

Major criteria considered during the evaluation included, but were not limited to:

- A. **M/WBE Commitment** – Proposer’s efforts to comply with all the terms and conditions of the City of Winston-Salem’s Minority and Women Business Enterprise (M/WBE) Program through award of subcontracts to minority and women owned business enterprises and utilization of minority and women owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract.
- B. **Location of Business** - Proposer’s business location/distance from the City of Winston Salem. To be considered a local business, the firm should have a Professional Engineer, licensed in the state of North Carolina, listed as the engineer of record with the North Carolina Board of Examiners for Engineers and Surveyors and occupy the local office on average a minimum of 20 hours per week.
- C. **Proposed Plan** – The proposed plan in which the proposer details the approach they would follow to carry out the project, including detailed schedule for completion.
- D. **Work Experience** - The background, education, and experience of the respondent in providing similar services elsewhere, including and especially the level of experience in working with municipalities, and the quality of services performed. Proposer should include a list of at least three (3) similar projects completed by the firm or its sub-consultants within the last five (5) years.
- E. **Understanding of Project** – The proposer’s demonstrated understanding of the project scope, background, and purpose, as well as any other pertinent details that would help exhibit clear understanding of potential project obstacles/challenges such as site/structure conditions, safety concerns, etc.
- F. **Staff Qualifications** – Unique qualifications and experience of key team members, including their role in the project and their percentage of involvement.

Based upon the committee’s assessment, it is recommended that the agreement be awarded to Oakley Collier Architects to complete Carl H. Russell Community Center Renovations with an amount not to exceed \$928,000 for construction and design fee of \$116,000. This project is being funded by 2018 general obligation bonds. Construction is expected to begin in March, 2020.

Exhibit A provides the combined scores of the evaluation panel for the proposal.

M/WBE comment: Please see Exhibit B for a complete list of businesses notified of this RFP opportunity. This RFP was posted on the City’s and State’s Purchasing websites, and staff from the Office of Business Inclusion and Advancement addressed inquiries from potential respondents about compliance with the City’s M/WBE policy. Oakley Collier Architects is a M/WBE business.