



## **Recommendation of Award RFP 2016-01 Village Traffic Study**

**Date:** April 26, 2016  
**To:** Village Council  
**From:** Evaluation Committee

### **DESCRIPTION:**

Approve the Evaluation Committee's recommendation of award and authorize the Village Manager to negotiate an agreement with the number one ranked firm to prepare the Village's Traffic Study.

Request for Proposals (RFP) #2016-01 was issued and 5 firms submitted a proposal. The Evaluation Committee met on April 7, 2016 and April 26, 2016 to interview the firms, evaluate and rank the proposals. The firms were Kittleson & Associates, Inc., Trebilcock Consulting Solutions, PA, Kimley-Horn, Caltran Engineering Group, Inc., and Calvin Giordano & Associates. Each firm was interviewed and made a presentation. The Evaluation Committee, made up of Steve Sarkozy, Lisa Pace, and Mary Gibbs, discussed in general the proposals that were submitted and then ranked the proposals. At the conclusion the Committee made the following recommendation of final ranking:

- |                                |               |
|--------------------------------|---------------|
| • Kimley-Horn                  | Final Rank: 1 |
| • Kittleson & Associates, Inc. | Final Rank: 2 |
| • Calvin Giordano & Associates | Final Rank: 3 |

### **RECOMMENDATION:**

Award RFP 2016-01 – Village Traffic Study to Kimley-Horn and authorize the Village Manager with the assistance of staff to negotiate a contract to be reviewed by Council at a later date.

#### **Attachments:**

- (1) Evaluation Committee Ranking Sheet
- (2) Evaluation Committee Meeting Minutes

Evaluation Committee Ranking Sheet  
RFP 2016-01  
Village Traffic Study

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|                              |   |
|------------------------------|---|
| Kimley-Horn                  | 1 |
| Kittleson & Associates       | 2 |
| Calvin Giordano & Associates | 3 |

**Minutes**  
**Selection Advisory Committee Meeting**  
**RFP 2016-01**  
**Village Traffic Study**  
**April 7, 2016 and April 26, 2016**

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The Selection Advisory Committee meeting for the Village Traffic Study was called to order on April 7, 2016 at 9:15 a.m.

The interview committee consisted of:

Steve Sarkozy, Village Manager  
Lisa Pace, Finance Director  
Mary Gibbs, Community Development Director

The following firms were interviewed:

|                                     |            |
|-------------------------------------|------------|
| Kittleson & Associates, Inc.        | 9:15 a.m.  |
| Trebilcock Consulting Solutions, PA | 10:00 a.m. |
| Kimley-Horn                         | 10:40 a.m. |
| Caltran Engineering Group, Inc.     | 11:20 a.m. |
| Calvin Giordano & Associates        | 1:45 p.m.  |

The Interviews were concluded at 2:20 p.m.

A second date was set to discuss and rank firms on April 26, 2016. The meeting started at 2:00 pm. After discussion, the following firms were ranked, by unanimous vote, for further consideration by Village Council.

1. Kimley-Horn
2. Kittleson & Associates, Inc.
3. Calvin Giordano & Associates

The meeting concluded at 2:15 p.m.