

SUNRISE

Item 4.

1. SOQ Evaluation Matrix – Written Submittals

Score each SOQ on qualifications only. Do not include costs.

SUNRISE

DTA

Category	Weight	Criteria	Score	
Firm Experience & Qualifications	40	Experience with IFFPs, municipal services, recreation planning.	<u>40</u>	35
Project Understanding & Approach	30	Clear approach and understanding of Apple Valley's needs.	<u>30</u>	20
Capacity & Availability	20	Availability of key staff; ability to finish within grant periods.	<u>20</u>	5
References & Past Performance	10	Strong references and record of success.	<u>10</u>	8

100

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Cover Sheet – Firms Interviewed

Use this table to record all firms that submitted SOQs and track interview details. All firms that apply and are deemed responsive will be interviewed. Negotiations will take place with the highest-ranked firm after interviews are complete.

Firm Name	Submitted SOQ (Y/N)	Responsive (Y/N)	Interview Date	Projects (CIB / ORPA / Both)
<u>Sunrise</u>	<u>Y</u>	<u>Y</u>	<u>8/17</u>	<u>B</u>
<u>DTA</u>	<u>Y</u>	<u>N</u>	<u>8/17</u>	<u>B</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Annie Spendlove.

1. SOQ Evaluation Matrix – Written Submittals

Score each SOQ on qualifications only. Do not include costs.

Category	Weight	Criteria	Score	
Firm Experience & Qualifications	40	Experience with IFFPs, municipal services, recreation planning.	<u>40</u>	<u>30</u>
Project Understanding & Approach	30	Clear approach and understanding of Apple Valley's needs.	40 <u>30</u>	<u>20</u>
Capacity & Availability	20	Availability of key staff; ability to finish within grant periods.	<u>20</u>	<u>10</u>
References & Past Performance	10	Strong references and record of success.	<u>10</u>	<u>0</u>
			100	70

2. Interview Scoring Sheet (Individual)

All responsive firms will be interviewed. Fill in this form for each firm.

Firm Information (to be completed by hand):

Firm Name: SunrisePrimary Contact: Nate

Phone/Email: _____

Interview Date & Time: 9/17Project(s): ☐ CIB ☒ ORPA ☒ Both

Category	Weight	Criteria	CIB Score	ORPA Score
Firm Experience & Qualifications	25	CIB: Municipal IFFPs. ORPA: Parks & recreation plans.	<u>25</u>	<u>25</u>
Project Understanding & Approach	25	CIB: Growth/facilities. ORPA: Rec needs/service levels.	<u>25</u>	<u>25</u>
Project Team & Capacity	20	Staff availability and ability to complete in time.	<u>20</u>	<u>20</u>
Community Engagement	15	Public meetings, surveys, workshops.	<u>15</u>	<u>15</u>
Technical Tools & Deliverables	10	GIS, maps, spreadsheets, ordinances.	<u>10</u>	<u>10</u>
Overall Fit & Responsiveness	5	Suitability for Apple Valley; responsiveness in interview.	<u>5</u>	<u>5</u>
			<u>100</u>	<u>100</u>

Annie Spendlove

3. Interview Summary Score Sheet (Committee)

After all firms are interviewed, use this sheet to record scores and calculate averages.

Firm Information (to be completed by hand):

Firm Name: _____

Primary Contact: _____

Phone/Email: _____

Interview Date & Time: _____

Project(s): ☐ CIB ☐ ORPA ☐ Both

Firm	Committee Member	CIB Score	ORPA Score
Firm ____	Member Michael Farrar	____	____
Firm ____	Member Kevin Sair	____	____
Firm <u>Sun Rise</u> <u>DTA</u>	Member Annie Spendlove	<u>100</u> <u>20</u>	<u>100</u> <u>20</u>
Firm ____	Member Scott Taylor	____	____
Firm ____	Member Richard Palmer	____	____

Rankings

CIB Final Ranking:

1. Sun Rise
2. DTA
3. _____

ORPA Final Ranking:

1. Sun Rise
2. DTA
3. _____

Cover Sheet – Firms Interviewed

Use this table to record all firms that submitted SOQs and track interview details. All firms that apply and are deemed responsive will be interviewed. Negotiations will take place with the highest-ranked firm after interviews are complete.

