

**Florida Association of Public Purchasing Officers, Inc.
(FAPPO)**

Application for Best Practice Award Program for 2021

Submitted By:



City of Coral Gables “The City Beautiful”



**Finance Department/Procurement Division
2800 SW 72nd Avenue
Miami, FL 33155**

**Submitted by: Celeste S. Walker-Harmon
Chief Procurement Officer**

Introduction:

The City of Coral Gables Procurement Division is constantly always for ways to implement improvements that are centered around technology. The City of Coral Gables Information Technology Department (CGIT) is the central leader of the movement to work with all city departments to bring value, efficiencies, and process improvements through value-driven projects.

The Project:

Procurement and CGIT team worked together to develop a technology driven solution for the RFP evaluation process to address the scoring phase of the projects. The final product was the development of an Electronic RFP Scoring Application. Because the resources utilized to develop and implement the project were strictly internal, the cost of implementation only included the purchase of the hand-held devices (tablets) that would be used during the scoring process.

Action Plan:

The goal of the project was to develop an electronic application that would be used in place of the paper evaluation form utilized during the scoring process for proposals. The project developed a software application that could be utilized through hand held tablet devices issued by Procurement or remote access strictly granted by the Procurement staff managing the project.

Problem/Issue:

The scoring phase of the proposal evaluation process was paper based, long and quite tedious. The time consumed, the number of resources involved and the potential for error required that a solution be developed. The evaluation process involves a number of criteria and areas (at least 15) that requires the evaluation and scoring from the committee members. To add to this complication, the number of potential proposers that had to be evaluated could make the process quite lengthy. The time spent in calculating the scores for any given project could sometime be in excess of thirty (30) minutes. In addition to the need to reduce the amount of time utilized during the scoring phase, it was important to reduce the potential for error during the final calculations since the next step or potential award recommendation would be based on the scoring reported. Since a comprehensive paper version of the evaluation form already existed, Procurement engaged IT to assist with developing a tool that could be used to either eliminate or reduce the potential problems outlined.

In addition to making the final calculations, the project manager would be responsible for making sure any low scores were identified and that the appropriate explanations were given by the evaluator. This review added to the amount of time and scrutiny required.

Innovation:

A web-based solution was developed to allow for remote access to an application that is controlled by security perimeters put in place during the development phase. The application is utilized by evaluation committee members either through tablet devices that already have the platform installed and ready for use or remotely through a direct service link. The devices are controlled by Procurement and assigned to specific committee members during the evaluation process. The assignment of the individual tablets allows for future auditing and reporting for each project. If the committee member happens to be participating remotely, the procurement staff member is able to send a link to the application via email to the committee member. Through the link they are able to access the application and conduct their scoring. The link is controlled by Procurement on whether or not it is active for use during the project.

Implementation Date:

November 2020

Lessons:

Through the global pandemic, it was realized that the platform would need to be more dynamic and available to remote participants. So, during the development phase of the project we expanded the functionality to allow remote users to have access to the application.

Performance Results:

