

Purchasing Department

Kathryn Kasper
Purchasing Agent



City Hall
730 Washington Avenue
Racine, Wisconsin 53403
(262) 636-9143
Fax: (262) 619-5550

Honorable Mayor John Dickert and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

January 13, 2017

Ladies and Gentlemen:

I am requesting permission to appear before the Finance and Personnel Committee to discuss the results of Official Notice #18-2016, Request for Proposals for North Beach Master Plan. This proposal was opened on November 28, 2016.

The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods or when price is not the major determining factor in a purchase.


We received five (5) responses. The responses were read and evaluated according the criteria outlined in the RFP by the selection committee. The evaluation criteria for this RFP were based on Project approach including understanding of project objectives and constraints (30 points), Qualifications and experience (25 points), Demonstrated ability to meet project schedules and budgets (20 Points), Management, team organization and skill experience of key team members (15 Points)

The selection committee for this RFP consisted of Dottie-Kay Bowersox, Dr. Julie Kinzelman, Stephan Kurdas, all of the Health Department, Tom Molbeck and Robert Rafel from PRCS and Amy Connolly of City Development. The Purchasing Agent reviewed the submissions, attended the evaluation meetings and the presentations and acted as a moderator, coordinator and facilitator. The Purchasing Agent was not a voting member of the evaluation committee

Based on the scoring of this RFP the selection committee is recommending that the Purchasing Agent be authorized to negotiate and contract with Smithgroup JJR for the provision of the North Beach Master Plan.

Funds were budgeted and are available in 45050 57100.

Respectfully Submitted,


Kathryn Kasper
Purchasing Agent