

**REPORT RECOMMENDING THE AWARD OF A CONTRACT TO STRATEGIC PLANNING SERVICES
PURSUANT TO COMPETITIVE CONTRACTING PROCESS**

The Bergen County Improvement Authority ("BCIA") was in need of an Owner's Representative Consultant on a project at 133 River Street, Hackensack, New Jersey. The BCIA has recognized that the use of Competitive Contracting provides an open and transparent process in the procurement of goods and services. Accordingly, on March 7, 2024, pursuant to N.J.S.A. 40A:11-4.3(a), the BCIA's governing body passed a resolution authorizing the use of Competitive Contracting to solicit and evaluate proposals to provide the desired Owner's Representative Consultant services. The BCIA's Qualified Purchasing agent administered the process pursuant N.J.S.A. 40A:11-4.3 and N.J.S.A. 40A:11-9.

On April 25, 2024, the BCIA received seven (7) proposals in response to its solicitation. The proposals were evaluated by the BCIA's Qualified Purchasing Agent, Executive Director and General Counsel. Each of those individuals evaluated proposals against the scoring criteria provided to the seven (7) bidders prior to opening proposals on April 25, 2024. A blank scoring sheet detailing the criteria is attached hereto.

At the end of the scoring, the firms were ranked as follows:

1. Strategic Planning Services, LLC;
2. Cumming Management Group, Inc.;
3. MC Fuhrman & Associates, LLC;
4. FC3 Architecture + Design, LLC;
5. Marx Okubu Associates; Inc;
6. Capstone Real Estate Management Services, LLC;
7. All Pro Management, LLC.

Strategic Planning Services proposed an hourly rate of \$375, which earned the firm a low score in the cost factor, however, the firm's abilities and qualifications in the technical and management area earned it unanimous perfect scores of 40, in technical criteria, and 35 in management. The firm's

abilities/qualifications in those areas are the primary reason for the recommendation to award a contract to this firm.

Cumming Management Group, Inc. proposed an hourly rate of \$200, earning it scores of 3, 3 and 1 on cost. The evaluators each scored Cumming Management Group, Inc., a 30 (out of a max score of 40) on the technical criteria, and a 33, 31, and 31 (out of a max of 35) on the management criteria, which lowered the firm's score relative to Strategic Planning Services.

MC Fuhrman & Associates, LLC, proposed an hourly rate of \$170, earning scores of 5, 5, and 3 on the cost criteria. The firm received scores of 32, 32 and 30 on the technical criteria. The scoring committee had some concerns on the management criteria, with the firm receiving scores of 25, 29 and 29 there.

FC3 Architecture + Design, LLC, proposed a blended rate of \$92.50 as the Owner's Representative hourly rate, but the proposal included a number of other rates including "expert testimony/principal" at \$250 per hour and "project executive" at \$105 per hour. The proposed rates earned the firm scores of 3, 5 and 5 on the cost criteria. The committee had concerns, at least relative to top scored firms like SPS, on the technical and management criteria, with FC3 receiving scores of 24, 36 and 34 on the technical side, and 21, 29 and 29 on the management criteria.

Markx Okubu Associates; Inc., proposed an hourly rate of \$300, and received unanimous low scores on the cost criteria, and also scored relatively low on the technical and management criteria.

Capstone Real Estate Management Services, LLC, proposed an hourly rate of \$125. That quote earned the firm scores of 5, 5 and 3 on the cost criteria. The firm earned unanimous scores of 24 on the technical criteria, and unanimous scores of 21 on the management criteria.

All Pro Management, LLC, proposed an hourly rate of \$225. It received scores of 3, 3 and 1 on the cost criteria. Each of the scorers had concerns about the proposal on the technical and management criteria.

For all of the foregoing reasons, it is recommended that Strategic Planning Services, LLC be awarded a two year contract, with three 12 month renewal options, at an hourly rate of \$375. The BCIA will not pay for travel time and expenses.

Evaluator's Name:

Scoring should be a (1, 3, or 5). Five is the highest score.
No even scoring permitted.

BCIA-RFPQ-24-01 OWNER'S REPRESENTATIVE

Max

Score	MCFA	FC3	Capstone	SPS	Cumming Group	All Pro	Marx Okubo
TECHNICAL:	40	0	0	0	0	0	0
Primary management responsibility for multiphase projects and shall coordinate all project matters;	5						
Assisting the Owner with developing and maintaining of Capital Improvement Budgets, responsible for coordination of the development team, scheduling, conducting and directing all development team meetings, establishing and maintaining the project(s) schedule;	5						
Overseeing the obtaining of necessary permits and approvals from the various regulatory agencies;	5						
Reviewing and approving all contractors' and subcontractors' bids, assuring compliance to project budget, field inspections of project progress, troubleshooting design and construction problems;	5						
Scheduling and attending inspections and project(s) related meetings, reviewing and approving all change orders;	5						
Support services for the pre-construction conceptual planning of the site development plan;	5						
Conduct site visits to observe and document progress of work and quality of construction on the project(s);	5						
Assist the Owner with identifying, evaluating and selecting the appropriate professional consultants through either the Request for Qualifications (RFQ) or Request for Proposal (RFP) processes;	5						
MANAGEMENT:	35	0	0	0	0	0	0
Oversee and manage the selected professional consultants for the respective services that each will perform;	5						
Assist with developing detailed budget break-downs, budget projections, budget tracking systems and potential options;	5						
Reviewing construction contractor's applications for payment, verifying amount requested is consistent with the work in place (including any subcontractors). Provide Project update detailing invoiced activities;	5						
Coordinating with architect, engineers, construction manager, and subcontractors to resolve design and coordination issues, in order to avoid negative impacts to the budget and schedule;	5						
Providing the Owner with progress reports detailing the status of construction, and address issues requiring attention as necessary;	5						
Review and track all requests for information, pay requests, and change orders, confirming appropriateness, accuracy, and competitiveness of cost. Prepare analysis and recommendations for the Project Owner as necessary and/or requested;	5						
Assist the Owner with developing the schedule for the Public Bidding Process working with the Owner's procurement and legal teams;	5						
Cost:	5	0	0	0	0	0	0
Cost proposal	5						
Maximum Score	80	0	0	0	0	0	0

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