

SEMINOLE COUNTY GOVERNMENT

# Electronic Evaluations

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Best Practice in Public Procurement

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Seminole County Government, as well as other public and private organizations, is affected by the current economic situation of budgetary and staff shortfalls. As the Elected Officials and Senior Management brainstorm for ways to reduce the deficit, County staff is tasked with researching ways of conducting business in a more effective and efficient way while reducing operating expenses. One way that the Seminole County Purchasing and Contracts Division is accomplishing this goal is by conducting proposals evaluations in a creative way - *electronically*.

Evaluations of Proposals play a crucial role in selecting a consultant or contractor. The collections of activities, evaluations being one of them that provide assurance that the County contracting objectives will be met, make up a system of trust and integrity. When the County undertakes a project that requires the services of a consulting firm, selecting the firm is one of the most important decisions the County makes. That is because the professional firm's performance, frequently in conjunction with other factors, determines the course of the project – feasibility, planning, location, design, plans and specifications, construction, operating and maintenance costs over the life of the project.

The firms are hired before the project begins and they are trained to translate the County's needs and concepts into written proposal of detailed project plans. Yet, despite the importance of the contribution these firms make to the success of a project, there are still many misconceptions about the best way to select a firm.

Because consultants do not sell a commodity, but rather their knowledge, project approach and their services of highly skilled personnel, the County selects them on the merits of their experience and qualifications to do the work. What evaluation criteria should be considered in ranking and selecting firms? How can the firms be evaluated objectively? What steps can we take to maintain the evaluations individually and the process transparent? Each project may require special criteria in determining the relative capabilities of competing firms. The elements most commonly considered in ranking firms are:

**Initial Evaluation:** General qualifications relate to the ability and experience needed to perform the services. The Project Manager and the Procurement Professional must define the general qualifications needed for a particular project, which may be:

- The specialized experience and technical competence of the firm in the type of services required, according to the complexity of the project and familiarity with types of challenges applicable to the project.
- The past record of performance on contracts with other organizations, including control of costs, quality of work and ability to meet schedules.
- The capacity to perform the work within the time limitations, taking into consideration the current and planned workload of the firm.
- Approach to the work, methodology.
- Costs (*except when procuring services defined under CCNA*)

**Presentations/Interviews:** The information gained during these discussions primarily is a source reference for assessing the firm's understanding of the project.

- Qualifications and experience which might be of particular interest or importance to the Committee in selecting the firm to handle the proposed project. *Evaluation of qualifications more in depth than the one done during the initial evaluation.*
- Proven ability to perform satisfactorily (references for similar jobs should be solicited)
- Time frame within which the firm intended to complete the work.
- Personnel and other resources to be used (what work is to be done by the firm and what will be subcontracted), *if not indicated during the preliminary evaluation.*
- Demonstration of understanding the requirements
- Suitable management plan
- The excellence of any proposed design or solution
- Costs, possible negotiations (*except when procuring services defined under CCNA*)

In the process of achieving successful projects, the Purchasing and Contracts Division is taking advantages of the electronic media to manage the evaluation process. The electronic evaluations can help you participate in the analysis and assessment of proposals from any place, at your own schedule, and at a fraction of the cost and can help you be more productive.

**Some of the advantages of using “Electronic Evaluations”:**

1. **Reduction in travel time.** Conducting evaluations electronically means you don't need to leave your office to attend or conduct meetings with others. Save time and money by conducting electronic evaluations and avoid all the hassles of business travel.
2. **Increase productivity.** Spend your time wisely by avoiding trips to and from your meetings. You can conduct proposals evaluations with no downtime, increasing your business output in the same amount of time. The process is simple and reliable.
3. **Cost Savings.** Electronic evaluations allow for flexibility and ensure an efficient use of experience and effective collaboration.
4. **Get more value from the electronic evaluations — even after they are done.** With electronic evaluations, the records are clear, legible and organized. The records are saved and you can store them on local drives. These recordings become public records that can be viewed by interested parties at any time.
5. **Save time.** Evaluate your projects at your convenience regardless of geography. You can't always wait for everyone to be in the same place, at the same time, so take advantage of the opportunities electronic evaluations offers.

There is no absolute guarantee of flawlessness in any system, but there is no logical reason for the Procurement Professional and Project Managers to be limited in the choice of procurement and methods to fulfill the evaluation process.

The electronic evaluations are an innovative practice that utilizes technology to effectively conduct procurement functions. This innovative practice promotes cost savings to the County and supports efficiency for the entire procurement process while adding value to the procurement processes.

**The County conducted electronic evaluations for RFP-600747-09/GMG – Disaster Debris Planning and Support Management. The use of electronic evaluations saved the County \$403.60.** This is only one of many projects. During Fiscal Year 08/09, Seminole County Procurement Office processed thirty-four (34) projects where the electronic evaluations were used. This action saved the County an average of \$13,722.40. The goal is to utilize electronic evaluations for the anticipated eighty (80) projects reaching approximately \$32,288 in savings for Fiscal year 09/10.

