



On-Call Planning Services RFP TM-23-01

Publication Date: November 18, 2022
Proposal Due Date: December 22, 2022
Contract Term: Five Years
Bids Received: Two

Specifications of Service

This contract will be to provide on-call planning services.

Evaluation

The evaluation committee reviewed the bids individually, then met on January 5, 2023, to discuss. After review, both bids were deemed to be responsive and both to be responsible and qualified. Both proposals were well organized and in the required format. Both were of high quality, well-written, and easy to read. Both addressed the requirements listed in the RFP. All three members of the evaluation committee then individually scored each bid. Qualifications, Services and References were worth 30%, Experience was worth 30%, Required Elements and Quality of Proposal was worth 30%, and Price was worth 10%. The order of finish based on the evaluation scores were as follows:

<u>Bidder</u>	<u>Score (out of 10)</u>	<u>Average Hourly Rate</u>	<u>Estimated Contract Cost*</u>
TranSystems	9.20	\$110.66	\$276,650
SRF Consulting Group	8.50	\$150.52	\$376,300

*Based on 500 hours of work each year for 5 years.

Recommendation

We recommend awarding the contract to TranSystems. Their bid met all specifications, they had the highest evaluation score, and their bid has the lowest estimated contract cost.