



**Procurement Form (FOR)**

**Effective Date:**  
5/1/2019

**Document #:**  
FSA\_PRO\_FOR\_0039

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1/18/2022

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1

**Document Title:**  
Procurement Board Report-RFP

**Document Owner/Department:**  
Procurement Team

**Date:** May 10, 2022  
**To:** Suzanne R. Coffey, P.E., Interim Chief Executive Officer  
**From:** Daniel Edwards, Procurement Manager  
**Re:** Procurement Report

**General Information**

Contract Number:	2103733	Project Owner:	Christopher Nastally
Contract Title:	As-Needed Virtual Tour, Laser, and Unmanned Aerial Vehicle Scanning Services		
Vendor:	Wade Trim Associates, Inc.		
Budget:	Operations and Maintenance		

**Procurement Method**

Competitively bid – Request for Proposal (RFP) Qualification Based Selection (QBS) – Evaluation Committee			
Advertised:	February 15, 2022	Addendums released:	2
Buyer:	Liza Downer	Downloaded by:	41
Response due date:	March 29, 2022	Responses received:	3

**Cost Summary - Wade Trim\***

Description	Unit Cost
Unit Price Contract	
<b>Totals</b>	

*\*See the attached bid tab of the Unit Cost for the selected vendors.*

*Provisionary Allowance is an amount included in the Contract Price to reimburse the Contractor for the cost to furnish and perform Work that is uncertain. Any remaining balance upon Final Completion shall be retained by the GLWA and not paid to the Contractor.*

Benchmarking was completed by comparing the proposals for this project. This analysis confirmed that rates are in competitive range. The rate comparisons and allowances (if any) are illustrated in the attached cost tabulation.



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**Evaluation Committee: (Designation - Organization)**

A - Engineer - GLWA

B - Director Engineering - GLWA

C - GIS Analyst - GLWA

**Evaluation Score(s)** - Maximum Score Possible: 100 points.

*The Evaluation Committee independently reviewed and scored the proposals in accordance with GLWA's policy. The rankings are below.*

Vendor (Highest to lowest score)	Score without B.I.D.	Score with B.I.D.
<b>Wade Trim Associates, Inc.</b>	<b>78.96</b>	<b>81.96</b>
<b>Virtual Tours, LLC</b>	<b>71.87</b>	<b>72.87</b>
<b>Spalding DeDecker Associates, Inc.</b>	<b>60.87</b>	<b>62.87</b>

Vendor Name	B.I.D. Plan (Pass/Fail)	Score w/o B.I.D.	State of Michigan (1 pt.)	GLWA Territory Area (1 pt.)	Economically Disadvantaged Territory (1 pt.)	Score w/B.I.D.	Certifications
Wade Trim Associates, Inc., Detroit, Michigan	Pass	78.96	1	1	1	81.96	Yes
Virtual Tours, LLC. (VTS), Hamburg, Michigan	Pass	71.87	1	0	0	72.87	No
Spalding DeDecker Associates, Inc., Rochester, Michigan	Pass	60.87	1	1	0	62.87	Yes



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**Business Inclusion and Diversity (B.I.D.)**

B.I.D. program required                       B.I.D. program not required

The recommended vendor for award submitted a B.I.D. plan per the requirements under this solicitation.

The recommended vendor for award did not submit a B.I.D. plan per the requirements under this solicitation.

The vendor received points for the following scored criteria:

Business presence in State of Michigan

Business presence in GLWA service territory area (Detroit)

Business presence in economically disadvantaged GLWA service territory area (Detroit)

**Other Data Requested by GLWA Board Members for Recommended Vendor**

Minority Business Enterprise (MBE): No  
Small Business Enterprise (SBE): No  
Woman Business Enterprise (WBE): No  
Disadvantaged Business Enterprise (DBE): Yes  
Detroit Based Business (DBB): Yes  
Other: N/A

Sub-Contractor(s) List:

SeannLewiscom, LLC

Vendor Response Survey: N/A

**Litigation**

This vendor is not currently nor has been previously involved in any litigation with the GLWA.

**Financials**

A financial risk assessment was performed by the GLWA via Dun & Bradstreet and was determined that the selected vendor has the financial capacity to perform the tasks under this contract. This information is available for the Board of Directors to review upon request.



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**Previous Contract**

Previous contract holders: N/A