Number of submittals received: 6

Evaluators	Round Trip Travel Distance	Total Mileage Reimbursement **	Costs Associated with Operating Average Car *	Employee Hourly Rate X Time Associated with Meeting	Total
Solid Waste Manager Central Transfer Station – 1950 S. R 418, Longwood, Florida 32750	23.25 miles	23.25 x \$0.50 = \$11.625	23.25 miles x \$.044 = \$10.23	\$37.35 X 110 Minutes = \$68.48	\$90.33
Public Safety / Program Manager Public Safety Building – 100 Bush Boulevard, Sanford, Florida 32773	12.30 miles	12.30 x \$0.50 = \$6.15	12.30 miles x \$.044 = \$5.41	\$31.21 X 88 Minutes = \$45.78	\$57.34
Environmental Services (Evaluator #1) Department 500 E Lake Mary Blvd., Sanford, Florida 32773	10.37 miles	10.37 x \$0.50 = \$5.185	10.37 miles x \$.044 = \$4.56	\$54.34 X 87 Minutes = \$78.79	\$88.53
Environmental Services (Evaluator #2)				\$47.26 X 87 Minutes = \$45.25	\$68.53
County Manager’s Office County Services Building	Not Applicable	Not Applicable	Not Applicable	\$47.26 X 60 Minutes = \$47.26	\$47.26
Purchasing and Contracts Division	Not Applicable	Not Applicable	Not Applicable	\$25.80 X 120 Minutes = \$51.60 (including preparation for meeting)	\$51.60

Meetings take place at the Purchasing and Contracts Division – 1301 East Second Street, Sanford, FL 32771

These figures do not include miscellaneous expenses such as reproduction of documents.

\* The best source for information on auto costs is a firm that specializes in cost analysis called Runzeimer International. Each year they do a detailed report on the cost of auto ownership that's geared primarily to business clients. Runzeimer's includes all the costs associated with operating the car; everything from the sales price to the trade in value. Not only do they include obvious operating costs like tires, gas and oil, but others like licensing and taxes costs.

\*\* Seminole County Compensation and Classification Plan

Provided Supporting Documentation:

- A) Seminole County Classification List (Effective October 1, 2006)
- B) Electronic Evaluations – Seminole County Sample Format
- C) Electronic Notifications – Seminole County Sample Format

# Supporting Documentation

Seminole County/Board of County Commissioners  
 Alphabetical Classification List  
 Effective October 1, 2006

Classification Title	Band/ Level	Minimum Annual	Midpoint Annual	Maximum Annual
9-1-1 Specialist	B2	27,843.12	36,892.14	45,941.15
Accountant	D1	36,057.65	47,776.39	59,495.13
Accounting Clerk	A3	25,544.15	33,846.00	42,147.85
Accounting Specialist	C1	30,349.00	40,212.43	50,075.86
Addressing Supervisor	C3	36,057.65	47,776.39	59,495.13
Adjunct County Extension Agent	D1	36,057.65	47,776.39	59,495.13
Administrative Assistant	C1	30,349.00	40,212.43	50,075.86
Animal Services Field Supervisor	C2	33,080.42	43,831.55	54,582.68
Animal Services Officer	A4	27,843.12	36,892.14	45,941.15
Animal Services Technician	A3	25,544.15	33,846.00	42,147.85
Animal Shelter Supervisor	C2	33,080.42	43,831.55	54,582.68
Animal Shelter Worker	A2	23,435.00	31,051.38	38,667.75
Appraiser (CAO)	G3	55,000.00	75,000.00	95,000.00
Assistant County Attorney (CAO)	G4	62,000.00	91,000.00	120,000.00
Assistant County Manager	F1	72,012.93	95,417.13	118,821.33
Assistant County Surveyor	E1	43,233.13	57,283.89	71,334.66
Assistant Fire Chief	E3	56,927.22	75,428.56	93,929.91
Assistant Librarian	C1	30,349.00	40,212.43	50,075.86
Assistant Planning Manager	E2	49,501.93	65,590.06	81,678.18
Assistant Traffic Engineer	E3	56,927.22	75,428.56	93,929.91
Assistant Utilities Manager	E1	43,233.13	57,283.89	71,334.66
Assistant Veteran Service Officer	C2	33,080.42	43,831.55	54,582.68
ATMS Coordinator	D3	43,233.13	57,283.89	71,334.66
ATMS Technician	D1	36,057.65	47,776.39	59,495.13
Benefits Coordinator	C3	36,057.65	47,776.39	59,495.13
Broadcast/Production Engineer	D3	43,233.13	57,283.89	71,334.66
Budget Analyst	D1	36,057.65	47,776.39	59,495.13
Budget Manager	E3	56,927.22	75,428.56	93,929.91
Budget Specialist	A4	27,843.12	36,892.14	45,941.15
Building Maintenance Supervisor	C3	36,057.65	47,776.39	59,495.13
Building Official	E3	56,927.22	75,428.56	93,929.91
Business Manager	E1	43,233.13	57,283.89	71,334.66
Case Management Supervisor	C3	36,057.65	47,776.39	59,495.13
Case Manager	C2	33,080.42	43,831.55	54,582.68
Certified Tradesworker	B3	30,349.00	40,212.43	50,075.86
Chief Fire Administrator	F2	82,814.87	109,729.70	136,644.54
Chief Inspector	D4	47,556.44	63,012.28	78,468.12
Chief Inspector/Petroleum Tanks	D1	36,057.65	47,776.39	59,495.13
Chief of Survey Parties	C4	39,302.84	52,076.26	64,849.69
Chief Probation Officer	E3	56,927.22	75,428.56	93,929.91
Chief Water Plant Operator	C3	36,057.65	47,776.39	59,495.13
Circulation Supervisor	C2	33,080.42	43,831.55	54,582.68
Community Information Coordinator	D3	43,233.13	57,283.89	71,334.66
Community Resources Technician	B1	25,544.15	33,846.00	42,147.85
Compensation/HR Systems Coordinator	D4	47,556.44	63,012.28	78,468.12
Compliance Coordinator	D1	36,057.65	47,776.39	59,495.13
Compliance Operator	C3	36,057.65	47,776.39	59,495.13
Computer Support Technician	B4	33,080.42	43,831.55	54,582.68

Seminole County/Board of County Commissioners  
 Alphabetical Classification List  
 Effective October 1, 2006