Firm Name	Submitted SOQ (Y/N)	Responsive (Y/N)	Interview Date	Projects (CIB / ORPA / <u>Both</u>)
SUNRISE ENGINEERING	<u>Y</u>	<u>Y</u>	<u>9/17/25</u>	_____
<u>DTA</u>	<u>Y</u>	<u>N</u>	<u>—</u>	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Scott + Taylor.

1. SOQ Evaluation Matrix – Written Submittals

Score each SOQ on qualifications only. Do not include costs.

Category	Weight	Criteria	SUNRISE ENGINEERING	DTA
			Score	
Firm Experience & Qualifications	40	Experience with IFFPs, municipal services, recreation planning.	<u>40</u>	10
Project Understanding & Approach	30	Clear approach and understanding of Apple Valley's needs.	<u>30</u>	5
Capacity & Availability	20	Availability of key staff; ability to finish within grant periods.	<u>20</u>	5
References & Past Performance	10	Strong references and record of success.	<u>10</u> <u>100</u>	<u>0</u> <u>20</u>

Scott Taylor.

2. Interview Scoring Sheet (Individual)

All responsive firms will be interviewed. Fill in this form for each firm.

Firm Information (to be completed by hand):

Firm Name: SUNRISE ENGINEERING

Primary Contact: NATE WALLENTINE

Phone/Email: 435-215-1955

Interview Date & Time: 9/17/25 6:20pm

Project(s): ☐ CIB ☐ ORPA ☐ Both

Category	Weight	Criteria	CIB Score	ORPA Score	
Firm Experience & Qualifications	25	CIB: Municipal IFFPs. ORPA: Parks & recreation plans.	—	—	25
Project Understanding & Approach	25	CIB: Growth/facilities. ORPA: Rec needs/service levels.	—	—	25
Project Team & Capacity	20	Staff availability and ability to complete in time.	—	—	20
Community Engagement	15	Public meetings, surveys, workshops.	—	—	15
Technical Tools & Deliverables	10	GIS, maps, spreadsheets, ordinances.	—	—	10
Overall Fit & Responsiveness	5	Suitability for Apple Valley; responsiveness in interview.	—	—	5
					<hr/> 100

2. Interview Scoring Sheet (Individual)

All responsive firms will be interviewed. Fill in this form for each firm.

Firm Information (to be completed by hand):

Firm Name: DTA

Primary Contact: KUDA WEXWETE

Phone/Email: —

Interview Date & Time: N/A

Project(s): ☐ CIB ☐ ORPA ☐ Both

Category	Weight	Criteria	CIB Score	ORPA Score	
Firm Experience & Qualifications	25	CIB: Municipal IFPPs. ORPA: Parks & recreation plans.	—	—	10
Project Understanding & Approach	25	CIB: Growth/facilities. ORPA: Rec needs/service levels.	—	—	5
Project Team & Capacity	20	Staff availability and ability to complete in time.	—	—	5
Community Engagement	15	Public meetings, surveys, workshops.	—	—	0
Technical Tools & Deliverables	10	GIS, maps, spreadsheets, ordinances.	—	—	0
Overall Fit & Responsiveness	5	Suitability for Apple Valley; responsiveness in interview.	—	—	0
					<u>20</u>

Scott Taylor.

3. Interview Summary Score Sheet (Committee)

After all firms are interviewed, use this sheet to record scores and calculate averages.

