



**REQUEST FOR QUALIFICATIONS
RFQ# 02660**

**PROGRAM MANAGEMENT AND STAFF AUGMENTATION
FOR ENGINEERING SERVICES**

The following voting members of the Evaluation Committee (EC) concur with the contents and recommendations as detailed in the Evaluation Report.

Voting Member

Signature

Ashley Zimmerman

 Ashley Zimmermann
ashleyz@nbutexas.com
2023.05.05
New Braunfels Utilities 09:59:57-05'00'

Michael Perry

Lee Perry
Digitally signed by Lee Perry
DN: G=Lee Perry, C=United States, E=mperry@nbutexas.com, OU=Water Engineering, O=NBU, L=US, CN=Lee Perry
Date: 2023.05.05 10:14:44-05'00'

Nick Puckett

Nicholas Puckett
Digitally signed by Nicholas Puckett
DN: C=US, E=npuckett@nbutexas.com, O=NBU, OU=Water Engineering, CN=Nicholas Puckett
Date: 2023.05.05 11:18:22-05'00'


Brent Lundmark

Brent Lundmark
Digitally signed by Brent Lundmark
Date: 2023.05.05 11:23:13-05'00'

Shawn Schorn

Shawn T. Schorn, P.E.
Digitally signed by Shawn T. Schorn, P.E.
Date: 2023.05.05 11:39:36-05'00'

Procurement Representative:

 Jesse Luna
Digitally signed by Jesse Luna
Date: 2023.05.05 12:52:08-05'00'

EVALUATION REPORT

RFQ 02660

PROGRAM MANAGEMENT AND STAFF AUGMENTATION FOR ENGINEERING SERVICES

The Evaluation Committee (EC) evaluated the qualification responses submitted by three (3) firms in response to the Request for Qualifications RFQ# 02660 Program Management and Staff Augmentation for Engineering Services in accordance with pre-established evaluation procedures. These firms are:

Plummer Associates, Inc.

Freese and Nichols, Inc.

Info Way Solutions LLC

Process Followed

The EC is comprised of NBU employees: five (5) voting members and one (1) non-voting member. Each committee member reviewed and evaluated the firms' statement of qualifications in accordance with the RFQ document, and the Evaluation Documents, which define policies and procedures to be followed in evaluating each response.

The evaluation of the statement of qualifications is based on the following criteria list:

Cover Letter (Max 5 Pts.)

Qualifications of Respondent (Max 50 pts.)

Qualifications and Availability of Key Personnel (Max 25 Pts.)

Past Performance (Max 20 Pts.)

In-Person Presentations (Max 25 Pts)

SUMMARY OF FINDINGS

The evaluation resulted in the following ranking:

Evaluation of Statement of Qualifications

Qualified: Plummer & Associates (“Plummer”)
Freese & Nichols, Inc. (“FNI”)

Not Qualified: Info Ways Solutions

Info Ways Solutions was deemed not qualified to perform the services because it did not demonstrate the required background and experience as a firm to perform the services of this RFQ. This firm is a staffing agency; it did not demonstrate an engineering background or experience in performing on engineering projects.

Overall, both Plummer and FNI were ranked qualified because they met or exceeded the requirements of the RFQ.

Plummer demonstrated a strong business history. They listed ample experience in design, construction management, and project management. Plummer's key personnel demonstrated very good experience in these areas. Plummer's proposal included ProCore as the PMIS system they would use with NBU. As a company, NBU has decided to move to Smartsheet as a project management system and to not use systems like ProCore.

FNI presented a strong statement of qualifications. As a firm, it demonstrated extensive experience and as the incumbent, the key personnel are knowledgeable about NBU operations and have the background and experience to support NBU's process of Smartsheet reporting. FNI also noted several services including risk analysis and process improvement that would be implemented.

Both firms were invited to participate in an in-person presentation. Each firm had the opportunity to present an overview of its statement of qualifications and answer any questions from the EC. The presentations were scheduled for 1 hour each at NBU facilities.

Both firms gave excellent presentations and demonstrated their capabilities to perform the services. FNI is the incumbent and has been performing these services for NBU for approximately five years. The program management, modeling, and project management experience FNI has with other entities and has developed working on NBU projects and with NBU staff gave them the lead in the overall ranking of the firms. The need for program management and staff augmentation is not so much a lack of expertise within NBU, but the lack of resources to perform the services within a required time schedule. The committee unanimously agreed that FNI was the most favorable candidate.

Based on the evaluation above, the EC recommends an award to FNI.