Classification Title	Band/ Level	Minimum Annual	Midpoint Annual	Maximum Annual
Concurrency and Impact Fees Manager	E3	56,927.22	75,428.56	93,929.91
Construction Inspection Supervisor	D3	43,233.13	57,283.89	71,334.66
Construction Manager	E2	49,501.93	65,590.06	81,678.18
Construction Project Coordinator	C2	33,080.42	43,831.55	54,582.68
Contract/Project Coordinator	C2	33,080.42	43,831.55	54,582.68
Contracts and Leasing Coordinator	D3	43,233.13	57,283.89	71,334.66
Contracts Supervisor	E1	43,233.13	57,283.89	71,334.66
Copy Center Technician	A2	23,435.00	31,051.38	38,667.75
County Engineer	F2	82,814.87	109,729.70	136,644.54
County Manager Coordinator	C4	39,302.84	52,076.26	64,849.69
County Surveyor	E2	49,501.93	65,590.06	81,678.18
Crew Chief	B2	27,843.12	36,892.14	45,941.15
Customer Service Representative	A3	25,544.15	33,846.00	42,147.85
Customer Service Specialist	C1	30,349.00	40,212.43	50,075.86
Customer Service Supervisor	C3	36,057.65	47,776.39	59,495.13
Customer Support Desk Team Leader	B4	33,080.42	43,831.55	54,582.68
Customer Support Desk Technician	B2	27,843.12	36,892.14	45,941.15
Data Entry Technician	B2	27,843.12	36,892.14	45,941.15
Database Administrator	E1	43,233.13	57,283.89	71,334.66
Database Coordinator	D2	39,302.84	52,076.26	64,849.69
Delivery Driver	A2	23,435.00	31,051.38	38,667.75
Deputy Building Official	E2	49,501.93	65,590.06	81,678.18
Deputy Chief Probation Officer	D4	47,556.44	63,012.28	78,468.12
Deputy County Attorney (CAO)	G5	99,000.00	131,500.00	164,000.00
Deputy County Manager	F3	98,963.77	131,126.99	163,290.22
Director of Administrative Services	F1	72,012.93	95,417.13	118,821.33
Director of Business Innovation Technology Systems	F1	72,012.93	95,417.13	118,821.33
Director of Community Information	F1	72,012.93	95,417.13	118,821.33
Director of Community Services	F1	72,012.93	95,417.13	118,821.33
Director of Economic Development	F1	72,012.93	95,417.13	118,821.33
Director of Environmental Services	F2	82,814.87	109,729.70	136,644.54
Director of Fiscal Services	F2	82,814.87	109,729.70	136,644.54
Director of Human Resources	F1	72,012.93	95,417.13	118,821.33
Director of Leisure Services	F1	72,012.93	95,417.13	118,821.33
Director of Library Services	F2	82,814.87	109,729.70	136,644.54
Director of Planning and Development	F2	82,814.87	109,729.70	136,644.54
Director of Public Safety	F2	82,814.87	109,729.70	136,644.54
Director of Public Works	F2	82,814.87	109,729.70	136,644.54
Dispatcher (Non-Emergency)	A2	23,435.00	31,051.38	38,667.75
Division Chief	E2	49,501.93	65,590.06	81,678.18
Drafting Technician	C1	30,349.00	40,212.43	50,075.86
Emergency Communications Dispatcher	A4	27,843.12	36,892.14	45,941.15
Emergency Communications Specialist	C2	33,080.42	43,831.55	54,582.68
Emergency Communications Supervisor	C4	39,302.84	52,076.26	64,849.69
Emergency Communications Team Leader	C2	33,080.42	43,831.55	54,582.68
Employee Programs Coordinator	D3	43,233.13	57,283.89	71,334.66
EMS Program Coordinator	C3	36,057.65	47,776.39	59,495.13
Engineer	D4	47,556.44	63,012.28	78,468.12

Seminole County/Board of County Commissioners  
 Alphabetical Classification List  
 Effective October 1, 2006

