(SERA)
Burns & McDonnell Engineering Company Inc.
HDR Engineering Incorporated
Sloan Vazquez McAfee
SCS Engineers

No decision of award was made pending review and recommendation by the Larimer County Public Works Department.

The Larimer County Public Works Department reviewed the proposals and recommends accepting the proposal from HDR Inc. as per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.

Heather L. MacMillan, CPPB, M.Ed.
Purchasing Director

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

Scoring Matrix

P16-22, REGIONAL WASTESHED STUDY- PHASE 2

COMPANY:	HDR Engineering Inc	Sloan Vasquez McAfee	Burns & McDonnell	SCS Engineers	SERA
<u>EVALUATORS</u>					
#1	92.0	85.0	66.0	87.0	68.0
#2	87.0	90.0	91.0	81.0	92.0
#3	88.0	64.0	70.0	81.0	79.0
#4	83.5	79.5	69.0	52.0	67.5
#5	67.0	79.0	84.0	72.0	74.0
#6	89.0	81.0	70.0	82.0	68.0
#7	93.0	82.0	87.0	74.0	73.0
TOTALS	599.5	560.5	537.0	529.0	521.5

NOTES:
