



Town of Eatonville

RFQ #25-09-003 - Design & Engineering Services Interview Questions

Overview:

Seven (7) firms submitted proposals in response to the Town's RFQ #25-09-003. The selection process followed the Town's procurement policies and the requirements of the Consultants' Competitive Negotiation Act (CCNA), ensuring a fair, transparent, and qualifications-based evaluation. The process involved four primary stages: proposal evaluations, consultant interviews, reference verifications, and feedback from the Town leadership team.

This rigorous, multi-step process allowed the evaluation committee to assess each firm's technical expertise, project management approach, and past performance on comparable municipal infrastructure projects, while also considering the Town Leader's perspective on community fit and service responsiveness.

Final Rankings:

Rank	Firm	Recommendation
1	CPH	Recommend
2	GAI Consultants	Recommend
3	WBQ Design & Engineering	Recommend
4	Spectra Engineering	Alternate – Future Work
5	Baxter & Woodman	Not Recommended

Recommendation:

Based on the overall evaluation results and the Town Leadership's review & input, the evaluation committee recommends the following three (3) firms – CPH, GAI Consultants, and WBQ Design & Engineering - for continuing engineering design services under the Town's Water and Sewer Infrastructure Improvements Program. These firms demonstrated superior technical capability, proven experience with SRF-funded projects, and strong alignment with the Town's priorities.

Spectra Engineering is acknowledged for its solid qualifications and team qualifications and is recommended for consideration in future task order opportunities.

Selection Process Overview:

- August 29, 2025 - RFQ was issued, in accordance with CCNA and Town procurement policies.
- September 2, 2025 – Addendum 1 Issued (clarifying scope, and deliverables)
- September 17, 2025 – Addendum 2 Issued (clarifying deadlines)
- September 22, 2025 - Seven proposals were received
- October 6, 2025 – Proposal Evaluation (for written technical expertise, SRF and AC pipe experience, QA/QC, and MWBE/local participation).
- October 9, 2025 - Five shortlisted firms participated in interviews
- October 20 – 22, 2025 - Reference verification
- October 29, 2025 - Town Leadership provided input on the Evaluation Summary Matrix.
- October 30, 2025 - Final rankings and recommendations (based on all evaluation components).

All supporting documentation is maintained in the Town's designated Box folder for transparency and recordkeeping.

Evaluation Committee:

The Evaluation Committee was appointed by Town of Eatonville leadership in accordance with the Consultants' Competitive Negotiation Act (CCNA) to ensure a fair and transparent selection process.

The Proposal Evaluation committee consisted of four members:

- Mofoluso Murnane (GCI),
- Mustafa Al Bayati (GCI),
- Dr. Cheryl Johnson (Town of Eatonville), and
- Elaine Chua (Town of Eatonville Police Department).

Interview Committee:

- Mofoluso Murnane (GCI),
- Mustafa Al Bayati (GCI),
- Dr. Cheryl Johnson (Town of Eatonville)

All four members participated in the written proposal evaluations, and three continued through the interview phase to complete the final scoring and rankings.