

**Report of the City Services Selection Committee
on Recommendation for City Services Contract
To Mayor Shelton S. “Mac” Watts
Approved May 18, 2011**

Introduction

The twenty-one (21) member City Services Committee appointed by Mayor Watts was divided into the following subcommittees: General Services, Contract/RFP-Q and Catastrophic Contingency Service, Planning and Zoning, Department of Public Works and Permits.

After the City Services Committee reviewed the City Services Contract effective March 2008 through June 30, 2011, collected data regarding the current level of services and prepared the Request for Qualifications and Proposals (“RFQ&P”). The twenty-one (21) member committee recommended advertising two options: Option 1, an all inclusive City Services Contract similar to the current City Services Contract, and Option 2, a City Services Contract which did not include Drainage Maintenance, Litter Control, Grass Cutting and Weed Control and Roadway Maintenance. The services not included in the proposal were to be administered by the City Services Contractor; however, the provider of each service was to be selected by advertising bids with deadlines coinciding with the proposal deadline.

The RFQ&P includes the following services which are not included in the current City Services Contract: Codification of Ordinances, Emergency Services, Grant Accounting, Grant Writing, 20 acres of Off-Road Drainage Maintenance, three year performance bond and an additional 45,000 linear feet per year of road striping.

The City Services Committee established a one hundred and twenty-two (122) day schedule which began on March 1, 2011 with the advertisement of the RFQ&P and concludes on July 1, 2011, the anticipated effective date of the City Services Contract. As of the date of this report there have been only minor adjustments to the schedule which have not impacted the anticipated date of conclusion.

The only items remaining to be completed are the Mayor’s recommendation of funding for the Contract to the City Council on May 19, 2011, the execution of a contract on or before June 1, 2011 and the transitioning of services from the incumbent contractor to the successful proposer on or before Friday, July 1, 2011.

Background Information

The City Services Committee authorized an email account for receipt of inquiries regarding the RFQ&P. As of April 29, 2011 seventy-eight (78) inquiries requiring varying degrees of research were received and responded to by Selection Committee members, Executive Assistant David Barrow and City Attorney Sheri Morris. All inquiries and responses were posted on the City's website as they were completed.

A nine member Selection Committee was appointed by Mayor Watts, consisting of seven of the individuals who served on the City Services Committee and Gil Matherne and R.J. Saucier after the RFQ&P was advertised. Wayne Leader was selected to chair the Selection Committee. Jeanie Barnett volunteered to assist the Selection Committee by serving as its recording secretary. Two alternate members were selected for the purpose of reaching a quorum in the case of absence of any original member or to replace any original member excused due to inability to serve, Jay Dykes and Mark Miley.

On April 1, 2011, the following firms attended the mandatory pre-proposal conference and were eligible to submit proposals:

1. Burk Kleinpeter, Inc.;
2. CH2M Hill;
3. Chem Spray South, Inc.;
4. CSRS, Inc. dba Central Municipal Services Group;
5. Institute for Building Technology and Safety (IBTS);
6. Neel-Schaffer, Inc.;
7. Professional Engineering Consultants Corporation (PEC);
8. Planning and Design, L.L.C.;
9. Severn Trent Services;
10. Shaw Environmental and Infrastructure, Inc.;
11. TaskForce L.L.C.; and
12. Wharton-Smith, Inc. Construction Group.

The following firms attended the mandatory pre-bid conference for Drainage Maintenance held on April 14, 2011 and were eligible to submit bids for Drainage Maintenance:

1. CH2M Hill;
2. Chem Spray South, Inc.;
3. Corporate Green L.L.C.;
4. Institute for Building Technology and Safety (IBTS);

5. J&W Contractors;
6. Louisiana Asphalt Producers, L.L.C.;
7. Louisiana Vegetation Management, Inc.;
8. Severn Trent Services;
9. TaskForce L.L.C.;
10. Turf-Scape L.L.C.; and
11. Wharton-Smith, Inc. Construction Group.