Classification Title	Band/ Level	Minimum Annual	Midpoint Annual	Maximum Annual
Engineering Inspector	C3	36,057.65	47,776.39	59,495.13
Engineering Specialist/Petroleum Tanks	D2	39,302.84	52,076.26	64,849.69
Engineering Technician	B4	33,080.42	43,831.55	54,582.68
Environmental Program Coordinator	C2	33,080.42	43,831.55	54,582.68
Environmental Programs Manager	E1	43,233.13	57,283.89	71,334.66
EOP Worker	A1	21,500.00	28,487.50	35,475.00
Equipment Maintenance Coordinator	B1	25,544.15	33,846.00	42,147.85
Equipment Operator I	B1	25,544.15	33,846.00	42,147.85
Equipment Operator II	B2	27,843.12	36,892.14	45,941.15
Equipment Operator Trainee	A2	23,435.00	31,051.38	38,667.75
Executive Assistant	C3	36,057.65	47,776.39	59,495.13
Executive Assistant (CAO)	G2	36,000.00	51,000.00	66,000.00
Facilities Maintenance Technician	B1	25,544.15	33,846.00	42,147.85
Financial Analyst	D1	36,057.65	47,776.39	59,495.13
Financial Manager I	D4	47,556.44	63,012.28	78,468.12
Financial Manager II	E2	49,501.93	65,590.06	81,678.18
Financial Manager III	E3	56,927.22	75,428.56	93,929.91
Fleet Coordinator	C2	33,080.42	43,831.55	54,582.68
Fuel Truck Operator	B1	25,544.15	33,846.00	42,147.85
General Master/Hearing Officer	G4	62,000.00	91,000.00	120,000.00
GIS Analyst	D2	39,302.84	52,076.26	64,849.69
GIS Developer	D4	47,556.44	63,012.28	78,468.12
GIS Technician	B2	27,843.12	36,892.14	45,941.15
Grants Administrator	E1	43,233.13	57,283.89	71,334.66
Graphics Coordinator	C2	33,080.42	43,831.55	54,582.68
Grounds Maintenance Coordinator	C3	36,057.65	47,776.39	59,495.13
Hazardous Waste Technician	B1	25,544.15	33,846.00	42,147.85
Herbicide Applicator	B2	27,843.12	36,892.14	45,941.15
HUD/SHIP Administrator	D4	47,556.44	63,012.28	78,468.12
Human Resources Records Coordinator	C1	30,349.00	40,212.43	50,075.86
Industrial Pretreatment Inspector	B2	27,843.12	36,892.14	45,941.15
Industrial Pretreatment Supervisor	B4	33,080.42	43,831.55	54,582.68
Inspector	D1	36,057.65	47,776.39	59,495.13
Intern	A1	21,500.00	28,487.50	35,475.00
Inventory Clerk	A2	23,435.00	31,051.38	38,667.75
Inventory Specialist	A3	25,544.15	33,846.00	42,147.85
Juvenile Alternative Sanctions Coordinator	C2	33,080.42	43,831.55	54,582.68
Juvenile Diversion Officer	D1	36,057.65	47,776.39	59,495.13
Juvenile Diversion Services Supervisor	D3	43,233.13	57,283.89	71,334.66
Land Management Coordinator	C3	36,057.65	47,776.39	59,495.13
Lead Technician/Survey	B3	30,349.00	40,212.43	50,075.86
Legal Assistant (CAO)	G2	36,000.00	51,000.00	66,000.00
Legal Secretary (CAO)	G2	36,000.00	51,000.00	66,000.00
Legal Services Manager (CAO)	G3	55,000.00	75,000.00	95,000.00
Librarian	D1	36,057.65	47,776.39	59,495.13
Library Assistant	A3	25,544.15	33,846.00	42,147.85
Library Branch Manager	E1	43,233.13	57,283.89	71,334.66
Library Clerk	A2	23,435.00	31,051.38	38,667.75

Seminole County/Board of County Commissioners  
 Alphabetical Classification List  
 Effective October 1, 2006

Classification Title	Band/ Level	Minimum Annual	Midpoint Annual	Maximum Annual
Library Page	A1	21,500.00	28,487.50	35,475.00
Library Resources Manager	E1	43,233.13	57,283.89	71,334.66
Library Technology Coordinator	D2	39,302.84	52,076.26	64,849.69
Line Locator Technician	B2	27,843.12	36,892.14	45,941.15
Mail Center Technician	A2	23,435.00	31,051.38	38,667.75
Maintenance - Data Management Supervisor	D2	39,302.84	52,076.26	64,849.69
Maintenance - Technology Supervisor	D2	39,302.84	52,076.26	64,849.69
Maintenance Worker I	A1	21,500.00	28,487.50	35,475.00
Maintenance Worker II	A2	23,435.00	31,051.38	38,667.75
Major Project Acquisition Coordinator (CAO)	G3	55,000.00	75,000.00	95,000.00
Manager of Animal Services	E3	56,927.22	75,428.56	93,929.91
Manager of Community Resources	E3	56,927.22	75,428.56	93,929.91
Manager of Development Review	F1	72,012.93	95,417.13	118,821.33
Manager of Emergency Communications	E3	56,927.22	75,428.56	93,929.91
Manager of Emergency Management	E3	56,927.22	75,428.56	93,929.91
Manager of Extension Services	E2	49,501.93	65,590.06	81,678.18
Manager of Fleet and Facilities Maintenance	E3	56,927.22	75,428.56	93,929.91
Manager of Information Services	E3	56,927.22	75,428.56	93,929.91
Manager of Juvenile Diversion Services	E3	56,927.22	75,428.56	93,929.91
Manager of Library Services	E3	56,927.22	75,428.56	93,929.91
Manager of Natural Lands	E3	56,927.22	75,428.56	93,929.91
Manager of Parks and Recreation	E3	56,927.22	75,428.56	93,929.91
Manager of Planning, Engineering and Inspections (PEI)	E4	65,466.30	86,742.85	108,019.40
Manager of Procurement	E3	56,927.22	75,428.56	93,929.91
Manager of Roads/Stormwater	E4	65,466.30	86,742.85	108,019.40
Manager of Social Services	E3	56,927.22	75,428.56	93,929.91
Manager of Solid Waste	E3	56,927.22	75,428.56	93,929.91
Manager of Streetscapes and Trails	E3	56,927.22	75,428.56	93,929.91
Manager of Support Services	E3	56,927.22	75,428.56	93,929.91
Manager of Telecommunications	E3	56,927.22	75,428.56	93,929.91
Manager of Tourism	E3	56,927.22	75,428.56	93,929.91
Manager of Water and Wastewater	E3	56,927.22	75,428.56	93,929.91
Mechanic I	B2	27,843.12	36,892.14	45,941.15
Mechanic II	B3	30,349.00	40,212.43	50,075.86
Mechanic Supervisor	B4	33,080.42	43,831.55	54,582.68
Median Maintenance Inspector	C2	33,080.42	43,831.55	54,582.68
Meter Reader	A2	23,435.00	31,051.38	38,667.75
Meter Services Supervisor	B4	33,080.42	43,831.55	54,582.68
Meter Technician	A3	25,544.15	33,846.00	42,147.85
Multi-County Extension Agent	D1	36,057.65	47,776.39	59,495.13
Museum Coordinator	C3	36,057.65	47,776.39	59,495.13
Natural Lands Assistant	C1	30,349.00	40,212.43	50,075.86
Natural Lands Volunteer/Outreach Coordinator	D2	39,302.84	52,076.26	64,849.69
Network Administrator	D4	47,556.44	63,012.28	78,468.12
Network and Security Team Manager	E2	49,501.93	65,590.06	81,678.18
Network Technician	D1	36,057.65	47,776.39	59,495.13
Office Supervisor	C1	30,349.00	40,212.43	50,075.86
One-stop Permitting Coordinator	C3	36,057.65	47,776.39	59,495.13