Firm Information (to be completed by hand):

Firm Name: _____

Primary Contact: _____

Phone/Email: _____

Interview Date & Time: _____

Project(s): ☐ CIB ☐ ORPA ☐ Both

Firm	Committee Member	CIB Score	ORPA Score
Firm ____	Member Michael Farrar	____	____
Firm ____	Member Kevin Sair	____	____
Firm ____	Member Annie Spendlove	____	____
Firm <u>SUNRISE ENGINEERING</u>	Member Scott Taylor	____	____ 100
Firm ____	Member Richard Palmer	____	____

Rankings

CIB Final Ranking:

1. _____
2. _____
3. _____

#1 - SUNRISE ENGINEERING

ORPA Final Ranking:

1. _____
2. _____
3. _____

#2 - DTA

1. SOQ Evaluation Matrix – Written Submittals

Score each SOQ on qualifications only. Do not include costs.

Category	Weight	Criteria	Score	
Firm Experience & Qualifications	40	Experience with IFFPs, municipal services, recreation planning.	35	30
Project Understanding & Approach	30	Clear approach and understanding of Apple Valley's needs.	30	20
Capacity & Availability	20	Availability of key staff; ability to finish within grant periods.	20	10
References & Past Performance	10	Strong references and record of success.	10	8

95

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2. Interview Scoring Sheet (Individual)

All responsive firms will be interviewed. Fill in this form for each firm.

Firm Information (to be completed by hand):

Firm Name: Sea RISE

Primary Contact: NAT

Phone/Email: _____

Interview Date & Time: 9-17-25 6:00 PM

Project(s): ☐ CIB ☐ ORPA ☐ Both

Category	Weight	Criteria	CIB Score	ORPA Score
Firm Experience & Qualifications	25	CIB: Municipal IFPPs. ORPA: Parks & recreation plans.	<u>20</u>	—
Project Understanding & Approach	25	CIB: Growth/facilities. ORPA: Rec needs/service levels.	<u>25</u>	—
Project Team & Capacity	20	Staff availability and ability to complete in time.	<u>20</u>	—
Community Engagement	15	Public meetings, surveys, workshops.	<u>15</u>	—
Technical Tools & Deliverables	10	GIS, maps, spreadsheets, ordinances.	<u>10</u>	—
Overall Fit & Responsiveness	5	Suitability for Apple Valley; responsiveness in interview.	<u>5</u>	—

2. Interview Scoring Sheet (Individual)

All responsive firms will be interviewed. Fill in this form for each firm.

Firm Information (to be completed by hand):

Firm Name: SUNRISE

Primary Contact: MAT

Phone/Email: _____

Interview Date & Time: 9-17-25

Project(s): ☐ CIB ☐ ORPA ☐ Both

Category	Weight	Criteria	CIB Score	ORPA Score
Firm Experience & Qualifications	25	CIB: Municipal IFFPs. ORPA: Parks & recreation plans.	<u>25</u>	<u> </u>
Project Understanding & Approach	25	CIB: Growth/facilities. ORPA: Rec needs/service levels.	<u>25</u>	<u> </u>
Project Team & Capacity	20	Staff availability and ability to complete in time.	<u>15</u>	<u> </u>
Community Engagement	15	Public meetings, surveys, workshops.	<u>15</u>	<u> </u>
Technical Tools & Deliverables	10	GIS, maps, spreadsheets, ordinances.	<u>10</u>	<u> </u>
Overall Fit & Responsiveness	5	Suitability for Apple Valley; responsiveness in interview.	<u>5</u>	<u> </u>

3. Interview Summary Score Sheet (Committee)

After all firms are interviewed, use this sheet to record scores and calculate averages.

