

City of Blue Ridge

480 West First Street

Blue Ridge, Georgia 30513

(706) 632 - 2091

Memorandum of Record

Date: June 7, 2016

Subject: Evaluation of Candidate Firms for Project PI# 0010677 Blue Ridge

Candidate firms were evaluated for professional engineering and landscape services for the "Blue Ridge Street Scape" project to be constructed draining, street and sidewalk on West Main Street, using Georgia DOT Transportation Enhancement funding. The selection board was composed of the following members:

Mayor, Donna Whitener

Zoning Administrator, Roy Parsons

City Clerk, Kelsey Ledford

The following firms submitted statements of qualifications in response to a solicitation published in the News Observer newspaper on March 9, 2016.

Firm A- Carter & Sloope

Firm B- Keck & Wood, Inc.

Firm C- The Jaeger Company

Comments:

Candidate firms were scored against four weighted evaluation criteria as follows:

No.	Criteria	Weight
1.	Professional Qualifications: Specialized experience and technical competence in the type of work required with consideration of GDOT Pre-qualifications among compliment of disciplines	25%
2.	Professional Capacity: Present workload and availability of staff with required disciplines to accomplish the work. Individual qualifications of property manager to be used on projects as well as work experience, schedule and availability of the project team members.	25%
3.	Past Experience: Performance on contracts with local governments performing TE projects similar in scope.	35%
4.	Proximity: Mobility and proximity of the firm to City of Blue Ridge.	15%

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Following are results of aggregate board scoring (selection board sheet is attached):

Firm	Score	Rank
Firm A- Carter & Sloope	23.95	2
Firm B- Keck & Wood, Inc.	25.60	1
Firm C- The Jaeger Company	23.20	3

After careful consideration of candidate firms and subsequent evaluation of references, the board considers "Keck & Wood, Inc." best qualified. In the board's judgement, "Keck & Wood, Inc." has assembled a project team with compliment of qualifications, experience and capacity best suited for successful project delivery and recommends initiation of fee negotiations accordingly.

Mayor Donna Whitener

Criteria 1	Weight 0.25	Weighted score	Criteria 2	Weight 0.25	Weighted score	Criteria 3	Weight 0.35	Weighted score	Criteria 4	Weight 0.15	Weighted score	Total score
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Firm A	9	0.25	2.25	9	0.25	2.25	5	0.35	1.75	10	0.15	1.5	7.75
Firm B	9	0.25	2.25	9	0.25	2.25	7	0.35	2.45	9	0.15	1.35	8.3
Firm C	9	0.25	2.25	8	0.25	2	7	0.35	2.45	8	0.15	1.2	7.9

Firm A C&S	9	0.25	2.25	9	0.25	2.25	6	0.35	2.10	10	0.15	1.50	8.10
Firm B K&W	9	0.25	2.25	9	0.25	2.25	8	0.35	2.80	9	0.15	1.35	8.65
Firm C J	8	0.25	2.00	8	0.25	2.00	7	0.35	2.45	8	0.15	1.20	7.65

Firm A C&S	9	0.25	2.25	9	0.25	2.25	6	0.35	2.10	10	0.15	1.50	8.1
Firm B Keck & Wood	9	0.25	2.25	9	0.25	2.25	8	0.35	2.80	9	0.15	1.35	8.65
Firm C Jaeger	8	0.25	2.00	8	0.25	2	7	0.35	2.45	8	0.15	1.20	7.65

Total
 23.95
 * Keck & Wood 25.6
 Jaeger 23.2

Roy Co. 5-6-16

Kelley & Wood 5-10-16

Domen White 5-13-16