

RFP REPORT

Saint Paul Regional Water Services Lead Free SPRWS Program Management Services

June 30, 2023

A Request for Proposals was advertised by the City of Saint Paul Contract and Analysis Services for Lead Free SPRWS Program Management Services. Four proposals were received, reviewed, and scored by a SPRWS selection committee. The following provides a summary of the scoring:

EVALUATION SCORING SHEET FOR EVENT 1416					
	POSSIBLE POINTS	Submittal A	Submittal B	Submittal C	Submittal D
Scope and Approach	50	40.25	43.50	42.75	29.25
Team Experience	35	28.25	33.50	27.75	22.75
Price Proposal	15	13	15	15	14
Total Proposal Points	100	81.5	92	85.5	66
Interview	15	13	15	13.00	0
Totals		94.5	107	98.5	66

CDM Smith (shown as Submittal B in the graph) received the highest score among the proposers, who were all rated on experience, project approach and cost.

Scope of Work:

- 1) Program Management Plan
 - a) Health and Safety Plan
 - b) Resource Projections
 - c) Duties and Responsibilities of Team Members
 - d) Communication Plan

- e) Overall Governance
 - f) Construction Management Plan
- 2) Project Planning
 - a) Prioritization Plan
 - b) Work Plan
 - c) Planning Level Meetings
 - d) Contract Documents
 - 3) Bid Phase Services
 - 4) Public Outreach Services
 - a) Strategic Outreach and Campaign Outline
 - b) Public Outreach and Education Program Templates
 - c) Public Outreach Materials and Right of Entry Outreach
 - d) Neighborhood Right of Entry Outreach
 - e) Community Meetings
 - f) General Contractor Outreach
 - g) Development of a Lead Free SPRWS Assistance Program
 - 5) Construction Management Services
 - a) Daily Site Observation
 - b) Management Activities
 - c) Post LSLR Sampling, Lab, Reporting, and Customer Result Communications
 - 6) Data Management

A complete scope of work for services provided by CDM Smith for Phase IV of the Lead Free SPRWS Project is to be attached to the Professional Services Agreement. This constitutes the initial Work Package under the agreement. Future Work Packages as they relate to Phases V-VII will be presented to the Board for consideration when appropriate.