



EVALUATION TABULATION
RFP No. RFP-366-26-JJ
Underground Utility Location Services
RESPONSE DEADLINE: January 15, 2026 at 3:00 pm
Report Generated: Monday, March 16, 2026

PHASE 1

EVALUATORS

Name	Title
Jaime Castillo	Interim Manager Underground
Giselle Hipolito	Senior Project Manager
Pierre Jean-Michel	Financial Analyst
Kassandra Myers	Assist Director of Operations

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Understanding of the overall needs of the City	Points Based	25 (25% of Total)

Description:

1. Demonstrated Understanding of the Scope of Work

- Clearly identifies the City’s goals, priorities, and challenges related to the project.
- Provides a thorough explanation of how the services will support City operations and stakeholder needs.
- Shows familiarity with City infrastructure, departments, workflows, geographic considerations, and regulatory requirements.

2. Alignment with City Objectives

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- Proposal reflects an understanding of the City’s strategic direction, service-level expectations, and community impact.
- Demonstrates how the proposed approach will enhance service reliability, efficiency, safety, and customer satisfaction.
- Addresses both immediate needs and long-term considerations.

3. Identification of Key Issues and Challenges

- Accurately identifies project-specific complexities, potential risks, or operational constraints faced by the City.
- Provides practical, realistic strategies to proactively manage or mitigate these challenges.

Criteria	Scoring Method	Weight (Points)
Qualifications and Experience	Points Based	25 (25% of Total)

Description:

1. Relevant Experience and Past Performance

- Demonstrated experience providing underground utility locating services for municipalities, utilities, or comparable public-sector agencies.
- Successful completion of projects similar in scope, complexity, and size.
- History of accuracy in locating utilities, minimizing damages, and meeting project deadlines.
- Proven record of effective coordination with public agencies, contractors, and utility owners.

2. Staff Qualifications and Certifications

- Qualifications, education, and technical expertise of key personnel assigned to this contract.
- Evidence of certifications such as:
 - NULCA Locator Certification
 - OSHA safety training

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- Underground utility damage prevention certifications

- Demonstrated experience of staff in operating locating equipment and interpreting utility records

3. Accuracy and Detection Capability

- Demonstrated ability to identify, mark accurately, and document underground utilities using advanced locating technologies, ground-penetrating radar (GPR), electromagnetic equipment, and GPS mapping tools.

Criteria	Scoring Method	Weight (Points)
Approach to Scope of Work	Points Based	20 (20% of Total)

Description:

1. Understanding of Project Requirements:

- Demonstrates a clear understanding of the City’s underground utility systems, site conditions, and regulatory obligations.

2. Utility Locating Approach:

- Describes procedures for identifying, marking, and documenting utilities using best practices and technology.

3. Use of Technology:

- Incorporates ground-penetrating radar (GPR), electromagnetic locating equipment, mapping tools, and other modern technologies.

4. Quality Assurance:

- Provides procedures for accuracy checks, error reduction, and verification of utility markers.

5. Coordination & Communication:

- Details communication processes with City staff, contractors, and 811/Call Before You Dig centers.

6. Response Time & Availability:

- Demonstrates ability to respond promptly to service requests and emergency locates.

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Request For Proposal - Underground Utility Location Services

Criteria	Scoring Method	Weight (Points)
Product/Service costs	Points Based	20 (20% of Total)

Description:

1. Use of modern tools, methods, and data-collection systems that enhance accuracy, efficiency, and reporting, including digital mapping or GIS integration.
 - Total cost relative to other proposals.
2. Transparency:
 - Clear breakdown of labor rates, emergency rates, equipment costs, and optional services.
3. Detail Pricing:
 - Detailed pricing includes labor, equipment, reporting tools, and administrative costs.

Criteria	Scoring Method	Weight (Points)
References & Past Performance	Points Based	10 (10% of Total)

Description:

1. Positive feedback from clients on the accuracy, responsiveness, communication, and reliability of past utility locating work.
 - Past clients similar to municipalities or utility departments.
2. Accuracy & Reliability:
 - Documented success in accurate utility locating and low damage rates.
3. Client Satisfaction:
 - Positive feedback on responsiveness, professionalism, and communication.
4. Documentation & Reporting:

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- Ability to provide examples of past reports, maps, or deliverables.

5. Contract Compliance:

- History of meeting deadlines, maintaining safety standards, and honoring service agreements.

AGGREGATE SCORES SUMMARY

Vendor	Jaime Castillo	Giselle Hipolito	Pierre Jean-Michel	Kassandra Myers	Total Score (Max Score 100)
Craig A. Smith & Associates LLC	71	92	100	92	88.75
High Tech Engineering Incorporated	42	83	90	56	67.75
Venegroup Services Inc	36	82	80	70	67

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Understanding of the overall needs of the City Points Based 25 Points (25%)	Qualifications and Experience Points Based 25 Points (25%)	Approach to Scope of Work Points Based 20 Points (20%)	Product/Service costs Points Based 20 Points (20%)	References & Past Performance Points Based 10 Points (10%)	Total Score (Max Score 100)
Craig A. Smith & Associates LLC	21.8	22	18.8	18	8.3	88.75
High Tech Engineering Incorporated	18	16.5	14.8	11.5	7	67.75
Venegroup Services Inc	16.8	16.8	15	11.3	7.3	67