

**City of Tiffin**  
**Consultant Selection Rating Results**  
 Opening Date: 02/02/2024



		Selection Committee Member Scores				Total Score
		Mayor	City Administrator	City Engineer	Public Works Supt.	
		Lee Wilkinson	Nick Dutro	Matt Watson	Brandon Burner	
<b>Firms</b>	<b>Mannik &amp; Smith Group</b>	62	82	90	84	318
	<b>Richland Engineering</b>	67	75	60	67	269
	<b>DGL</b>	69	79	77	81	306
	<b>American Structurepoint</b>	72	79	95	90	336

**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: Mannik & Smith Group

NAME OF REVIEWER: Mayor - Lee Wilkinson

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	9
Strength/Experience of Assigned Staff including Subconsultants (2)	25	20
Firm's Current Workload/Availability of Personnel (3)	10	8
<b>Consultants Past Performance (4)</b>	30	5
<b>Project Approach</b>	25	20
<b>Total</b>	100	62

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
- (2) The experience and strength of the assigned staff, including subconsultant staff should be ranked and scored as noted for (1) with higher differential scores assigned on more difficult projects.
- (3) The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm or firms rated higher in other categories to complete the work with staff members named in the letter of interest.
- (4) The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider past performance on work for the City of Tiffin and/or past performance on work completed for other agencies. References should be contacted as needed. The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: RICHLAND ENGINEERING

NAME OF REVIEWER: MAYOR - LEE WILKINSON

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	8
Strength/Experience of Assigned Staff including Subconsultants (2)	25	22
Firm's Current Workload/Availability of Personnel (3)	10	10
<b>Consultants Past Performance (4)</b>	30	7
<b>Project Approach</b>	25	20
<b>Total</b>	100	67

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: DGL

NAME OF REVIEWER: Mayor - Lee Wilkinson

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	10
Strength/Experience of Assigned Staff including Subconsultants (2)	25	25
Firm's Current Workload/Availability of Personnel (3)	10	5
<b>Consultants Past Performance (4)</b>	30	6
<b>Project Approach</b>	25	23
<b>Total</b>	100	69

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: American Structurepoint

NAME OF REVIEWER: Mayor - Lee Wilkinson

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	10
Strength/Experience of Assigned Staff including Subconsultants (2)	25	25
Firm's Current Workload/Availability of Personnel (3)	10	7
<b>Consultants Past Performance (4)</b>	30	5
<b>Project Approach</b>	25	25
<b>Total</b>	100	72

Notes:

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: Mannik & Smith Group

NAME OF REVIEWER: City Admin - Nick Dutro

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	9
Strength/Experience of Assigned Staff including Subconsultants (2)	25	21
Firm's Current Workload/Availability of Personnel (3)	10	8
<b>Consultants Past Performance (4)</b>	30	21
<b>Project Approach</b>	25	23
<b>Total</b>	100	82

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manger's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: RICHLAND ENGINEERING

NAME OF REVIEWER: CITY ADMIN - NICK DUTRO

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	8
Strength/Experience of Assigned Staff including Subconsultants (2)	25	20
Firm's Current Workload/Availability of Personnel (3)	10	7
<b>Consultants Past Performance (4)</b>	30	20
<b>Project Approach</b>	25	20
<b>Total</b>	100	75

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manger's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: DGL

NAME OF REVIEWER: City Admin - Nick Dutro

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	8
Strength/Experience of Assigned Staff including Subconsultants (2)	25	21
Firm's Current Workload/Availability of Personnel (3)	10	7
<b>Consultants Past Performance (4)</b>	30	22
<b>Project Approach</b>	25	21
<b>Total</b>	100	79

Notes:

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: American Structurepoint

NAME OF REVIEWER: City Admin - Nick Dutro

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	8
Strength/Experience of Assigned Staff including Subconsultants (2)	25	21
Firm's Current Workload/Availability of Personnel (3)	10	7
<b>Consultants Past Performance (4)</b>	30	22
<b>Project Approach</b>	25	21
<b>Total</b>	100	79

