

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Distribution
Dept.: Public Works
Subject: REQUEST FOR PROPOSAL FOR ON-CALL CIVIL ENGINEERING PLAN CHECKING & ON-CALL CONSTRUCTION INSPECTION SERVICES

From: Kamyar Dibaj
Dept.: Public Works
Date: February 6, 2017

Land Development Section has received four (2) proposals for on-call civil engineering plan checking and on-call construction inspection services.

I am asking for your help to select the most qualified consultant. Please complete your review of these proposals by **February 13, 2017**.

Thanks!



Kamyar Dibaj
Project Engineer

Attachments: Proposals (2)
RFP
Rating Sheets

Distribution: Mark Uphus, P.E.
Dai Vu, P.E.

Ken Vu, P.E.

PROPOSAL EVALUATION FORM

Raker A

Consultant IERSC Date 2/10/17

Project On-Call Engineering/Inspection Services Project# N/A

CRITERION	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score	Notes and Questions for Interview
INTRODUCTION <i>(Proposal)</i> o Comprehension of the RFP	2.0	9	18	<i>Firm understands GG's needs</i>
QUALIFICATIONS <i>(Proposal)</i> A. Experience of the firm on similar engagements/projects B. Qualifications & Experience of Personnel o Project Manager o Inspector(s)	2.0 2.0 2.0	8 9 9	16 18 18	<i>PM & inspector are experienced</i>
WORK PLAN <i>(Proposal)</i> o Knowledge of inspection o Knowledge of Garden Grove's unique inspection needs o Initiative & Creativity o Hours req'd & coverage of work o Flexibility o Availability of team members o Quality Assurance & Supervision	2.0 2.0 1.5 1.5 1.0 2.0 1.0	9 10 8 8 8 8 8	18 20 12 12 8 16 8	<i>Familiar w/ GG's needs</i>
SCHEDULE <i>(Proposal)</i> o Timeliness to target dates in the Scope of Work				
REFERENCES o The firm's past record of performance on similar projects	2.0	10	20	
A. TOTAL <i>(Proposal)</i>			184	
QUALIFICATIONS <i>(Interview)</i> o Qualifications and experience of the Project Manager and Team Members	2.5			
WORK PLAN <i>(Interview)</i> o Feasibility o Availability of Team Members o Quality Control & Supervision o Project Manager & Expertise o Initiative & Creativity o Quality of Graphic Designs	1.0 1.5 2.0 1.5 1.0 1.0			
B. GRAND TOTAL				

Signature *Raker*

PROPOSAL EVALUATION FORM

Rater A

Consultant Penco Eng Date 2/10/17

Project On-Call Engineering/Inspection Services Project# N/A

CRITERION	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score	Notes and Questions for Interview
INTRODUCTION (Proposal) o Comprehension of the RFP	2.0	7	14	
QUALIFICATIONS (Proposal) A. Experience of the firm on similar engagements/projects B. Qualifications & Experience of Personnel o Project Manager o Inspector(s)	2.0 2.0 2.0	8 7 8	16 14 16	
WORK PLAN (Proposal) o Knowledge of inspection o Knowledge of Garden Grove's unique inspection needs o Initiative & Creativity o Hours req'd & coverage of work o Flexibility o Availability of team members o Quality Assurance & Supervision	2.0 2.0 1.5 1.5 1.0 2.0 1.0	8 7 8 8 8 8 8	16 14 12 12 8 16 8	
SCHEDULE (Proposal) o Timeliness to target dates in the Scope of Work				
REFERENCES o The firm's past record of performance on similar projects	2.0	8	16	
A. TOTAL (Proposal)			162	
QUALIFICATIONS (Interview) o Qualifications and experience of the Project Manager and Team Members	2.5			
WORK PLAN (Interview) o Feasibility o Availability of Team Members o Quality Control & Supervision o Project Manager & Expertise o Initiative & Creativity o Quality of Graphic Designs	1.0 1.5 2.0 1.5 1.0 1.0			
B. GRAND TOTAL				

Signature *Jen*

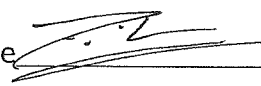
PROPOSAL EVALUATION FORM

Revised 13

Consultant ERSC Date 2/7/17

Project On-Call Engineering/Inspection Services Project# N/A

CRITERION	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score	Notes and Questions for Interview
INTRODUCTION (Proposal) ○ Comprehension of the RFP	2.0	9	18	
QUALIFICATIONS (Proposal) A. Experience of the firm on similar engagements/projects B. Qualifications & Experience of Personnel ○ Project Manager ○ Inspector(s)	2.0 2.0 2.0	9 9 8	18 18 16	
WORK PLAN (Proposal) ○ Knowledge of inspection ○ Knowledge of Garden Grove's unique inspection needs ○ Initiative & Creativity ○ Hours req'd & coverage of work ○ Flexibility ○ Availability of team members ○ Quality Assurance & Supervision	2.0 2.0 1.5 1.5 1.0 2.0 1.0	8 9 7 6 7 7 8	16 18 10.5 9 7 14 8	
SCHEDULE (Proposal) ○ Timeliness to target dates in the Scope of Work				
REFERENCES ○ The firm's past record of performance on similar projects	2.0	9	18	
A. TOTAL (Proposal)			170.5	
QUALIFICATIONS (Interview) ○ Qualifications and experience of the Project Manager and Team Members	2.5			
WORK PLAN (Interview) ○ Feasibility ○ Availability of Team Members ○ Quality Control & Supervision ○ Project Manager & Expertise ○ Initiative & Creativity ○ Quality of Graphic Designs	1.0 1.5 2.0 1.5 1.0 1.0			
B. GRAND TOTAL				