Firm Information (to be completed by hand):

Firm Name: SUNRISE

Primary Contact: WAT

Phone/Email: _____

Interview Date & Time: 9-17-2025

Project(s): ☐ CIB ☐ ORPA ☐ Both

Firm	Committee Member	CIB Score	ORPA Score
Firm ____	Member Michael Farrar	____	____
Firm <u>SUNRISE</u>	Member Kevin Sair	<u>95</u>	____
Firm ____	Member Annie Spendlove	____	____
Firm ____	Member Scott Taylor	____	____
Firm ____	Member Richard Palmer	____	____

Rankings

CIB Final Ranking:

1. _____
2. _____
3. _____

ORPA Final Ranking:

1. ~~_____~~
2. ~~_____~~
3. ~~_____~~

1. SOQ Evaluation Matrix – Written Submittals

Score each SOQ on qualifications only. Do not include costs.

Category	Weight	Criteria	Score	
Firm Experience & Qualifications	40	Experience with IFFPs, municipal services, recreation planning.	<u>35</u>	<u>20</u>
Project Understanding & Approach	30	Clear approach and understanding of Apple Valley's needs.	<u>30</u> 30	<u>25</u>
Capacity & Availability	20	Availability of key staff; ability to finish within grant periods.	<u>20</u>	<u>15</u>
References & Past Performance	10	Strong references and record of success.	<u>10</u>	<u>10</u>
			95	

2. Interview Scoring Sheet (Individual)

All responsive firms will be interviewed. Fill in this form for each firm.

Firm Information (to be completed by hand):

Firm Name: _____

Primary Contact: _____

Phone/Email: _____

Interview Date & Time: _____

Project(s): ☐ CIB ☐ ORPA ☐ Both

Category	Weight	Criteria	CIB Score	ORPA Score		
Firm Experience & Qualifications	25	CIB: Municipal IFFPs. ORPA: Parks & recreation plans.	<u>25</u>	<u>25</u>	<u>20</u>	<u>20</u>
Project Understanding & Approach	25	CIB: Growth/facilities. ORPA: Rec needs/service levels.	<u>25</u>	<u>25</u>	<u>20</u>	<u>20</u>
Project Team & Capacity	20	Staff availability and ability to complete in time.	<u>20</u>	<u>20</u>	<u>15</u>	<u>15</u>
Community Engagement	15	Public meetings, surveys, workshops.	<u>15</u>	<u>15</u>	<u>10</u>	<u>10</u>
Technical Tools & Deliverables	10	GIS, maps, spreadsheets, ordinances.	<u>10</u>	<u>10</u>	<u>5</u>	<u>5</u>
Overall Fit & Responsiveness	5	Suitability for Apple Valley; responsiveness in interview.	<u>5</u>	<u>5</u>	<u>3</u>	<u>3</u>

2. Interview Scoring Sheet (Individual)

All responsive firms will be interviewed. Fill in this form for each firm.

Firm Information (to be completed by hand):

Firm Name: Richard Palmer

Primary Contact: _____

Phone/Email: _____

Interview Date & Time: _____

Project(s): ☐ CIB ☐ ORPA ☐ Both

Category	Weight	Criteria	<u>Sunrise</u> CIB Score	ORPA Score		
Firm Experience & Qualifications	25	CIB: Municipal IFFPs. ORPA: Parks & recreation plans.	<u>25</u>	<u>25</u>	<u>5</u>	<u>5</u>
Project Understanding & Approach	25	CIB: Growth/facilities. ORPA: Rec needs/service levels.	<u>25</u>	<u>25</u>	<u>10</u>	<u>10</u>
Project Team & Capacity	20	Staff availability and ability to complete in time.	<u>20</u>	<u>20</u>	<u>10</u>	<u>10</u>
Community Engagement	15	Public meetings, surveys, workshops.	<u>15</u>	<u>15</u>	<u>10</u>	<u>10</u>
Technical Tools & Deliverables	10	GIS, maps, spreadsheets, ordinances.	<u>10</u>	<u>10</u>	<u>5</u>	<u>5</u>
Overall Fit & Responsiveness	5	Suitability for Apple Valley; responsiveness in interview.	<u>5</u>	<u>5</u>	<u>3</u>	<u>3</u>