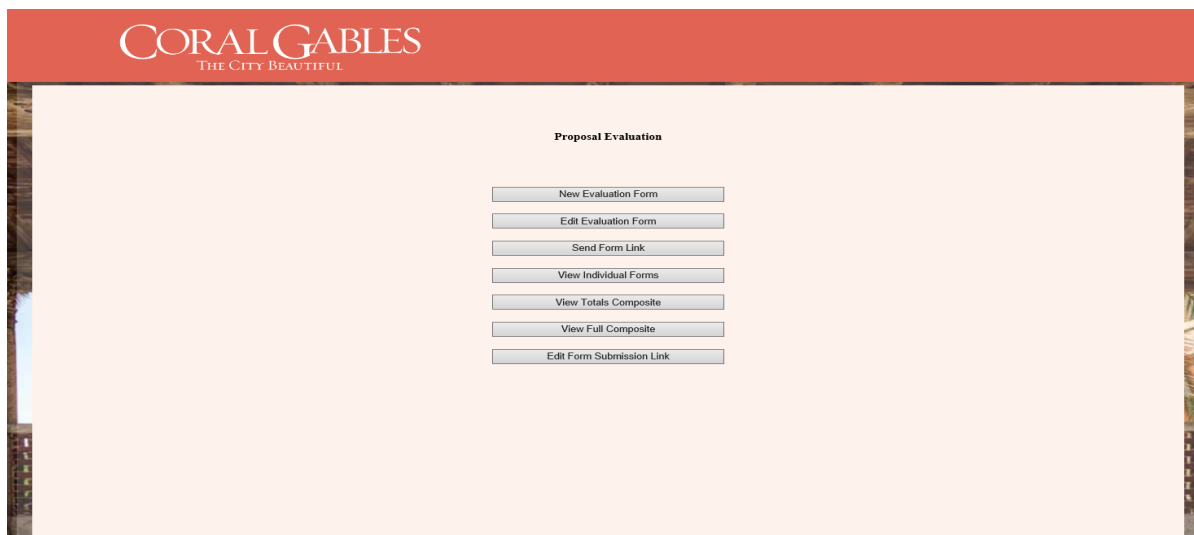
The system has completely eliminated the need for staff to handle the calculations of validating scoring, averages, rankings and low score explanations. The system controls the perimeters for the high and low end of the point ranges and requires a response for all criteria and proposers.

Final Assessment:

The implementation of the new evaluation application has significantly reduced the amount of time utilized during the scoring process. The participants in the process appreciate the use of technology and how quickly the application can be used. And the usual human errors associated with calculating the scores has been eliminated. In summary the efficiencies gained through the new tool have been significant and a huge success.

Screenshots of the application


The application and different modules of functionality: You can enter a new form, modify and existing form, send the form link to remote users, view the forms submitted by each evaluator, view the composite scores of all the evaluators, have a full composite view of all evaluators and re-send the scoring sheet back to an evaluator.



Once the form has been developed for a specific project, the form is flagged as active and made available on the hand-held device (tablet) or sent via email to the remote participant.




The evaluator is able to access the form (with their name) to enter their scores.



Proposal Evaluation Individual Form
Design Consultant for State of the Art Mobility Hub
Antonio Nanni
Remote
Meeting Date: November 19, 2020
Form Not Active

Selection Criteria \ Proposers	Maximum Criteria Points	Maximum Sub- Criteria Points	Bermello Ajamil & Partners, Inc.	CBRE Heery, Inc.	M. Arthur Gensler Jr. & Associates, Inc.	Zyscovich, Inc.
Experience & Qualifications	40					
Proposer's qualifications, including company history and description, number of years in business, size, number of employees, location, licenses, relevant experience, etc.		20	18.0	15.0	15.0	18.0
Proposer's familiarity with permitting agencies and procedures.		5	5.0	5.0	3.0	4.0
Proposer's expertise and experience in working with other disciplines, including coordination with other design professionals and sub-consultants.		5	5.0	4.0	4.0	4.0
Proposer's financial stability		5	5.0	5.0	5.0	5.0
Qualifications and experience of all proposed key personnel (including sub-consultants)		5	5.0	5.0	4.0	4.0
Experience & Qualifications Total			38.0	34.0	31.0	35.0
Criteria Comments (Comments are required for Criteria totals that fall below 59% of max points):						
Project Understanding, Proposed Approach, Methodology	35					
Proposer's overall detailed approach and methodology to perform the services solicited herein. Understanding of the RFQ scope and requirements, strategy for assuring assigned work is completed on time, strategies, innovation interaction and communication with community, City staff and multiple stakeholders.		10	6.0	9.0	10.0	10.0
Recent, current and projected workload for the Proposer and key personnel and how the potential contract will fit into the Proposer's workload.		5	4.0	4.0	4.0	4.0
Proposer's demonstrated ability to move a project from the conceptual stage into a clearly defined project that may be designed and constructed while minimizing the impact on the community.		10	9.0	8.0	9.0	9.0
Proposer's demonstrated ability to provide schedule control, cost control and quality control for the services specified herein. Proposer's experience with similar projects completed on-time and within budget.		5	4.0	4.0	5.0	5.0
Proposer's ability to deliver similar projects having significant community and business involvement		3	3.0	2.0	3.0	3.0

After the evaluator has entered all fields and made any corrections identified by the application, they submit the final form. Once the form has been submitted, they will receive the following message to confirm the submission.



