



Interoffice Memorandum

January 24, 2020

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

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

CONTACT: Glenn Kramer, Manager, Utilities Fiscal and Operational Support Division

SUBJECT: Selection of Contractor, Request for Proposals, Y20-142-AV, Financial Consulting Services for Orange County Utilities Department

RECOMMENDATION:

Selection of one firm and two ranked alternates to provide Financial Consulting Services for Orange County Utilities Department, Request for Proposals, Y20-142-AV, from the following firms listed alphabetically:

- Raftelis Financial Consultants, Inc.
- Stantec Consulting Services Inc.
- Willdan Financial Services

Further request authority for the Procurement Division to negotiate and execute a three-year contract within a budget of \$541,000 and authorization to renew the contract for two additional one-year terms.

Proposals were evaluated by the Procurement Committee on January 22, 2020. Commissioner Victoria P. Siplin was assigned to the Procurement Committee.

PURPOSE:

Services will be provided for cost of service studies, rate design studies, capital charge studies, and financial reporting for bond financing for the Utilities Department.

APPROVALS:

The Utilities Department and Business Development Division concur with this recommendation.

REMARKS:

Three proposals were received in response to this Request for Proposals. Stantec Consulting Services, Inc. is the current provider for these services and has performed satisfactorily.

The Procurement Committee's consensus scores are attached.

RFP# Y20-142-AV Financial Consulting Services for Orange County Utilities

	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		TECHNICAL APPROACH		LOCATION		FEE PROPOSAL		M/WBE UTILIZATION		DISPL. WORKER	SDV PRIME	SDV SUBS	TOTAL
	20		20		20		10		20		10		5	5	10	
WEIGHT:																
POINT STRUCTURE: 1= Poor 4= Above Avg. 2= Below Avg. 5= Excellent 3= Average	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	BONUS POINTS	BONUS POINTS	BONUS POINTS	
FIRM NAME:																
Stantec Consulting Services Inc.	5.00	100.00	5.00	100.00	5.00	100.00	1.00	10.00	3.70	74.03	2.50	25.00	-	-	-	409.03
Raftelis Financial Consultants, Inc.	4.00	80.00	4.00	80.00	3.00	60.00	5.00	50.00	3.54	70.88	2.50	25.00	-	-	-	365.88
Willdan Financial Services	3.00	60.00	2.00	40.00	2.00	40.00	5.00	50.00	5.00	100.00	2.50	25.00	-	-	-	315.00



INTEROFFICE MEMORANDUM

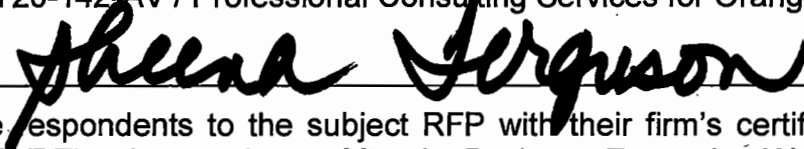
January 3, 2020

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y20-142-AV / Professional Consulting Services for Orange County Utilities

APPROVED:  _____

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

1. Raftelis Financial Consultants, Inc.
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
None			

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 18%
 Total WBE Workforce: 23%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*None		

*The Schedule of Sub-Contracting – SDV Participation Form was not submitted with the proposal

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0
 *Displaced Worker(s) Proposed: 0
***Displaced Worker(s) Bonus Points: 0**
 *The Displaced Worker Form was not submitted with the proposal
Total Bonus Points: 0
(Includes SDV & Displaced workers)

2. Stantec Consulting Services Inc.
 MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Barnes, Ferland and Associates, Inc.	AFAM	8%	Engineering Assistance

Total M/WBE Participation Proposed: 0%
 M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 20%
 Total WBE Workforce: 23%
 Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*None		

*The Schedule of Sub-Contracting – SDV Participation Form was not submitted with the proposal

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0
 *Displaced Worker(s) Proposed: 0
***Displaced Worker(s) Bonus Points: 0**
 *The Displaced Worker Form was not submitted with the proposal
Total Bonus Points: 0
(Includes SDV & Displaced workers)

3. Willdan Financial Services
 MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*None			

*The sub consultant, MSW consultants is not an Orange County certified minority vendor

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 41%
Total WBE Workforce: 25%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*None		

*The Schedule of Sub-Contracting – SDV Participation Form was not submitted with the proposal

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Displaced Worker(s) Proposed: 0
***Displaced Worker(s) Bonus Points: 0**

*The Displaced Worker Form was not submitted with the proposal

Total Bonus Points: 0
(Includes SDV & Displaced workers)