

Purchasing Department**Kathryn Kasper**
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Honorable Mayor Dennis Wisner and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

Ladies and Gentlemen:

I am requesting permission to appear before the Public Works & Services Committee to discuss the results of Official Notice #10-2017, Request for Qualifications – Police and Fire Departments Facilities Programming Study. This notice was opened in the office of the Purchasing Agent at 1 P.M. on June 27, 2017.

The Request for Qualifications technique is frequently used when bidding for services as opposed to bidding for goods or when price is not the major determining factor.

Four (4) responses were received. The responses were read and evaluated according to the criteria outlined in the RFQ by the selection committee. The evaluation criteria for this RFP and their respective weights were; 25% - Methodology; 25% - Firms qualifications and experience; 30% - Management, team organization and skill experience of key team members; 20% - Relevance and quality of past work per samples provided. The two highest scoring firms that were invited to present were Bray Architects and FGM Architects.

The selection committee for this RFP consisted of Mark Yehlen, Commissioner of DPW, Tom Egg, Assistant Commissioner of DPW, Police Deputy Chief Mark Schulz, and Fire Battalion Chief, Jeff Saunders. Fire Chief Hansen also attended the evaluation session.

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 RFQ and the interview process the selection committee is recommending that the Purchasing Agent be authorized to negotiate and contract with FGM for the provision of a public safety programming study. Funds are available in 45031 57200 to cover the cost of the proposal at a not to exceed price of \$45,000.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kathryn Kasper", is written over the typed name.

Kathryn Kasper
Purchasing Agent