



Purchasing Department
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MEMORANDUM

To: John Baumgartner, City Manager

From: Alfred C. Turner, Purchasing Manager

CC: Scott Tuma, Project Manager
Gwynetheia Pope, Contract Administrator
Michelle Villarreal, Deputy City Attorney

Date: 11/23/2018

Re: RFQ to Bids No. 18-026A
Nature Center Shoreline Restoration Project
Proposal Evaluation and Award Recommendation

Enclosed for your review and approval is the award recommendation for RFQ No. 18-026A Nature Center Shoreline Restoration Project.

Proposals received pursuant to solicitation 18-026 Nature Center Shoreline Restoration Project have been reviewed and after a thorough evaluation by the Evaluation Team it was recommended an award be made to Huitt-Zollars. While other Respondents also offered good overall proposals, Huitt-Zollars ranked as the most qualified professional service set forth in the solicitation criteria. Huitt-Zollars based on their proposal and experience offers the best value in support of this very important project.

HISTORY

Request for Qualification No. 18-026A was released to the public. The objective of the solicitation was to contract with a qualified and experienced firm to perform restoration of League City's Nature Center that was damaged during Hurricane Harvey 2017. This procurement was to seek qualified firms interested in design and support the City with the Nature



Center Shoreline Restoration. The intent of the City was to select a single firm in accordance with Federal Procurement Guidelines 2 CFR 200.321(b)(3) to comply with FEMA Reimbursement Federal Policies for Public Assistance as well as Texas Professional and Consulting Services Code 2254. The evaluation criteria addressed by the requirements of the bidder notification and question & answer period respondents were being evaluated by (1) Qualifications; (2) Experience; (3) Project Methodology/Approach; (4) Capacity to Perform. The following language was inserted: “The City of League City reserves the right to accept or reject all or any part of any bid, waive, minor technicalities and award the bid to best serve the interest of the City of League City”. The Proposals were received on September 2018. The responsive firms are as follows:

- LJA Engineering
- Huitt-Zollars
- Separation Systems Consultants, Inc (SSCI)

The Proposals were evaluated by a cross departmental evaluation team.

PROPOSAL EVALUATION PROCESS

All Proposals were first examined to determine whether or not they met all requirements of the bid. A point system was then used to evaluate the Proposals by taking the points assigned to a category and scored with the assigned point range of 0-5 as follows:

- 5 = Exceptional, exceeds and fully meets all requirements
- 4 = Advantageous, exceeds some requirements
- 3 = Meets minimal requirements
- 2 = Addresses most of minimal requirements
- 1 = Addresses part of minimal requirements
- 0 = Unacceptable

Categories	Points
1. Qualifications	40 Points
2. Experience	30 Points
3. Project Methodology/Approach	20 Points
4. Capacity to Perform	10 Points
5. References	Pass/Fail
Total	100 Points



The final evaluation scoring was based on consensus and calculation was average across all categories from five (5) evaluators to arrive at total final consensus score. Summary and scoring matrix are enclosed for consideration.

RECOMMENDATION

The Evaluation Committee recommends awarding the contract to Huitt-Zollars in the amount of \$60,400.