Notes:

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: Mannik & Smith Group

NAME OF REVIEWER: City Engineer - Matt Watson

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	9
Strength/Experience of Assigned Staff including Subconsultants (2)	25	24
Firm's Current Workload/Availability of Personnel (3)	10	8
<b>Consultants Past Performance (4)</b>	30	28
<b>Project Approach</b>	25	21
<b>Total</b>	100	90

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: RICHLAND ENGINEERING

NAME OF REVIEWER: CITY ENGINEER - MATT WATSON

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	7
Strength/Experience of Assigned Staff including Subconsultants (2)	25	18
Firm's Current Workload/Availability of Personnel (3)	10	5
<b>Consultants Past Performance (4)</b>	30	20
<b>Project Approach</b>	25	10
<b>Total</b>	100	60

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: DGL

NAME OF REVIEWER: City Engineer - Matt Watson

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	8
Strength/Experience of Assigned Staff including Subconsultants (2)	25	20
Firm's Current Workload/Availability of Personnel (3)	10	6
<b>Consultants Past Performance (4)</b>	30	25
<b>Project Approach</b>	25	18
<b>Total</b>	100	77

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: American Structurepoint

NAME OF REVIEWER: City Engineer - Matt Watson

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	10
Strength/Experience of Assigned Staff including Subconsultants (2)	25	23
Firm's Current Workload/Availability of Personnel (3)	10	10
<b>Consultants Past Performance (4)</b>	30	27
<b>Project Approach</b>	25	25
<b>Total</b>	100	95

Notes:

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: Mannik & Smith Group

NAME OF REVIEWER: Public Works Supt. - Brandon Burner

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	9
Strength/Experience of Assigned Staff including Subconsultants (2)	25	21
Firm's Current Workload/Availability of Personnel (3)	10	8
<b>Consultants Past Performance (4)</b>	30	23
<b>Project Approach</b>	25	23
<b>Total</b>	100	84

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: RICHLAND ENGINEERING

NAME OF REVIEWER: PUBLIC WORKS SUPT. - BRANDON BURNER

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	8
Strength/Experience of Assigned Staff including Subconsultants (2)	25	19
Firm's Current Workload/Availability of Personnel (3)	10	8
<b>Consultants Past Performance (4)</b>	30	18
<b>Project Approach</b>	25	14
<b>Total</b>	100	67

Notes:

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EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: DGL

NAME OF REVIEWER: Public Works Supt. - Brandon Burner

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	10
Strength/Experience of Assigned Staff including Subconsultants (2)	25	20
Firm's Current Workload/Availability of Personnel (3)	10	8
<b>Consultants Past Performance (4)</b>	30	22
<b>Project Approach</b>	25	21
<b>Total</b>	100	81

Notes:

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- (2) The experience and strength of the assigned staff, including subconsultant staff should be ranked and scored as noted for (1) with higher differential scores assigned on more difficult projects.
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- (4) The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider past performance on work for the City of Tiffin and/or past performance on work completed for other agencies. References should be contacted as needed. The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.



EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

NAME OF PROJECT: West Market Street Safety Study

NAME OF DESIGN FIRM: American Structurepoint

NAME OF REVIEWER: Public Works Supt. - Brandon Burner

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	9
Strength/Experience of Assigned Staff including Subconsultants (2)	25	23
Firm's Current Workload/Availability of Personnel (3)	10	8
<b>Consultants Past Performance (4)</b>	30	27
<b>Project Approach</b>	25	23
<b>Total</b>	100	90

Notes:

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
- (2) The experience and strength of the assigned staff, including subconsultant staff should be ranked and scored as noted for (1) with higher differential scores assigned on more difficult projects.
- (3) The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm or firms rated higher in other categories to complete the work with staff members named in the letter of interest.
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