



Grant Development Services

PLEASE DISTRIBUTE TO SCORING COMMITTEE MEMBERS

DATE: 2-23-2021

TO: CITY OF JOHNSON CITY ENGINEER SELECTION COMMITTEE

FROM GANDOLF BURRUS, GRANT DEVELOPMENT SERVICES

Re: Engineer Selection for Community Development Block Grant application

Engineering services are being solicited to assist the City of Johnson City with development of its grant application and provide project implementation of a construction contract, if awarded, from the 2021-2022 *Texas Community Development Fund* of the Texas Community Development Block Grant Program of the Texas Department of Agriculture (TDA).

Actions previously taken:

- The City has published an engineering procurement ad in local paper.
- The City has delivered Request for Proposal packages to at least 5 area engineering firms (either certified mail or e-mail).
- Engineering firms have sent responses to City by **March 1 Proposal deadline**.
- City has named a Selection Committee with at least three members.

Steps required to select the most qualified firm:

- In Step One, the Selection Committee reviews submitted materials to ensure proposals meet minimum requirements, and checks references.
- In Step Two, Selection Committee meets to review and score the submitted proposals utilizing the provided Evaluation Form. **Each committee member will complete one form for each Engineering Firm Proposal.**
- In Step Three, the Selection Committee Chair fills out and signs the Summary Page documenting the highest rated engineering firm.
- In Step Four, the Selection Committee Chair reports to the **City Council on March 2nd** the number of firms submitting proposals, discusses the evaluation process and identifies the firm evaluated as most qualified.
- In Step Five, the City Council takes action to name the most qualified firm.
- The **City Council MAY award the contract agreement on March 2nd, if desired.** Note Some engineers decline to submit contracts until the application has been funded. A signed contract is not required in order to submit the grant application.

Please inform me of the date/time of the evaluation and I will be available by phone. 512/560-4477.

STEP One: Each Committee Member to complete one rating sheet for each engineering proposal received.

**City of Johnson City
Engineer Rating Sheet**

Name of Respondent _____

Date of Evaluation _____

Johnson City's Evaluation Committee Member's Name _____

Experience -- Rate the respondent for experience in the following areas:

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Has previously designed municipal wastewater-type of projects	20	_____
2. Has worked on federally funded construction projects	10	_____
3. Has worked on projects that were located in this general region	15	_____
4. Extent of experience in project construction management	15	_____
	<hr style="border-top: 3px double #000;"/>	<hr style="border-top: 3px double #000;"/>
Subtotal, Experience	60	_____

COMMENTS: _____

Work Performance*

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Past projects completed on schedule	10	_____
2. Manages projects within budgetary constraints	5	_____
3. Work product is of high quality	10	_____
	<hr style="border-top: 3px double #000;"/>	<hr style="border-top: 3px double #000;"/>
Subtotal, Performance	25	_____

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

COMMENTS: _____

Name of Respondent _____

Date of Rating _____

Evaluator's Name _____

Capacity to Perform

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff Level / Experience of Staff	5	_____
2. Adequacy of Resources	5	_____
3. Professional liability insurance is in force	5	_____
	<u> </u>	<u> </u>
Subtotal, Capacity to Perform	15	_____

COMMENTS: _____

TOTAL SCORE

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	60	_____
<input type="checkbox"/> Work Performance	25	_____
<input type="checkbox"/> Capacity to Perform	15	_____
	<u> </u>	<u> </u>
Total Score	100	_____

Signature of evaluator _____

STEP Two:

Committee Chair to complete one Summary Sheet naming highest scorer

City of Johnson City, Texas
Texas Dept of Agriculture
2021-2022 CDBG Grant

**Summary Sheet for
Procurement of Professional Engineering Services**

Proposing Firm #1 _____

Evaluator #1 Score _____

Evaluator #2 Score _____

Evaluator #3 Score _____

Total Score _____

Proposing Firm #2 _____

Evaluator #1 Score _____

Evaluator #2 Score _____

Evaluator #3 Score _____

Total Score _____

Proposing Firm #3 _____

Evaluator #1 Score _____

Evaluator #2 Score _____

Evaluator #3 Score _____

Total Score _____

STEP Two:

Committee Chair to complete one Summary Sheet naming highest scorer

Proposing Firm #4 _____

Evaluator #1 Score _____

Evaluator #2 Score _____

Evaluator #3 Score _____

Total Score _____

Proposing Firm #5 _____

Evaluator #1 Score _____

Evaluator #2 Score _____

Evaluator #3 Score _____

Total Score _____

The firm with the highest total score is _____

Date _____

Committee Chair Signature _____