



PROCUREMENT SUMMARY

PROCUREMENT NUMBER: 20-114-CMD Request for Proposal
PROCUREMENT TITLE: General Plan Update

DATE PUBLISHED ON Bonfire (E-procurement webpage):	<u>August 24, 2020</u>	DATE CLOSED:	<u>September 14, 2020</u>
CONTRACT TYPE:	Firm fixed		
NUMBER OF PROPOSAL DOWNLOADS:	24		
NUMBER OF RESPONSES RECEIVED:	3		
CONTRACT TERM:	Two (2) Years. The term of any resultant contract shall commence upon award and shall continue for a period of the earlier of twenty-four (24) months from the date of award or until all work required by the Consultant is completed and accepted by the Town.		
CONTRACT ANNUAL VALUE (EST.):	\$124,900.00		
FINANCIAL IMPLICATIONS (EST.):	The initial expenditure is anticipated at \$119,928.00 and has been budgeted with payment split between two (2) fiscal year budgets. The contract includes a contingency to spend an additional \$4,972 for General Plan Ratification Support. The total contract amount not to exceed is \$124,900.00.		

1. **Number (3) responses were received in response to this procurement. The respondents were:**
 - 1.1 Matrix Design Group
 - 1.2 Michael Baker International
 - 1.3 PLANet Communities
2. **Contract Intent:** The general objective by the Town of Paradise Valley is to develop a 2022 General Plan to update the Town's 2012 General Plan through a process that complies with Arizona Revised Statutes, Town codes, and meets the concierge level of engagement Town residents expect for a long-range planning process.
3. **Evaluation Committee composed of the following team members:**

Jill Keimach – Town Manager	Peggy Ferrin – Procurement Coordinator
Loras Rauch – Special Projects Planner	
Paul Michaud – Planning Manager	
4. **The responses were evaluated to select the most responsible offer whose proposal is determined in writing to be the most advantageous based on the following criteria in relative order of importance:**
 - a) Methodology (45 points)
 - b) Experience/Expertise and References (30 points)
 - c) Cost of Services to the Town (20 points)
 - d) Compliance with the Towns Terms and Conditions (5 points)

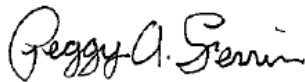
5. **In the initial evaluation the results of the evaluation scoring were as follows:**

Respondent	Score
Michael Baker International	90.67
PLANet Communities	76.67
Matrix Design Group	66.67

6. **The Evaluation Committee shortlisted the following respondents: In the final evaluation the results of the Interview/Presentation scores were as follows:**

Respondent	Score	Respondent	Score
Michael Baker International	90.67	PLANet Communities	57.33

7. **Recommendation of Contract Award: Michael Baker International**
Basis of Award: Highest scoring, most qualified response.



Peggy A. Ferrin, CPPB, Procurement Coordinator

September 24, 2020

Date