Seminole County/Board of County Commissioners  
 Alphabetical Classification List  
 Effective October 1, 2006

Classification Title	Band/ Level	Minimum Annual	Midpoint Annual	Maximum Annual
Operations Manager	E1	43,233.13	57,283.89	71,334.66
Parks Projects Coordinator	C3	36,057.65	47,776.39	59,495.13
Parks Supervisor	C2	33,080.42	43,831.55	54,582.68
Permit Technician	A3	25,544.15	33,846.00	42,147.85
Permits Supervisor	C2	33,080.42	43,831.55	54,582.68
Planner	D2	39,302.84	52,076.26	64,849.69
Planning Assistant	A3	25,544.15	33,846.00	42,147.85
Planning Coordinator	C1	30,349.00	40,212.43	50,075.86
Planning Manager	E3	56,927.22	75,428.56	93,929.91
Planning Technician I	B2	27,843.12	36,892.14	45,941.15
Planning Technician II	B3	30,349.00	40,212.43	50,075.86
Plans Examiner	D2	39,302.84	52,076.26	64,849.69
Principal Engineer	E3	56,927.22	75,428.56	93,929.91
Principal Environmental Scientist	E2	49,501.93	65,590.06	81,678.18
Principal Planner	E2	49,501.93	65,590.06	81,678.18
Print & Mail Supervisor	C4	39,302.84	52,076.26	64,849.69
Probation Officer	D2	39,302.84	52,076.26	64,849.69
Procurement Analyst	D1	36,057.65	47,776.39	59,495.13
Procurement Assistant	A2	23,435.00	31,051.38	38,667.75
Procurement Specialist	C1	30,349.00	40,212.43	50,075.86
Procurement Supervisor	E1	43,233.13	57,283.89	71,334.66
Program Analyst	C2	33,080.42	43,831.55	54,582.68
Program Coordinator	D1	36,057.65	47,776.39	59,495.13
Program Manager I	D4	47,556.44	63,012.28	78,468.12
Program Manager II	E2	49,501.93	65,590.06	81,678.18
Program Specialist	A4	27,843.12	36,892.14	45,941.15
Project Coordinator I	C2	33,080.42	43,831.55	54,582.68
Project Coordinator II	D3	43,233.13	57,283.89	71,334.66
Project Manager I	D2	39,302.84	52,076.26	64,849.69
Project Manager II	D4	47,556.44	63,012.28	78,468.12
Project Manager/Principal Engineer	E3	56,927.22	75,428.56	93,929.91
Property Administrator	C2	33,080.42	43,831.55	54,582.68
Public Safety Coordinator	C4	39,302.84	52,076.26	64,849.69
Public Safety Information & Education Officer	C4	39,302.84	52,076.26	64,849.69
Public Safety Specialist	C1	30,349.00	40,212.43	50,075.86
Public Works Administrator	F1	72,012.93	95,417.13	118,821.33
Receptionist	A2	23,435.00	31,051.38	38,667.75
Reclaimed Operator	C3	36,057.65	47,776.39	59,495.13
Recreation Attendant	A1	21,500.00	28,487.50	35,475.00
Recreation Systems Coordinator	D2	39,302.84	52,076.26	64,849.69
Recruitment Manager	E2	49,501.93	65,590.06	81,678.18
Right-of-Way Agent	C3	36,057.65	47,776.39	59,495.13
Risk Management Coordinator	C3	36,057.65	47,776.39	59,495.13
Rod and Chain Worker	A1	21,500.00	28,487.50	35,475.00
Safety Officer	D2	39,302.84	52,076.26	64,849.69
Safety Program Technician	C2	33,080.42	43,831.55	54,582.68
Sales and Marketing Manager	D2	39,302.84	52,076.26	64,849.69
SCADA/Distribution Chief Operator	C3	36,057.65	47,776.39	59,495.13

Seminole County/Board of County Commissioners  
 Alphabetical Classification List  
 Effective October 1, 2006