The following firms attended the mandatory pre-bid conference for Litter Control, Grass Cutting and Weed Control held on April 14, 2011 and were eligible to submit bids on Litter Control, Grass Cutting and Weed Control:

1. CH2M Hill;
2. Chem Spray South, Inc.;
3. Corporate Green L.L.C.;
4. Institute for Building Technology and Safety (IBTS);
5. J&W Contractors;
6. Louisiana Vegetation Management, Inc.;
7. RPM Maintenance;
8. Severn Trent Services;
9. TaskForce L.L.C.;
10. Turf-Scape L.L.C.; and
11. Wharton-Smith, Inc. Construction Group.

The following firms attended the mandatory pre-bid conference for Roadway Maintenance held on April 14, 2011 and were eligible to submit bids on Roadway Maintenance:

1. CH2M Hill;
2. Coastal Bridge;
3. Institute for Building Technology and Safety (“IBTS”);
4. J&W Contractors;
5. Louisiana Asphalt Producers, L.L.C.;
6. Severn Trent Services;
7. Turf-Scape L.L.C.; and
8. Wharton-Smith, Inc. Construction Group.

By letter dated April 28, 2011 Shaw Environmental & Infrastructure, Inc. advised that it would not submit a proposal citing its reasons for discontinuing its participation in the selection process.

Five (5) addenda were issued for the RFQ&P for City Services; four (4) addenda were issued for each of the bids. Due to questions regarding the performance bond received close to the April 29, 2011 deadline for receipt of proposals, the Selection Committee met on April 28, 2011 and revised the requirements for performance bonds and extended the deadline for proposals from April 29, 2011 to May 4, 2011. The deadline for bids was likewise extended.

Proposals Received

On May 4, 2011, the following proposals were received:

Option 1 Proposals

1. CH2M Hill;
2. CSRS, Inc. dba Central Municipal Services Group (“CSRS”);
3. Institute for Building Technology and Safety (“IBTS”); and
4. Severn Trent Services.

Option 2 Proposals:

1. CH2M Hill; and
2. Severn Trent Services.

Litter Control, Grass Cutting and Weed Control Bids:

1. Chem Spray South, Inc.;
2. Corporate Green L.L.C.;
3. Louisiana Vegetation Management, Inc.; and
4. TaskForce L.L.C.

No bids were received for Roadway Maintenance or Drainage Maintenance. Since no bids were received for Roadway Maintenance and Drainage Maintenance, the bids submitted for Litter Control, Grass Cutting and Weed Control and Option 2 proposals were returned to the bidders/proposers without inspection by the Selection Committee Members.

The proposal of CSRS, Inc. included information regarding potential or perceived conflicts of interest. On May 6, 2011, the Selection Committee met to gather additional information regarding the reported potential or perceived conflicts of interest for the purpose of making a recommendation to Mayor Watts. After receiving additional information, the Selection Committee scheduled presentations and interviews for all four proposers on Friday, May 13, 2011.

All four proposers participated in the presentations and interviews. On Monday, May 16, 2011, the Selection Committee met to begin the evaluation process. Due to variations in the information submitted by proposers with respect to their ability to meet the bonding requirements and insurance requirements, the Selection Committee requested the proposers provide additional information regarding ability to meet the bond and insurance requirements set forth in the RFQ&P by noon on May 17, 2011. All four proposers submitted additional information before noon on May 17, 2011.

Evaluation of Proposals

The Committee decided in advance of receiving the proposals to review the proposals independently without discussing the proposals among the committee members for the following reasons:

1. to avoid any possible violation of the open meetings laws; and
2. to maintain the integrity of the selection process by having nine individual perspectives which could later be shared among the group.

The methodology used by the committee was to allow each committee member to state their rating on each of the criteria and provide a reason for the rating if the member wished to do so. Members were given the opportunity to adjust their ratings after all ratings were announced. If the committee members could reach a consensus, the consensus was the grade assigned. If the committee members could not reach a consensus, the highest grade and lowest grade were removed and the remaining seven scores were averaged.

On the Legal and Financial Qualifications all four proposers received a rating of pass.

Recommendation

Having reviewed all four proposals, the Selection Committee is pleased to recommend that the City Services Contract be awarded to Institute for Building Technology and Safety (“IBTS”).

