

RFI 2023-06

Firm Name: Tran Systems

Evaluator Name: Marci Forbes

RFI Submission Checklist

✓	Title Page - RFI Listed, firm name, address, and contact information	
✓	Table of Contents - Clear identification of materials included with pg numbers	
✓	Letter of Interest - Names of person who is authorized by the firm	Limit 1 Pg
✓	Project Specific State of Qualification - staff size with experience, Include org chart	Limit 8 Pg
✓	Services Approach - General synopsis of approach, include quality assurance control program/ policy	Limit 6 Pg
✓	References - Client contact information, description of work, month and year of project, total cost and professional service fees paid, role of the firm and responsibilities	Limit 10 Pg
✓	Insurance Requirement - Provide proof of insurance in accordance RFI	

NOTES

RFI 2023-06

Evaluation and Selection 1-5 (1 being the lowest)

Selection Criteria	1-5 Scale
Qualification of the Project Team	5
Qualification of Prime Consultants Designated Project Manager	5
Qualification of Prime Consultants designated Project Professional Engineer	5
Qualification of the Sub Consultants - Experience on Projects	0
Quality Assurance Control Program/ Policy	5
Applicable Project References that reflect and demonstrate the competence in design/engineering	5
Applicable Contract References that reflect and demonstrate the Firm's past performance on other local government contracts	5
Consultants demonstrate understand of the city of Madeira Beach infrastructure	5
Location of firm	5
Total	40

NOTES:

well presented + easy to find info

obvious familiarity w/ city

liked QC/QA checklist

covered all needs there fore subs not needed

RFI 2023-06

Firm Name: Transystems

Evaluator Name: Allie Lollis

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NOTES:

- Very professional
- Local
- experience with City of Madeira Beach
- provided checklist, and checked all boxes
- easy to read and search for specifics

* No Sub consultants listed

RFI 2023-06

Firm Name: Transystems

Evaluator Name: Jenny Rowan

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NOTES:

history w/MB

level of experience

checks off all requirements

no subs listed - but ~~does~~ meets all requirements

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Firm Name: Transystems

Evaluator Name: Megan Wepler

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NOTES:

- Easy to find all information
- Able to Accomodate all request in RFI
- NO Sub Consultants listed, but have all diciplines in house