Classification Title	Band/ Level	Minimum Annual	Midpoint Annual	Maximum Annual
SCADA/Water Treatment Plant Operator	C3	36,057.65	47,776.39	59,495.13
Scale Operator	A2	23,435.00	31,051.38	38,667.75
Senior Budget Analyst	D2	39,302.84	52,076.26	64,849.69
Senior Compliance Coordinator	D2	39,302.84	52,076.26	64,849.69
Senior Copy Center Technician	A3	25,544.15	33,846.00	42,147.85
Senior Crew Chief	C3	36,057.65	47,776.39	59,495.13
Senior Design Technician	C4	39,302.84	52,076.26	64,849.69
Senior Emergency Communications Dispatcher	C1	30,349.00	40,212.43	50,075.86
Senior Engineer	E2	49,501.93	65,590.06	81,678.18
Senior Engineering Inspector	C4	39,302.84	52,076.26	64,849.69
Senior Engineering Technician	C3	36,057.65	47,776.39	59,495.13
Senior Environmental Scientist	D2	39,302.84	52,076.26	64,849.69
Senior Financial Manager	F1	72,012.93	95,417.13	118,821.33
Senior GIS Analyst	D3	43,233.13	57,283.89	71,334.66
Senior GIS Technician	C2	33,080.42	43,831.55	54,582.68
Senior Graphics Coordinator	D3	43,233.13	57,283.89	71,334.66
Senior Herbicide Applicator	B3	30,349.00	40,212.43	50,075.86
Senior Librarian	D2	39,302.84	52,076.26	64,849.69
Senior Mail Center Technician	A3	25,544.15	33,846.00	42,147.85
Senior Planner	D4	47,556.44	63,012.28	78,468.12
Senior Planning Assistant	C1	30,349.00	40,212.43	50,075.86
Senior Probation Officer	D3	43,233.13	57,283.89	71,334.66
Senior Procurement Analyst	D2	39,302.84	52,076.26	64,849.69
Senior Program Manager	E3	56,927.22	75,428.56	93,929.91
Senior Programmer	D4	47,556.44	63,012.28	78,468.12
Senior Signal Technician	B4	33,080.42	43,831.55	54,582.68
Senior Signs/Markings Technician	B3	30,349.00	40,212.43	50,075.86
Senior Staff Assistant	A4	27,843.12	36,892.14	45,941.15
Senior Staff Assistant (CAO)	G1	25,000.00	36,000.00	47,000.00
Senior Team Leader	C4	39,302.84	52,076.26	64,849.69
SGTV Operations Manager	E2	49,501.93	65,590.06	81,678.18
Signal Construction Technician	B3	30,349.00	40,212.43	50,075.86
Signal Maintenance Technician	B3	30,349.00	40,212.43	50,075.86
Signs/Markings Coordinator	C3	36,057.65	47,776.39	59,495.13
Signs/Markings Technician	B1	25,544.15	33,846.00	42,147.85
Solid Waste Operations Supervisor	C2	33,080.42	43,831.55	54,582.68
Solid Waste Operator I	B1	25,544.15	33,846.00	42,147.85
Solid Waste Operator II	B2	27,843.12	36,892.14	45,941.15
Staff Assistant	A3	25,544.15	33,846.00	42,147.85
Stormwater Technician/Outreach	C2	33,080.42	43,831.55	54,582.68
Survey Party Chief	B4	33,080.42	43,831.55	54,582.68
Survey Technician	B2	27,843.12	36,892.14	45,941.15
Systems Coordinator	D2	39,302.84	52,076.26	64,849.69
Team Leader	B4	33,080.42	43,831.55	54,582.68
Technician - Fire/Rescue	A3	25,544.15	33,846.00	42,147.85
Technology Engineer	E2	49,501.93	65,590.06	81,678.18
Technology Network Team Manager	E2	49,501.93	65,590.06	81,678.18
Technology Project Manager	D4	47,556.44	63,012.28	78,468.12

Seminole County/Board of County Commissioners  
 Alphabetical Classification List  
 Effective October 1, 2006

Classification Title	Band/ Level	Minimum Annual	Midpoint Annual	Maximum Annual
Technology System Administrator	E2	49,501.93	65,590.06	81,678.18
Teen Court Officer	D3	43,233.13	57,283.89	71,334.66
Telecommunications Technician	B4	33,080.42	43,831.55	54,582.68
Tradesworker	B2	27,843.12	36,892.14	45,941.15
Traffic Engineer	F1	72,012.93	95,417.13	118,821.33
Traffic Studies Technician	B3	30,349.00	40,212.43	50,075.86
Traffic Studies/MOT Coordinator	C3	36,057.65	47,776.39	59,495.13
Training & Wellness Coordinator	C1	30,349.00	40,212.43	50,075.86
Training Advisor	D1	36,057.65	47,776.39	59,495.13
Training Coordinator	C3	36,057.65	47,776.39	59,495.13
Training Program Manager	E2	49,501.93	65,590.06	81,678.18
Veteran Service Officer	D2	39,302.84	52,076.26	64,849.69
Video Coordinator	C3	36,057.65	47,776.39	59,495.13
Warehouse Supervisor	C3	36,057.65	47,776.39	59,495.13
Wastewater Operations Supervisor	C3	36,057.65	47,776.39	59,495.13
Wastewater Treatment Plant Operator	C3	36,057.65	47,776.39	59,495.13
Wastewater Treatment Plant Operator Trainee	B3	30,349.00	40,212.43	50,075.86
Water Conservation Coordinator	C4	39,302.84	52,076.26	64,849.69
Water Operations Manager	D4	47,556.44	63,012.28	78,468.12
Water Plant Operator	C3	36,057.65	47,776.39	59,495.13
Water Treatment Plant Operator	C3	36,057.65	47,776.39	59,495.13
Water Treatment Plant Operator Trainee	B3	30,349.00	40,212.43	50,075.86
Water/Wastewater Maintenance Coordinator	D3	43,233.13	57,283.89	71,334.66
Zoning Technician	A3	25,544.15	33,846.00	42,147.85

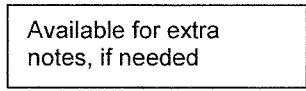
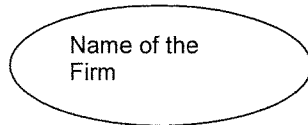
A computerized evaluation form was created for **RFP-600747-09/GMG – Disaster Debris Planning and Support management Services** and it is ready for your use. **The link for the evaluation of the submittals will follow on a separate e-mail.** Each member of the Committee must document each company weaknesses and strengths. The Fee Schedule was calculated by the Purchasing and Contracts Office based on the points associated with the cost criteria.

Each member of the committee will respond individually to the evaluation. The system will generate a summary report of all evaluators' responses. Thank you and if you have any questions or need further assistance, please let me know.

