

PROCUREMENT WORKSHOP SERIES - ROWAPS EXERCISE A

Question: What is Tree Trimming and More Company's Proposal Experience Score?

Instructions: Use the Request for Proposal information and review Tree Trimming and More Company's Proposal to determine the maximum possible score.

Request for Proposal Submission Deadline: August 10, 2021

SCORING MATRIX FOR RESPONDENT'S PROFESSIONAL QUALIFICATIONS & EXPERIENCE

Right of Way Acquisition Professional Services Provided	NOTE No.	Score Criteria – Maximum Possible Points is 5				
		1	2	3	4	5
Total No. of Trees for which services were provided in aggregate	1	1 to 50 trees	51 to 100 trees	101 to 150 trees	151 to 200 trees	201 to More trees
Type of trees	2	1 of 5 types of trees	2 of 5 types of trees	3 of 5 types of trees	4 of 5 types of trees	5 of 5 types of trees
Performance Verification	3	50% of projects in Table A	50% of projects in Table A	75% of projects in Table A	100% of projects in Table A	100% of projects in Table A
Professional Designation		No	No	No	Yes	Yes

NOTE 1: For purposes of this RFP, professional arborist tree work experience that demonstrates your understanding of the scope of services to be provided must have been completed within the past 5 years.

NOTE 2: Types of Trees: Pecan, Apple, Peach, Almond, Cedar.

NOTE 3: Verification letters and performance evaluations must be shown in the Experience Verification Log shown as Table A on the next page.

PROCUREMENT WORKSHOP SERIES - ROWAPS EXERCISE A

Tree Trimming and More Company's Proposal

TABLE A: EXPERIENCE VERIFICATION LOG

Year (NOTE 1)	Month (NOTE 1)	No. of Trees	Name of Firm	Client	List the Tree Types (NOTE 2)	Type of Support Documentation (Letter or Evaluation) (NOTE 3)	Project Identification (NOTE 4)
2016	May	50	Tree Trimming and More	City of Waco	1, 2, 3 ,4, 5	Referral Letter	IH 35
2016	August	200	Tree Trimming and More	City of Austin	4, 5	Evaluation	SH 183
2016	Dec	250	Tree Trimming and More	City of Austin	1, 2, 3 ,4, 5	Evaluation	MOPAC
2017	Feb	50	Tree Trimming and More	City of Austin	1, 2, 3 ,4, 5	Referral Letter	MOPAC
2017	Apr	175	Tree Trimming and More	City of Austin	4, 5	Evaluation	SH 183
2017	Dec	75	Tree Trimming and More	City of Austin	1, 2, 3 ,4, 5	Evaluation	SH 121
Total Trees		800					

NOTE 1: For purposes of this RFP, professional arborist tree work experience/project that demonstrates your understanding of the scope of services to be provided must have been completed within the past 5 years.

NOTE 2: Types of Trees: Pecan, Apple, Peach, Almond, Cedar.

NOTE 3: Verification letters and performance evaluations must be shown in the Experience Verification Log shown as Table A on the next page.

NOTE 4: Number and name of highway or project; i.e., IH-35 in Waco, TX

IDENTIFYING YOUR PROFESSIONAL DESIGNATION

- Do you have a Professional Designation?: Yes No
 - If you answered “Yes” to the question, complete the following:
 - Title of the Designation: Certified Arborist Specialist 99-111111
 - Organization awarding the Designation: International Society Arboriculture
 - The expiration date of your Designation: December 31, 2021

PROCUREMENT WORKSHOP SERIES - ROWAPS EXERCISE B

Question: What is Landscaping for You Inc's Proposal Experience Score?

Instructions: Use the Request for Proposal information and review Landscaping for You Inc's Proposal to determine the maximum possible score.

Request for Proposal Submission Deadline: August 10, 2021

SCORING MATRIX FOR RESPONDENT'S PROFESSIONAL QUALIFICATIONS & EXPERIENCE

Right of Way Acquisition Professional Services Provided	NOTE No.	Score Criteria – Maximum Possible Points is 5				
		1	2	3	4	5
Total No. of Trees for which services were provided in aggregate	1	1 to 50 trees	51 to 100 trees	101 to 150 trees	151 to 200 trees	201 to More trees
Type of trees	2	1 of 5 types of trees	2 of 5 types of trees	3 of 5 types of trees	4 of 5 types of trees	5 of 5 types of trees
Performance Verification	3	50% of projects in Table A	50% of projects in Table A	75% of projects in Table A	100% of projects in Table A	100% of projects in Table A
Professional Designation		No	No	No	Yes	Yes

NOTE 1: For purposes of this RFP, professional arborist tree work experience that demonstrates your understanding of the scope of services to be provided must have been completed within the past 5 years.

NOTE 2: Types of Trees: Pecan, Apple, Peach, Almond, Cedar.

NOTE 3: Verification letters and performance evaluations must be shown in the Experience Verification Log shown as Table A on the next page.

