

Procurement Summary

Date Submitted: 30-Aug-17
Submitted by: Amanda Lam
Contract Number: PSA 2017-132
Value of Contract: \$ 61,616.00
Period of Performance: Upon Issuance of NTP
Supplier Name: Southeastern Engineering, Inc.
General Description: Bells Ferry at Kellogg Design Services
Source of Funds: SPLOST

Proposed Contract Type

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Standard Professional Services Agreement |
| <input type="checkbox"/> | Standard Construction Services Agreement |
| <input type="checkbox"/> | PSA with Exceptions Approved by Counsel |
| <input type="checkbox"/> | Supplier Agreement Approved by Counsel |
| <input type="checkbox"/> | Standard Purchase Order |
| <input type="checkbox"/> | Other - See Below |

Formal Advertised Procurement: Yes No N/A

Debarred/Suspended (EPL): Yes No N/A
Screen Print in File: Yes No N/A

E-Verify Required/Obtained: Yes No N/A

Emergency Procurement: Yes No

Number of Bidders Contacted / Number of Bids Received: 22 | 5

Supplier Selection Based on:

| | |
|-------------------------------------|--------------------------|
| <input type="checkbox"/> | Only One Bidder |
| <input type="checkbox"/> | Single/Sole Source |
| <input type="checkbox"/> | Lowest Evaluated Bidder |
| <input checked="" type="checkbox"/> | Highest Proposal Scoring |
| <input type="checkbox"/> | Other* |

| Weight | Evaluation Criteria |
|--------|---------------------|
| 50% | Price |
| 25% | Technical Merits |
| 25% | Qualifications |
| 100% | Total |

Cherokee County Based Preference Results:

(>\$25K, IFB Only, Ref. Ordinance 2-5-3.01)

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Cherokee County Vendor Selected |
| <input type="checkbox"/> | No <u>County</u> Vendor participation or bid/proposal non-responsive or not-responsible* |
| <input type="checkbox"/> | CC Vendor not within 5% of Low Bid (for consideration) |
| <input checked="" type="checkbox"/> | CC Vendor Total Evaluated Score Inadequate (for consideration) |
| <input type="checkbox"/> | CC Vendor Not Low Bid, or No Preference Per Grant or >\$100K Construction (GA Law) |

* if CC bid/proposal was non-responsive or not responsible explanation provided in "Other Notes" below.

Summary of Analysis / Scoring

| Total Score | Price | Bidder | Bidder's Place of Business |
|-------------|---------------|--------------------------------|----------------------------|
| 57.60 | \$ 65,396.00 | PRAD Group, Inc. | Atlanta, Georgia |
| 82.60 | \$ 61,616.00 | Southeastern Engineering, Inc. | Marietta, Georgia |
| 56.50 | \$ 258,985.00 | Keck & Wood, Inc. | Duluth, Georgia |
| 68.40 | \$ 119,000.00 | Calyx Engineers & Consultants | Roswell, Georgia |
| 55.00 | \$ 43,900.00 | Civil Engineering Consultants | Woodstock, Georgia |

Fair Price Determination:

| Method | Price Analysis Type |
|-------------------------------------|--|
| <input type="checkbox"/> | Adequate Price Competition (Lowest Evaluated Bidder) |
| <input checked="" type="checkbox"/> | Market Analysis or Market Pricing |
| <input type="checkbox"/> | Cost Analysis |
| <input type="checkbox"/> | State Contract Pricing |
| <input type="checkbox"/> | Other, see price analysis below |

Price Evaluation: RFP 2017-132 was issued on July 7, 2017 and five (5) proposals were received on August 3, 2017. Pricing was determined to be fair and reasonable based on adequate price competition.
 Savings over high: \$197,369.00

Not Low Bid: Price was not the only determining factor for this RFP. Southeastern Engineering scored higher in technical merits and qualifications than the lowest priced proposer, Civil Engineering Consultants.

Other Notes:

CHEROKEE COUNTY BOARD OF COMMISSIONERS

RFB/RFP No.: **2017-132**

RFB/RFP NAME: **Bells Ferry Road Intersection Improvements**

BID DUE DATE/TIME: **August 3, 2017 at 10:00 AM**

Proposals Received (no particular order)

| <u>NAME</u> | <u>CITY/STATE</u> | <u>Required Forms*</u> | <u>Cost</u> |
|-------------------------------------|--------------------|------------------------|---------------|
| PRAD Group, Inc. | Atlanta, Georgia | A | \$ 65,396.00 |
| Southeastern Engineering, Inc. | Marietta, Georgia | YES | \$ 61,616.00 |
| Keck & Wood, Inc. | Duluth, Georgia | B | \$ 258,985.00 |
| Calyx Engineers & Consultants | Roswell, Georgia | C | \$ 119,000.00 |
| ECC - Civil Engineering Consultants | Woodstock, Georgia | YES | \$ 43,900.00 |
| | | | |

Required Forms:

| | |
|----------------------------------|------------------------|
| App A - Info/Add Form | App F - Sus/Debar Form |
| App B - Non-Coll Affidavit | 1 Original; 1 Copy |
| App C - E-Verify Affidavit | |
| App D - References | |
| App E - Contract Acceptance Form | |

Notes:

| |
|---|
| A. Did not provide copy of insurance |
| B. Noted exceptions to acceptance of County agreement |
| C. Noted pending litigation on Appendix F |
| |

Opening/Reading Attendance

| COMPANY | NAME |
|-----------------------------|------------|
| Cherokee County Procurement | Amanda Lam |
| | |
| | |

RFP# 2017-132

SCORES

| Criteria | Max Pts | PRAD | SEI | Keck & Wood | Calyx | ECC |
|------------------|---------------|--------------|--------------|--------------|--------------|--------------|
| Price | 50.00 | 33.60 | 35.60 | 8.50 | 18.40 | 50.00 |
| Technical Merits | 25.00 | 10.00 | 23.00 | 23.00 | 25.00 | 0.00 |
| Qualifications | 25.00 | 14.00 | 24.00 | 25.00 | 25.00 | 5.00 |
| Total | 100.00 | 57.60 | 82.60 | 56.50 | 68.40 | 55.00 |

PRICING ANALYSIS AND SCORING

The highest three scores are in GREEN for easy identification.

PROPORTIONAL DIFFERENCE TO LOW BID

When purchasing solutions or services where there are a number of possible ways to create acceptable results, there is an expectation that there will be a wide variety of acceptable prices as well. In this situation price scoring still needs to provide proportional outputs but on a less aggressive scale. Here the appropriate method utilizes the lowest acceptable bid as the basis for each other price to be compared and then multiplied by the points available.

| Points Available | PRAD | SEI | Keck & Wood | Calyx | ECC |
|-----------------------------|---------------|---------------|-------------|------------|---------------|
| 50 | \$ 65,396 | \$ 61,616 | \$ 258,985 | \$ 119,000 | \$ 43,900 |
| Low Bid: \$ 43,900 | Under Average | Under Average | | | Under Average |
| Percentage of Points Earned | 67% | 71% | 17% | 37% | 100% |
| Number of Points Earned | 33.6 | 35.6 | 8.5 | 18.4 | 50.0 |

| Low Bid | High Bid | Average | Range |
|-----------|-----------------|---------------|-----------------|
| \$ 43,900 | \$ 258,985 | \$ 109,779 | \$ 215,085 |
| # of Bids | # Under Average | Standard Dev. | Process Savings |
| 5 | 3 | \$ 88,001 | \$ 65,879 |