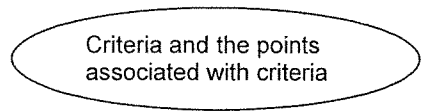
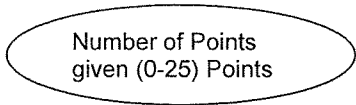
The following example is provided to assist you in the process:

**Example:**

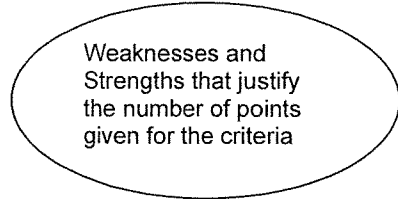
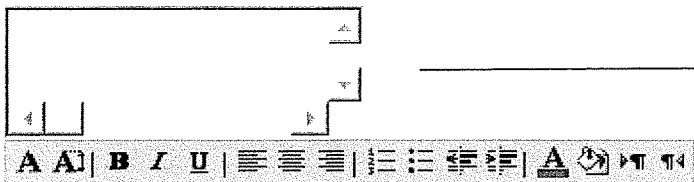
RESPONSE #1: AMEC EARTH ENVIRONMENTAL



#1: Experience and References (0 to 25 Points)



#1: Experience and References - REMARKS





Evaluations  
RFP-600747-09/GMG - Disaster Debris Planning and Support Management

Select a View

Respond to this Survey | Export Results to a spreadsheet

Overview

Graphical Summary

All Responses

Survey Name: RFP-600747-09/GMG - Disaster Debris Planning and Support Management  
Survey Description: RFP-600747-09/GMG - Disaster Debris Planning and Support Management  
Time Created: 12/3/2009 1:29 PM  
Number of Responses: 5

Actions

- Add to My Links
- Alert me
- Modify survey and questions

- Show a graphical summary of responses
- Show all responses

12/28/2010

## Evaluations

## RFP-600747-09/GMG - Disaster Debris Planning and Support Management

[Edit Response](#) | [Delete Response](#) | [Alert Me](#) | [Go Back to Survey](#)

Congratulations on your selection as an Evaluation Team Member!

Your evaluation is key in awarding quality contracts. You must examine each proposal against the evaluation criteria in the solicitation and provide supportive narrative for your selection. Are you willing to evaluate in a fair, comprehensive, and impartial manner?

Are you willing to present a clear picture of the issues considered during the evaluation?

I have read and will comply with the above requirement:

:

Yes

Conflict of Interest Statement - Policies and Procedures address employee and elected official conflicts, ss. 112.313, Fl. Stat.; Seminole County Code; Personnel Policies and Procedures of Seminole County. Conflicts may occur when public officials or employees are in a position to make decisions which affect their private gain or the gain of family members and friends. County policy encourages the disclosure process to remind officials or employees of their obligation to put the public interest above personal considerations. I state that I have considered my obligation to put the public interest above personal interest::

Yes

RESPONSE #1: AMEC EARTH & ENVIRONMENTAL:

#1: Experience and References (0 to 25 Points):

18

#1: Experience and References - Remarks:

Ice storm, World Trade Center and staff augmentation for FEMA for hurricanes Katrina & Rita. HBC's listed experience was processing claims. No actual debris monitoring experience provided.

#1: Similar Projects and Local Knowledge/Presence (0 to 20 Points):

15

#1: Similar Projects and Local Knowledge/Presence - Remarks:

Kentucky ice storm. No hurricane debris monitoring experience listed. Office in Cocoa Beach, but listed contacts are located in Louisiana & Tennessee. HBC staffing company is located in Lexington, KY

#1: Personnel Resources (0 to 15 Points):

10

#1: Personnel Resources - Remarks:

AMEC contacts listed are in Louisiana & Tennessee HBC staffing company is located in Lexington, KY. Math is incorrect on several of their price extensions causing concern for accuracy in submitting critical documentation required for reimbursement from FEMA, FHWA, etc. Questions regarding hourly fees - \$228.52 for On-Site Project Manager is very high; \$37.50 for Site/Area Supervisor is same rate as for Monitors.

#1: Fee Schedule:

21.86

#1 Total:

64.86

RESPONSE #2: BECK DISASTER RECOVERY, INC.:

#2: Experience and References (0 to 25 Points):

23

#2: Experience and References - Remarks:

Have provided monitoring services for numerous storms from Central Florida to Texas. Assisted in developing Seminole County Disaster Debris Management Plan, which has received positive remarks from state and federal officials. Assisted in developing County's ordinance for gated communities. Potential for electronic debris ticketing - could be an interesting alternative to paper tickets.

#2: Similar Projects and Local Knowledge/Presence (0 to 20 Points):

18

#2: Similar Projects and Local Knowledge/Presence - Remarks:

Numerous similar projects in both post-event monitoring and pre-event planning. Headquarters is in Maitland and several key staff live in Seminole County and surrounding area. Assisted SWMD staff in assessing County for new debris sites.

#2: Personnel Resources (0 to 15 Points):

13

#2: Personnel Resources - Remarks:

Key staff live in and work out of Central Florida. BDR staff - 75 and RW Beck staff - 600

#2: Fee Schedule:

28.02

#2 Total:

82.02

RESPONSE #3: CALVIN, GIORDANO & ASSOCIATES:

#3: Experience and References (0 to 25 Points):

12

#3: Experience and References - Remarks:

Most of their experience appears to be in pre-planning, not post event monitoring and related activities. "Collection Monitoring" & "Field Staffing Plans" describe using 2 "Load Site Monitors" at "control points." It appears they will have monitors signing load tickets at these "control points" instead of having monitors assigned to locations where debris is actually being loaded. Concerned that this will not be an acceptable method for reimbursement.

EXHIBIT C

#3: Similar Projects and Local Knowledge/Presence (0 to 20 Points):

8

#3: Similar Projects and Local Knowledge/Presence - Remarks:

Only list development of plans; no actual monitoring projects.  
Local Knowledge/Presence is provided through their partner -- NOVA Engineering & Environmental

#3: Personnel Resources (0 to 15 Points):

7

#3: Personnel Resources - Remarks:

Do not list any personnel with debris monitoring or related experience.  
Personnel Resources table lists 8 monitors from engineer to building code administrator.