PROCUREMENT WORKSHOP SERIES - ROWAPS EXERCISE B

Landscaping for You Inc's Proposal

TABLE A: EXPERIENCE VERIFICATION LOG

Year (NOTE 1)	Month (NOTE 1)	No. of Trees	Name of Firm	Client	List the Tree Types (NOTE 2)	Type of Support Documentation (Letter or Evaluation) (NOTE 3)	Project Identification (NOTE 4)	
2016	JAN	25	Landscaping for You, Inc.	City of Waco	1, 2, 3, 4, 5	Referral Letter	IH 35	
2016	JAN	15	Landscaping for You, Inc	City of Austin	4, 5	Evaluation	SH 183	
2016	FEB	10	Landscaping for You, Inc	City of Austin	1, 2, 3, 4, 5	Evaluation	MOPAC	
2016	MAR	4	Landscaping for You, Inc	City of Austin	1, 2, 3, 4, 5	Referral Letter	MOPAC	
2016	APR	3	Landscaping for You, Inc	City of Leander	4, 5	Evaluation	SH 183	
2016	MAY	25	Landscaping for You, Inc	City of Houston	1, 2, 3, 4, 5	Evaluation	SH 121	
2016	JUN	12	Landscaping for You, Inc	City of Waco	1, 3	Referral Letter	IH 35	
2016	JUL	10	Landscaping for You, Inc	City of Austin	3, 4, 5	Evaluation	SH 183	
2020	JAN	40	Landscaping for You, Inc	City of Austin	2, 3, 5	Evaluation	MOPAC	
2020	FEB	35	Landscaping for You, Inc	City of Austin	2, 3, 5	Referral Letter	MOPAC	
2020	JUN	19	Landscaping for You, Inc	City of Leander	4, 5	Evaluation	SH 183	
2020	NOV	8	Landscaping for You, Inc	City of Houston	1, 2, 3, 4, 5	Evaluation	SH 121	
2021	APR	20	Landscaping for You, Inc	City of Waco	1, 2, 3, 4, 5	Evaluation	IH 35	
2021	MAY	11	Landscaping for You, Inc	City of Leander	4, 5	Evaluation	SH 183	
2021	JUN	7	Landscaping for You, Inc	City of Austin	2, 3, 5	Referral Letter	MOPAC	
2021	JUL	5	Landscaping for You, Inc	City of Austin	2, 3, 5	Referral Letter	MOPAC	
Total Trees		249						

NOTE 1: For purposes of this RFP, professional arborist tree work experience/project that demonstrates your understanding of the scope of services to be provided must have been completed within the past 5 years.

NOTE 2: Types of Trees: Pecan, Apple, Peach, Almond, Cedar.

NOTE 3: Verification letters and performance evaluations must be shown in the Experience Verification Log shown as Table A on the next page.

NOTE 4: Number and name of highway or project; i.e., IH-35 in Waco, TX

IDENTIFYING YOUR PROFESSIONAL DESIGNATION

- Do you have a Professional Designation?: Yes No
 - If you answered "Yes" to the question, complete the following:
 - Title of the Designation: Certified Arborist Specialist 99-222222
 - Organization awarding the Designation: **International Society Arboriculture**
 - The **expiration date** of your Designation: December 31, 2024

PROCUREMENT WORKSHOP SERIES – ROWAPS ANSWER KEY

ROWAPS EXERCISE A Answer:

Tree Trimming and More Company’s Score is 5. Total actual number of trees is 375. There are 50 trees that fall outside of the tree service requirement that must be within the past 5 years (Note 1 below table). In addition, the tree count (200 and 175) in the City of Austin SH 183 are not counted towards total tree count because there are only 2 tree types. The professional designation is recorded.

Total number of trees 375, plus professional designation results in score of 5.

ROWAPS EXERCISE B Answer:

Landscaping for You Inc’s Score is 3. Total actual number of trees is 115. There are 104 trees that fall outside of the tree service requirement that must be within the past 5 years (Note 1 below table). In addition, the tree count (19 and 11) in the City of Leander are not counted towards total tree count because there are only 2 tree types. The professional designation does not help to increase the maximum because the tree count is the highest possible score.

Total number of trees 115 results in score of 3. The Professional Designation recorded will not increase the score.

Request for Proposal

Submission Deadline: August 10, 2021

SCORING MATRIX FOR RESPONDENT’S PROFESSIONAL QUALIFICATIONS & EXPERIENCE

Right of Way Acquisition Professional Services Provided	NOTE No.	Score Criteria – Maximum Possible Points is 5				
		1	2	3	4	5
Total No. of Trees for which services were provided in aggregate	1	1 to 50 trees	51 to 100 trees	101 to 150 trees	151 to 200 trees	201 to More trees
Type of trees	2	1 of 5 types of trees	2 of 5 types of trees	3 of 5 types of trees	4 of 5 types of trees	5 of 5 types of trees
Performance Verification	3	50% of projects in Table A	50% of projects in Table A	75% of projects in Table A	100% of projects in Table A	100% of projects in Table A
Professional Designation		No	No	No	Yes	Yes

NOTE 1: For purposes of this RFP, professional arborist tree work experience that demonstrates your understanding of the scope of services to be provided must have been completed within the past 5 years.

NOTE 2: Types of Trees: Pecan, Apple, Peach, Almond, Cedar.

NOTE 3: Verification letters and performance evaluations must be shown in the Experience Verification Log shown as Table A on the next page.