IBTS was the only proposer to receive the maximum possible number of points on Information Technology Resources and Equipment, Emergency and Catastrophic Response and Pricing.

IBTS received the highest score of all four proposers on the Transition Plan Including Duration, Emergency and Catastrophic Response, Information Technology Resources and Equipment and Pricing categories.

Other Advantages of the IBTS Proposal

In addition to having the lowest cost to the City based upon the proposal price and structure, the IBTS proposal has the following advantages:

1. IBTS’s unit pricing for emergency work was lowest;
2. real-time electronic permitting system to be instituted; and
3. pledge to return any profits to the City or increase services as determined by the Mayor and City Council if the expenses including a reasonable fee for the risks of this project are less than the final fixed price of the contract.

Additional Recommendations

1. Unit pricing for additional drainage maintenance be reviewed to determine reasonableness since there is a large variance in the proposals received on those items. Perhaps clarification of the assumptions used in establishing the unit price would provide clarification for IBTS and for the City.
2. City representatives begin meeting on a regular basis with representatives of CH2M Hill and of IBTS to coordinate on transitioning services.
3. The appropriate historical data which was gathered by the City Services Committee be updated annually by the City Services Contractor.

Scoring

CATEGORY	<u>IBTS</u>	POINTS
Type of Organization		8.00
Number of Years in Business		9.71
Relevant Experience		28.29
Staff Resources		30.86
Information Technology Resources and Equipment		35.00
Transition Plan Including Duration		23.86
Emergency and Catastrophic Response		25.00
Pricing		50.00
TOTAL		210.72

CH2M Hill

CATEGORY	POINTS
Type of Organization	8.29
Number of Years in Business	10.00
Relevant Experience	32.00
Staff Resources	34.29
Information Technology Resources and Equipment	30.00
Transition Plan Including Duration	22.86
Emergency and Catastrophic Response	23.14
Pricing	34.29
TOTAL	194.87

Severn Trent Services

CATEGORY	POINTS
Type of Organization	9.00
Number of Years in Business	10.00
Relevant Experience	31.71
Staff Resources	28.29
Information Technology Resources and Equipment	29.43
Transition Plan Including Duration	20.00
Emergency and Catastrophic Response	19.00
Pricing	39.57
TOTAL	187.00

CSRS, Inc. dba Central Municipal Services Group

CATEGORY	POINTS
Type of Organization	8.00
Number of Years in Business	9.43
Relevant Experience	28.86
Staff Resources	32.14
Information Technology Resources and Equipment	30.00
Transition Plan Including Duration	23.29
Emergency and Catastrophic Response	20.00
Pricing	33.00
TOTAL	184.71

Wayne Leader
Wayne Leader, Chair *Chairman*

5-19-11
Date

Ralph Washington
Ralph Washington, Mayor Pro Tempore

5/19/11
Date

Louis DeJohn, Jr.
Louis DeJohn, Councilman

5/19/11
Date

Walton I. "FP" Barnes, II

05/19/2011
Date

Rodney Bonwillain
Rodney Bonwillain

5-19-11
Date

Hillery Piere "Pete" Firmin, III

Date

Gil Matherne

5/19/11
Date

R. J. Saucier

5-19-11
Date

Fred Raiford

Date

Jay Dykes
Jay Dykes, Alternate

5/19/2011
Date

Mark Miley
Mark Miley, City Clerk, Alternate

5-19-11
Date

Wayne Leader, Chair

Date

Ralph Washington, Mayor Pro Tempore

Date

Louis DeJohn, Councilman

Date

Walton J. "Ti" Barns, II

Date

Rodney Bonvillain

Date

Pete Firmin

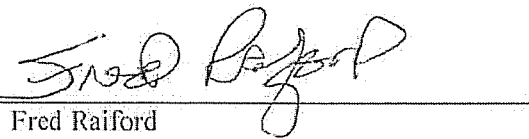
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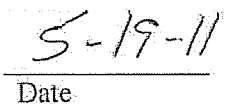
Gil Matherne

Date

R. J. Saucier

Date


Fred Raiford


Date

Jay Dykes, Alternate

Date

Mark Miley, Alternate

Date