#3: Fee Schedule:

19.1

#3 Total:

46.1

RESPONSE #4: NEEL-SCHAFFER, INC.:

#4: Experience and References (0 to 25 Points):

18

#4: Experience and References - Remarks:

Debris experience provided is in Texas, Louisiana & Mississippi.  
Numerous typos (e.g., reference to Brandenton & the Village) and some grammar errors makes accuracy questionable.  
Technical Approach -- "Multi-Jurisdictional Coordination" -- I do not totally understand their approach - It could be a concern.

#4: Similar Projects and Local Knowledge/Presence (0 to 20 Points):

18

#4: Similar Projects and Local Knowledge/Presence - Remarks:

Debris monitoring in Texas, Louisiana & Mississippi. Have also written Disaster Debris Management Plans and provided other related pre-event planning assistance.  
Office in Maitland with 25 permanent staff members.

#4: Personnel Resources (0 to 15 Points):

8

#4: Personnel Resources - Remarks:

Appears that only 1 key staff member resides in Central Florida - Difficult to determine based on information provided.  
Cannot determine relationship with "Adjusters International."  
Do not indicate where or how they will provide majority of the monitors.  
Pre-event hourly rates are extremely low.  
Added 3 other categories at high rates. How much will they really charge us?

#4: Fee Schedule:

36.58

#4 Total:

80.58

RESPONSE #5: RW BLOCK CONSULTING, INC.:

#5: Experience and References (0 to 25 Points):

12

#5: Experience and References - Remarks:

Proposal seems to relate to a broader scope of disaster cost recovery and project management than debris management and monitoring.

#5: Similar Projects and Local Knowledge/Presence (0 to 20 Points):

10

#5: Similar Projects and Local Knowledge/Presence - Remarks:

Similar Projects do not parallel the scope of this RFP.  
Local Company

#5: Personnel Resources (0 to 15 Points):

7

#5: Personnel Resources - Remarks:

Roy Block (President) will be the Project Manager.  
Partnering with ZHA,  
Do not state where or how they will provide monitoring staff.  
Rate for monitors is \$75.00/hour -- Question if FEMA or FHWA would reimburse.

#5: Fee Schedule:

16.02

#5 Total:

45.02

RESPONSE #6: SOLID RESOURCES, INC.:

#6: Experience and References (0 to 25 Points):

22

#6: Experience and References - Remarks:

Experience with ice storms & hurricanes.  
Provided technical assistance to Florida Emergency Management & FDOT in 2004-05.

#6: Similar Projects and Local Knowledge/Presence (0 to 20 Points):

15

#6: Similar Projects and Local Knowledge/Presence - Remarks:

2 winter storms

**EXHIBIT C**

Provided technical assistance to Florida Emergency Management & FDOT in 2004-05.  
Only listed one municipality – City of Tulsa winter storm  
Proposal lists corporate headquarters being in Maitland with a field office in Miami.  
Web site gives address to apply for positions as Solid Resources, Inc., 2201 Cantu Court, Suite 119, Sarasota, Florida 34232

#6: Personnel Resources (0 to 15 Points):

10

#6: Personnel Resources - Remarks:

Organization chart only lists job titles and does not list names of the people that will be assigned. The resumes list what the person does. Can we assume those will be the people assigned to Seminole?  
Cost for pre-event planning are the highest submitted while the cost for cleanup is lowest.

#6: Fee Schedule:

26.7

#6: Total:

73.7

Created at 12/15/2009 3:44 PM by Waters, Tom

Last modified at 1/8/2010 11:07 AM by Waters, Tom

**EXHIBIT C**



Evaluations  
RFP-600747-09/GMG - Disaster Debris Planning and Support Management

Select a View

Respond to this Survey

Created By	#1 Total	#2 Total	#3 Total	#4 Total	#5 Total	#6: Total	View Response
Waters, Tom	64.86	82.02	46.1	80.58	45.02	73.7	View Response #1
Edwards, William (Johnny)	71.86	85.02	54.1	89.58	50.02	85.7	View Response #2
Neff, Andrew	69.86	82.02	54.1	83.58	54.02	80.7	View Response #3
Harris, Alan	68.86	77.02	54.1	71.58	31.02	73.7	View Response #4
O'Bryan, Sabrina	73.86	85.02	67.1	82.58	60.02	77.7	View Response #6

Actions

Add to My Links

Alert me

Modify survey and questions

EXHIBIT C

# RFP-600747-09/GMG - Disaster Debris Planning and Support Management EVALUATIONS OF PROPOSALS

EVALUATORS	AMEC Earth & Environmental	Beck Disaster Recovery, Inc.	Calvin, Giordano & Associates	Neel-Schaffer, Inc.	RW Block Consulting, Inc.	Solid Resources, Inc.
Tom Waters, Environmental Program Manager	64.86	82.02	46.1	80.58	45.02	73.7
Johnny Edwards, Solid Waste Manager	71.86	85.02	54.1	89.58	50.02	85.7
Andrew Neff, Environmental Services Director	69.86	82.02	54.1	83.58	54.02	80.7
Alan Harris, Public Safety, Program Manager	68.86	77.02	54.1	71.58	31.02	73.7
O'Bryan, Sabrina, Assistant County Manager	73.86	85.02	67.1	82.58	60.02	77.7
<b>TOTAL POINTS</b>	<b>349.3</b>	<b>411.1</b>	<b>275.5</b>	<b>407.9</b>	<b>240.1</b>	<b>391.5</b>
<b>RANKING</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>6</b>	<b>3</b>