

LARIMER COUNTY PROPOSAL #P16-07
INSPIRE INITIATIVE - CONNECTING YOUTH & FAMILIES TO THE OUTDOORS
NATURAL RESOURCES DEPARTMENT
MAY 6, 2016 2:00 P.M.

Proposals to consider the retention of a firm to provide consulting services surrounding the Inspire Initiative, for the Larimer County Natural Resources Department, were accepted on Friday, May 6, 2016 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Sarah Brightman, Purchasing Agent and recorded by Deb Trujillo, Department Specialist.

The following proposals were received:

Logan Simpson
GP RED
Design Workshop

No decision of award was made pending review and recommendation by the Larimer County Natural Resources Department Evaluation Committee.

The Larimer County Natural Resources Department reviewed the proposals and recommends accepting the proposal from Design Workshop, Inc., per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Heather MacMillan
Purchasing Director



Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners



PURCHASING DEPARTMENT

200 W. Oak Street, Suite 4000
Fort Collins, Colorado 80521

TO: Mark Peterson, County Engineer
Gary Buffington, Natural Resources Director
Heather Young, Education Program

FROM: Sarah Brightman, Purchasing Agent I

DATE: 5/6/2016

SUBJECT: P16-07, Inspire Initiative - Connecting Youth & Families to the Outdoors

Transmitted for your review and recommendation, are the proposals received to consider the retention of a firm to provide consulting services surrounding the Inspire Initiative. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

- 1. Consultant, Key Staff, Sub-Contractor's Experience and Qualifications
- 2. Approach
- 3. Firm Availability
- 4. Cost

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

Three (3) proposals were received in response to this Request for Proposal. Each member of the Evaluation Committee independently evaluated and individually scored each proposal received per the above Evaluation Criteria, as provided in the RFP. The Evaluation Committee reviewed the aggregate scores in the Scoring Matrix, attached, and short-listed the two (2) highest-scored firms. Clarifying questions were sent to the two (2) short-listed firms and a best-and-final offer (BAFO) request was requested of one (1). After reviewing the responses, the Evaluation Committee unanimously selects Design Workshop for award, in the estimated amount of \$67,250.00, per their BAFO.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD


DEPARTMENT HEAD SIGNATURE

PUBLIC WORKS/ENGINEERING 06/15/16
DEPARTMENT DATE


Thank you.

Acting Director 06/15/16

Scoring Matrix

P16-07, Consultant Services for the Inspire Initiative

PROPOSING FIRM	Logan Simpson	Design Workshop	GPRED
<u>EVALUATORS</u>			
#1	4.79	4.66	4.56
#2	3.88	3.75	3.90
#3	4.00	4.15	3.65
#4	4.15	4.30	3.55
#5	3.68	3.68	2.20
#6	3.50	3.35	3.20
TOTALS	24.00	23.89	21.06

NOTES:

REGISTER OF PROPOSALS

PROPOSAL #P16-07

PROPOSAL TITLE: RESOLICITATION OF Consulting Services for the Inspire Initiative – “Connecting Youth & Families to the Outdoors”

DATE: 5/6/2016 TIME: 2:00 PM

DEPARTMENT: Natural Resources

<u>VENDOR</u>	<u>6 Copies and flash drive</u>
Logan Simpson	Y
GP RED	Y
Design Workshop	Y