



February 4, 2020

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, CFCM, CPPO, C.P.M. Manager, Procurement Division

Contact: Sara Flynn-Kramer, Manager, Capital Projects Division
(407) 836-0048

SUBJECT: Consultant Selection, Request for Proposals Y20-810-RC, Design
Services to Protect Various Orange County Emergency Shelters

RECOMMENDATION:

Selection of KMF Architects Inc. to provide Design Services to Protect Various Orange County Emergency Shelters, Request for Proposals Y20-810-RC. Request authorization for the Procurement Division to negotiate and execute the final contract, provided that it does not exceed the budget of \$181,500.

The proposals were evaluated by the Procurement Committee on January 29, 2020. Commissioner Victoria P. Siplin was assigned to the Procurement Committee.

PURPOSE:

The purpose of this contract is to select a firm to provide Design Services to protect various Orange County Emergency Shelters. These projects are located in Districts 1, 4, 5, and 6.

DISCUSSION:

The project consists of design services for a just in time generator connection, including a hurricane resistant protective enclosure for a generator; appropriately sized automatic transfer switching devices; new electrical panels and miscellaneous hookup incidentals; and design and retrofit Magic gyms with exterior envelope protection assemblies, systems, or products to resist windloads and large missile debris impact consistent with ASCE 7 and the Florida Building Code 2017—Building (sixth edition), and if needed, preventative maintenance and repairs for existing window and door protection. Magic gyms included in the project are as follows:

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- South Econ Rec Gym, 3850 S. Econlockhatchee Trail Orlando 32829
- West Orange Rec Gym, 309 S. West Crown Point Rd. Winter Garden 34787
- Silver Star Rec Gym, 2801 N. Apopka-Vineland Rd. Orlando 32818
- Meadow Woods Rec Gym, 1751 Rhode Island Woods Circle Orlando 32824
- Goldenrod Rec Gym, 4863 N. Goldenrod Rd. Winter Park 32792

In addition, the Consultant will provide, a written assessment of roof systems for the Bithlo Community Center from a Florida Licensed Structural Engineer to certify roof and loadpath systems meet or exceed windload requirements of American Society of Civil Engineers' Minimum Design Loads for Buildings and Other Structures standard 7 (ASCE 7), Risk Category IV for the year of construction.

The Consultant will perform the following services:

1. Project Program Development
2. Project Data/Information Gathering
3. Design Development
4. Bidding Services
5. Construction Contract Documents
6. Technical Support Services
7. Contract Administration

Orange County received state grants to design and construct these generator connections and to upgrade the aforementioned facilities so that they can be emergency shelters.

One proposal was received in response to the Request for Proposals (RFP). To ensure an open and competitive bid process, the RFP was posted on the Orange County website. Queries from staff to the other potential proposers who declined to compete on this project resulted in the following findings:

Cabral Engineering Inc. Attended the pre-proposal conference and was interested in the solicitation. He reached out to a few of the larger firms in an attempt to partner and sub contract some of the services, however none of the firms responded to his outreach.

SGM Engineering Inc. Declined to propose because the solicitation required a Professional Architect to serve as the prime. They further stated they are unable to meet this requirement.

The Procurement Committee evaluated the proposals in accordance with the criteria set forth in the RFP. Consensus scores from the Procurement Committee are attached.



Interoffice Memorandum

January 28, 2020

To: Rochelle Chambers, Contracting Agent
Procurement Division

FROM: Sheena Ferguson, Manager
Business Development Division **A.A.**

SUBJ: **RFP# Y20-810- RC, Design Services To Protect Various Orange
County Emergency Shelters**

Orange County is receiving federal funding through the Federal Emergency Management Agency for the services solicited in the Request for Proposal. Accordingly, Orange County's M/WBE ordinance and program do not apply to this solicitation.

Orange County shall participate in the federal requirements 2 CFR 200.321 (or 45 C. F. R. 75.330 for Health and Human Services funds) to ensure small and minority-owned firms, women-owned business enterprises, and labor surplus area firms have been afforded subcontracting opportunities.

The Business Development Division evaluated the one proposal to denote whether an executed and notarized "Affidavit of Compliance Requirements" form submitted with the proposal complied with the federal requirements. KMF Architects provided the executed and notarized federal compliance forms.