Signature 


PROPOSAL EVALUATION FORM

Rater B

Consultant PENCOENG Date 2/7/17

Project On-Call Egnieering/Inspection Services Project# N/A

CRITERION	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score	Notes and Questions for Interview
INTRODUCTION (Proposal) o Comprehension of the RFP	2.0	8	16	
QUALIFICATIONS (Proposal) A. Experience of the firm on similar engagements/projects B. Qualifications & Experience of Personnel o Project Manager o Inspector(s)	2.0 2.0 2.0	7 7 7	14 14 14	
WORK PLAN (Proposal) o Knowledge of inspection o Knowledge of Garden Grove's unique inspection needs o Initiative & Creativity o Hours req'd & coverage of work o Flexibility o Availability of team members o Quality Assurance & Supervision	2.0 2.0 1.5 1.5 1.0 2.0 1.0	7 7 6 6 7 7 7	14 14 9 9 7 14 7	
SCHEDULE (Proposal) o Timeliness to target dates in the Scope of Work				
REFERENCES o The firm's past record of performance on similar projects	2.0	7	14	
A. TOTAL (Proposal)			146	
QUALIFICATIONS (Interview) o Qualifications and experience of the Project Manager and Team Members	2.5			
WORK PLAN (Interview) o Feasibility o Availability of Team Members o Quality Control & Supervision o Project Manager & Expertise o Initiative & Creativity o Quality of Graphic Designs	1.0 1.5 2.0 1.5 1.0 1.0			
B. GRAND TOTAL				

Signature 

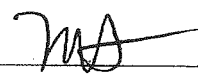
PROPOSAL EVALUATION FORM

Rater C

Consultant Engineering Resources of S.C. Date 2/9/17

Project On-Call Engineering/Inspection Services Project# N/A

CRITERION	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score	Notes and Questions for Interview
INTRODUCTION (Proposal) o Comprehension of the RFP	2.0	9	18	
QUALIFICATIONS (Proposal) A. Experience of the firm on similar engagements/projects B. Qualifications & Experience of Personnel o Project Manager o Inspector(s)	2.0 2.0 2.0	9 9 9	18 18 18	
WORK PLAN (Proposal) o Knowledge of inspection o Knowledge of Garden Grove's unique inspection needs o Initiative & Creativity o Hours req'd & coverage of work o Flexibility o Availability of team members o Quality Assurance & Supervision	2.0 2.0 1.5 1.5 1.0 2.0 1.0	8 9 7 8 8 7 7	16 18 10.5 12 8 14 7	
SCHEDULE (Proposal) o Timeliness to target dates in the Scope of Work				
REFERENCES o The firm's past record of performance on similar projects	2.0	9	18	
A. TOTAL (Proposal)			175.5	
QUALIFICATIONS (Interview) o Qualifications and experience of the Project Manager and Team Members	2.5			
WORK PLAN (Interview) o Feasibility o Availability of Team Members o Quality Control & Supervision o Project Manager & Expertise o Initiative & Creativity o Quality of Graphic Designs	1.0 1.5 2.0 1.5 1.0 1.0			
B. GRAND TOTAL				

Signature 

PROPOSAL EVALUATION FORM

Rater C

Consultant Penco Eng Date 2/9/17

Project On-Call Egnieering/Inspection Services Project# N/A

CRITERION	(a) Weight	(b) Score (0-10)	(a).x (b) Weighted Score	Notes and Questions for Interview
INTRODUCTION (Proposal) o Comprehension of the RFP	2.0	9	18	
QUALIFICATIONS (Proposal) A. Experience of the firm on similar engagements/projects B. Qualifications & Experience of Personnel o Project Manager o Inspector(s)	2.0 2.0 2.0	8 7 9	16 14 18	
WORK PLAN (Proposal) o Knowledge of inspection o Knowledge of Garden Grove's unique inspection needs o Initiative & Creativity o Hours req'd & coverage of work o Flexibility o Availability of team members o Quality Assurance & Supervision	2.0 2.0 1.5 1.5 1.0 2.0 1.0	8 8 7 8 8 7 7	16 16 10.5 12 7 14 7	
SCHEDULE (Proposal) o Timeliness to target dates in the Scope of Work				
REFERENCES o The firm's past record of performance on similar projects	2.0	9	18	
A. TOTAL (Proposal)			167.5	
QUALIFICATIONS (Interview) o Qualifications and experience of the Project Manager and Team Members	2.5			
WORK PLAN (Interview) o Feasibility o Availability of Team Members o Quality Control & Supervision o Project Manager & Expertise o Initiative & Creativity o Quality of Graphic Designs	1.0 1.5 2.0 1.5 1.0 1.0			
B. GRAND TOTAL				

Signature 