

EVALUATION OF QUOTE RESPONSES RECEIVED

For
Longmeadow Pre-1901 Structures Inventory

BASIS OF AWARD (RFO Section VII):

The Town will award a contract resulting from this solicitation to the responsible bidder whose offer meets the stated requirements for technical expertise, project experience, qualifications, project approach, client references, proposal quality with advantageous 'Selection Criteria', with the lowest price. In the event of tied low bid the Selection Criteria will be utilized by the Town to determine which of the tied low bidders has the proposal that represents the best value to the Town as the low bidder. Reference checks that result in unfavorable review from former clients may be grounds for non-responsive quote rejection at the sole discretion of the Town.

SELECTION CRITERIA (RFO Section VI)

A. Quality and Depth of Project Experience. The bidder's response demonstrates superior experience in providing services related to the Town's requirements. The response must demonstrate a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples should be of outstanding quality in content and technical presentation.

B. Qualifications of the Bidder. The bidder's resume(s) demonstrates that bidder has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

C. Desirability of approach to the project. The bidder's response demonstrates a superior approach to the subject material, an understanding of the local historic and cultural resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. The response demonstrates a strong understanding of the history and development of local architectural forms in Massachusetts communities.

D. Overall Quality of Client References. References contacted spoke favorably of the work performed by the bidder and would use them again for a similar project. References confirmed that consultant had met schedule expectations and delivered an "on-time" project.

E. Completeness and Quality of Proposal. Response is complete, concise, informative, and highly detailed. Response reflects that bidder is able to perform in a superior manner acceptable to the Town. Selection committee is completely convinced about the bidder's ability to provide the level of services as required by the Town. Response demonstrates excellent communication and documentation skills.

EVALUATION:

	Heritage Consultants <u>Newington, CT</u>	LPVEC <u>Springfield, MA</u>	Easton Architects <u>New York, NY</u> <small>Fedex received 10/1/19 at 1:45pm</small>	Allison E. Casazza <u>Katonah, NY</u> <small>Fedex received 10/1/19 at 1:45pm</small>
PRICE:	\$16,750.00 (Low Quote)	\$18,725.00		
A. Quality and Depth of Project Experience.	YES/MET	YES/MET		
B. Qualifications of the Bidder.	YES/MET	YES/MET		
C. Desirability of approach to the project.	YES/MET	YES/MET		
D. Overall Quality of Client References.	YES/MET			
E. Completeness and Quality of Proposal	YES/MET	YES/MET		

HERITAGE CONSULTANTS. Evaluation of lowest quote received:

- A. YES/MET** 13 historic and architectural inventories. All CT, MA, CT state-wide survey
- B. YES/MET** Projects listed in Evaluation Criteria A. Staff highly experienced, related degrees
- C. YES/MET** Desirable approach including project management flow chart. Introduction section desirable understanding of project. Writing samples show understanding of clear analysis of the time required for each phase of the project. Understanding of history and development of local architectural forms including Massachusetts.
- D. YES/MET** Glowing references received, quality and on-time. References received from: State Historic Preservation offers, CT State; Dedham, MA; and Old Lyme, CT
- E. YES/MET** Complete proposal

AWARD DECISION:

Heritage Consultants is a Responsible bidder meeting all requirements (A through E), and has the lowest price of \$16,750. The recommendation of award is for Heritage Consultants the low bidder. Per Massachusetts General Law, Chapter 30B, procurement with an estimate between \$10,000 to \$50,000 requires awarded vendor have the lowest price quotation that is Responsible.

M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount		Under \$10,000		\$10,000 to \$50,000	Over \$50,000
Procurement Procedure	Sound business practices. ¹	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service. ²	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).		
Notice/Advertising Requirements	None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYS. If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .		
Award contract to:	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible ³ and responsive ⁴ bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.		
Written Contract Required⁵	No. Keep written records as a best practice.	Yes.	Yes.		
Maximum Contract Term⁶	Three years, unless majority vote authorizes longer.				
OSD Option	Yes.				

¹ M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

² M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.

³ M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."

⁴ M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."

⁵ M.G.L. c. 30B, § 17(a), states "All contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."

⁶ M.G.L. c. 30B, § 12(b), states "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."