

**TOWNSHIP OF LOWER MERION**

***Finance Committee***

**Issue Briefing**

**To:** Building and Planning Committee

**From:** Christopher Leswing, Director Building and Planning

**Subject:** Proposal evaluation and recommendation for Exterior Lighting Consultant

**I. Action To Be Considered By The Board:**

Award a contract to Gilmore Associates in the amount of \$9,450 to update the Township's exterior lighting regulations contained within Chapter 105 Noise and Exterior Lighting.

**II. Why This Issue Requires Board Consideration:**

Updating the Township's Lighting regulations is part of the Township's continuing effort to update all Township land use regulations to be consistent with the Comprehensive Plan.

**III. Current Policy Or Practice (If Applicable):**

It is Township practice for the Board of Commissioners to review and approves staff evaluations of planning consultants.

**IV. Other Relevant Background Information:**

On 8/21/20 Lower Merion Township solicited a Request for Proposal (RFP) for an exterior lighting consultant. The objective of the RFP was to contract with qualified and experienced firm(s) to assist with updating Lower Merion Township's current lighting ordinance. In order to ensure the objective was met, the RFP was issued with six evaluation criteria addressed by the requirements of the RFP. The responsive firms are as follows:

- Beam Illuminating Architecture
- Carl M. Watson PE
- Gilmore & Associates
- Graeme Lister & Rick Kaufmann
- Lighting Design Collaborative

The proposals were evaluated by a cross departmental team which included:

- Robert E. Duncan, Assistant Township Manager
- Christopher Leswing, Director of Building & Planning
- Coleen Hall, Planner/GIS Technician
- Ryan McCann, Electrical/Mechanical Inspector

## ***PROPOSAL EVALUATION PROCESS***

All proposals were first examined to determine whether they met all the requirements of the RFP. A weighted point system was then used to evaluate the proposals by taking the points assigned to a category item and multiplying by the category item's weight (listed below). Each category item was assigned a point range of 0 to 5.

<b>Categories</b>	<b>Weight</b>
1. Appropriateness to Lower Merion.	25%
2. Experience	25%
3. Familiarity with Lower Merion	25%
4. Cost	5%
5. MBW/WBW Participation	5%
6. Effective communication skills	15%
<b>Total</b>	<b><u>100%</u></b>

All four staff members rating the proposals rated Gilmore & Associates as the number one candidate with an average score of 72.75. The second was Carl Watson with an average score of 66.75. Gilmore & Associates also had the lowest cost proposal totaling \$9,450.

## ***FOLLOW UP INTERVIEW***

On 11/2/20 the evaluation team conducted a zoom interview with Gilmore & Associates to request a pricing addendum in case additional meetings are required. The Gilmore & Associates hourly rate is \$115 which is the second to lowest hourly rate. In addition, the consultant was requested to provide information on non-municipal projects they worked on in the Township to assess their familiarity with the municipality.

While other respondents met the qualification requirements of the RFP, Gilmore & Associates displayed a unique ability to remain focused on the scope of the request; thus, providing the Township with a highly qualified, yet fiscally responsible option. Gilmore & Associates offers the best value and efficiency as an exterior lighting consultant.

### **V. Impact on Township Finances:**

The consultant's cost proposal of \$9,450 is within the amount allocated within the 2020 Building and Planning Department Budget.

### **VI. Staff Recommendation**

After a thorough evaluation by the evaluation team, it is recommended an award be authorized to Gilmore & Associates.