



## City of Hyattsville

# Memo

**To:** Tracey Douglas, City Administrator  
**From:** Hal Metzler, Deputy Director of Public Works  
**CC:** Lesley Riddle, Director of Public Works; Ron Brooks, Treasurer; Jerrod Towers, Chief of Police; Helder Almeida, Project Manager  
**Date:** March 29, 2022  
**Re:** RFP #DPW21-005 Selection

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The City conducted a two part solicitation for the 3505 Hamilton Street Public Safety Building Adaptive Reuse Project. A Request for Qualifications (RFQ) was solicited in Summer of 2021. The City received several RFQ responses, and after review, determined that 4 firms' proposals were responsive and responsible and demonstrated the minimum qualifications requested. In January 2022 the 4 firms were provided the Request for Proposals (RFP) and given the opportunity to participate in the second part of the solicitation process. The RFP responses were received in March 2022. Of the 4 prequalified firms approved to participate in the RFP, 2 firms submitted proposals. Both proposals were responsive and responsible. The proposals were evaluated based on the 4 criteria as listed in the RFP documents.

1. Rank of the firm after the RFQ process
2. Detailed price proposal
3. Detailed proposed schedule
4. Narrative on how the firm proposes to keep the project on schedule and budget given the extended lead times, production and shipping delays, fluctuating costs, and other issues related to the ongoing COVID-19 pandemic. If available/required supporting documentation may be submitted in addition to the narrative.

A selection committee consisting of the following;

1. Hal Metzler – Deputy Director of Public Works

2. Lesley Riddle – Director of Public Works
3. Ron Brooks – Treasurer
4. Jerrod Towers – Chief of Police
5. Helder Almeida – Project Manager

reviewed the proposals received and made the following evaluation of the criteria.

Score of 1-4 (Higher number is better)	Keller Brothers	Whiting-Turner
Rank after RFQ	1	3
Detailed Price Proposal	3	2
Proposed Schedule	3	3
Narrative	2	4
<b>Total</b>	<b>9</b>	<b>12</b>

The committee determined that Whiting-Turner has the proposal that best met the criteria to be awarded the contract for the 3505 Hamilton Street Public Safety Building Adaptive Reuse Project.