Proposal Evaluation Submitted for Design Consultant for State of the Art Mobility Hub


Retention Policy 5 year retention (5 years)

If there are problems with how this message is displayed, click here to view it in a web browser.


Expires 11/5/2025

This email confirms that your submittal for the referenced project was successfully received.

You can review your submission at: <http://cgwebapps.coralgables.local:8880/ReviewSubmission.aspx?id=4B3C4B6C95&ev=1EA760F041>



The Procurement Project Manager is able to review all of the scores when submitted by each evaluator and as a committee. The final committee scores are reviewed as the Composite Form which indicates the final total scores and rankings of the proposers.


CORAL GABLES
 THE CITY BEAUTIFUL

Proposal Evaluation Form
Design Consultant for State of the Art Mobility Hub
Total Composite
Form Not Active

Selection Criteria \ Proposers	Maximum Criteria Points per Evaluator	Total Maximum Sub-Criteria Points	Bermello Ajamil & Partners, Inc.	CBRE Heery, Inc.	M. Arthur Gensler Jr. & Associates, Inc.	Zyscovich, Inc.
			TOTAL:	TOTAL:	TOTAL:	TOTAL:
Experience & Qualifications	40	200				
Proposer's qualifications, including company history and description, number of years in business, size, number of employees, location, licenses, relevant experience, etc.		100	84.5	81.3	90.7	87.7
Proposer's familiarity with permitting agencies and procedures.		25	23.5	18.5	22.5	24.6
Proposer's expertise and experience in working with other disciplines, including coordination with other design professionals and sub-consultants.		25	21.3	22.3	22.4	24.7
Proposer's financial stability		25	22.3	24.5	20.0	24.4
Qualifications and experience of all proposed key personnel (including sub-consultants)		25	24.4	22.4	22.4	22.6
Experience & Qualifications Total			176.0	169.0	178.0	184.0
Project Understanding, Proposed Approach, Methodology	35	175				
Proposer's overall detailed approach and methodology to perform the services solicited herein. Understanding of the RFQ scope and requirements, strategy for assuring assigned work is completed on time, strategies, innovation interaction and communication with community, City staff and multiple stakeholders.		50	41.8	49.4	48.0	43.0
Recent, current and projected workload for the Proposer and key personnel and how the potential contract will fit into the Proposer's workload.		25	22.9	24.0	24.0	24.0
Proposer's demonstrated ability to move a project from the conceptual stage into a clearly defined project that may be designed and constructed while minimizing the impact on the community.		50	44.0	44.0	45.0	44.0
Proposer's demonstrated ability to provide schedule control, cost control and quality control for the services specified herein. Proposer's experience with similar projects completed on-time and within budget.		25	21.3	23.6	23.5	20.5
Proposer's ability to deliver similar projects having significant community and business involvement.		15	13.0	15.0	14.0	15.0
Proposer's ability to work with other consultants designated by the City.		10	10.0	10.0	9.0	10.0
Project Understanding, Proposed Approach, Methodology Total			153.0	166.0	163.5	156.5
Past Performance and References	20	100				
Proposer provided detailed information on five (5) of the most recent and relevant projects similar in scope and nature.		25	20.2	21.8	21.5	22.5
Proposer provided information on past and present contracts with the City of Coral Gables. The City will review performance. See Section 4.10 (c) (4) of the RFQ.		25	22.3	19.2	19.2	20.5
List with contact information of public sector clients, if any, that have discontinued use of Proposer's services within the past two (2) years and indicate the reasons for the same.		25	24.0	24.0	24.0	24.0
Proposer identified incident within the last five (5) years where a civil, criminal, administrative or other similar proceedings were filed or is pending...etc.		25	24.0	24.0	19.8	24.0
Past Performance and References Total			90.5	89.0	84.5	91.0
*Points shall be awarded to the Proposer for volume of work awarded by the City in the last three (3) years from the due date of this RFQ in accordance with the following table:	5	25	25.0	25.0	25.0	25.0
Total Points			444.5	449.0	451.0	456.5
Ranking			4	3	2	1