

Purchasing Department

Sam J. Aiello, C.P.M.
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

March 30, 2012

Ladies and Gentlemen:

I am requesting permission to appear before the Public Safety & Licensing Committee to discuss the results of Official Notice #5, REQUEST FOR PROPOSALS FOR ARC GIS COMPATIBLE TREE INVENTORY FOR THE CITY OF RACINE.. This proposal was opened in the office of the Purchasing Agent at 10:00 A.M. on March 21, 2012.

We received four (4) responses to this RFP. The responses were from Wachtel Tree Service, TriMedia Environmental & Engineering, Strata Point, Inc., and Davey Resource Group.

The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods.

The evaluation criteria for this RFP and their respective weights were; Professional Qualifications, 20%, Past Involvement with Similar Projects, 30%, Proposed Work Plan, 35%, and Fee Schedule, 15%.

The evaluation committee for this RFP consisted of Paul Ancona, MIS Director, Tom Molbeck, Parks, Recreation, & Cultural Services Interim Director, Mike Willis, Parks Superintendent, and Matthew Koepnick, City Forester.. The Purchasing Agent attended the evaluation meeting and acted as a moderator and facilitator. The Purchasing Agent was not a voting member of the evaluation committee. I have attached a copy of the evaluation matrix that was used to score the proposals.

Based on the scoring of this RFP the evaluation committee is recommending that a contract be entered into with Davey Resource Group of Kent, Ohio. This project is expected to cost approximately \$67,000 in 2012.

Funds for this expenditure are available in account:

786.020.5860 DNR Grant: \$25,000
992.700.5060 Tree Inventory: \$42,000

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "S. Aiello". The signature is fluid and cursive, with the first letter of the first name being a large, stylized capital 'S'.

Sam J. Aiello
Purchasing Agent

cc: Mr. Tom Molbeck
Mr. Paul Ancona
Mr. Mike Willis
Mr. Matthew Koepnick

REQUEST FOR PROPOSAL, ARC GIS COMPATIBLE TREE INVENTORY

Evaluation Matrix

March 29, 2012, 1:30 P.M.

	WACHTEL TREE SERVICE	TRIMEDIA ENVIRONMENTAL & ENGINEERING	STRATA POINT, INC.	DAVEY RESOURCE GROUP
1. Professional Qualifications				
#1 T. Molbeck	15	10	12	17
#2 M. Willis	19	10	15	20
#3 M. Koepnick	18	1	16	20
#4 P. Ancona	19	7	16	20
<i>Total Points</i>				
Average	17.75	7.00	14.75	19.25
2. Past Involvement Similar Projects				
#1 T. Molbeck	25	10	15	27
#2 M. Willis	27	1	15	30
#3 M. Koepnick	27	5	15	30
#4 P. Ancona	28	9	15	30
<i>Total Points</i>				
Average	26.75	6.25	15	29.25
3. Proposed Work Plan				
#1 T. Molbeck	34	1	32	30
#2 M. Willis	32	5	33	35
#3 M. Koepnick	33	5	34	35
#4 P. Ancona	30	10	33	34
<i>Total Points</i>				
Average	32.25	5.25	33	33.5
4. Fee Schedule				
<i>Total Points</i>	15	2.16	13.62	14.44
<i>Total Points</i>	91.75	20.66	76.37	96.44