



November 20, 2020

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

CM

Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Sara Flynn-Kramer, Manager, Capital Projects Division
407-836-0050

SUBJECT: Consultant Selection, Request for Proposals Y20-837-FH, Countywide Space Study

RECOMMENDATION

Selection of C.T. Hsu + Associates, P.A. to provide Countywide Space Study, Request for Proposals Y20-837-FH. Further, request the Board to authorize the Procurement Division to negotiate and award a contract provided that it does not exceed the budget of \$500,000.

This item was evaluated by the Procurement Committee on November 18, 2020. Commissioner Maribel Gomez Cordero was assigned to the Procurement Committee.

PURPOSE

The purpose of this contract is to select a firm to provide a Countywide Space Study to create a feasibility study in order to design new facilities of approximately 80,000-150,000 square feet, depending on plan(s) chosen. This project is located Countywide.

DISCUSSION

Orange County Administrative Services Department is soliciting a feasibility study from qualified architectural and planning consultants specializing in space needs analysis, feasibility studies, and programming to develop a comprehensive plan to reduce dependency on lease space to perform county functions in County-owned facilities.

The Consultant will perform the following services:

1. Conduct a needs assessment for all County agencies
2. Develop a recommended strategy to provide adequate space for agencies/departments considering current and future staffing levels and supporting equipment
3. Consultant should look at the current assets of the County (owned and leased) and compare these to what is needed and where it is needed

Consultant Selection, Request for Proposals Y20-837-FH, Countywide Space Study

4. Consultant shall make recommendations on the effect of COVID-19 on the work force, with the use of work from home and social distancing

One proposal was received in response to this Request for Proposals. To ensure an open and competitive solicitation process, the Request for Proposals was posted on the Orange County website. A query from staff to potential sources that declined to compete on this project resulted in the following findings:

- MSW Consultants: Responded that this project fell outside their area of expertise.
- MRI Architects: Responded that they were unaware of the solicitation posting due to staff changes.
- DeLoaches: Responded that they were unaware of the solicitation posting due to staff changes.
- Carol Wick Consulting: Responded that they were unaware of the solicitation posting due to staff changes.
- Montgomery Consulting Group, Inc.: Responded that they were not asked to participate by any prime, as they would not typically "prime" this project since they do not have the prime experience for the subject services.
- KMF Architects: Responded that they were unable to meet the key personnel qualifications.
- Dignitas Technologies did not respond to our inquiry.
- Eco Preserve did not respond to our inquiry.
- Project Start Management did not respond to our inquiry.
- MSE Group did not respond to our inquiry.
- JHT Inc. did not respond to our inquiry.
- Global 1 Networks, LLC did not respond to our inquiry.
- Diriga Technologies did not respond to our inquiry.
- Hampton and Hartwig LLC did not respond to our inquiry.
- Adacel Technologies did not respond to our inquiry.
-

The scores of the Procurement Committee are attached.

Procurement Committee Meeting - November 18, 2020 @ 3 PM
Y20-837-FH Countywide Space Study

CRITERIA	Project Manager	Project Team	Scope	VOW	Location	M/WBE	Displaced Workers (B)	SDV (B)	Total Weighted Points
Weighted Value	25	15	30	5	10	15	5	15	120
Similar Projects Requested	5	(B) Indicates Bonus Points (Maximums Bonus Points Above)							
C.T. HSU+Associates, P.A.	100.00	45.00	120.00	0.00	50.00	37.50	0.00	10.00	362.50
<i>Roan Waterbury</i>	4.00	3.00	4.00	0.00	5.00	50%	0.00	10.00	
<i>Sara Flynn-Kramer</i>	4.00	3.00	4.00	0.00	5.00	50%	0.00	10.00	
<i>Alex Feinman</i>	4.00	3.00	4.00	0.00	5.00	50%	0.00	10.00	
<i>Sheena Ferguson</i>	4.00	3.00	4.00	0.00	5.00	50%	0.00	10.00	
<i>Consensus or Average</i>	4.00	3.00	4.00	0.00	5.00	50%	0.00	10.00	



INTEROFFICE MEMORANDUM

November 13, 2020

TO: Fabio Henao, Contracting Agent
Procurement Division

FROM: Sheena Jackson, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y20-837/Countywide Space Study

APPROVED: Sheena Jackson

The M/WBE participation goal for this RFP is 27% and the M/WBE Employment Workforce goal is 24%. Listed below are respondents to the subject RFP with their sub-consultants and M/WBE participation score on a one (1) to five (5) scale:

1. C.T. Hsu + Associates, P.A., Minority Prime

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
ecoPreserve WBE	WF	1%	Sustainability and Resiliency Planning

Total M/WBE Participation Proposed: 1%

M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 42.86%

Total WBE Workforce: 14.29%

Minority Workforce and Women Workforce Weighted Score: 37.5

Total M/WBE Participation Weighted Score: 37.5

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
Roger A. Repstein	2	Building Conditions Assessment

Blue Cord Design & Construction LLC dba Blue Cord Professional Services	2	Cost Estimating/Scheduling
Drummond Carpenter, PLLC	2	Civil Engineering/Site Assessment
Alliance Design & Construction, Inc.	2	Master Planning Support
Gator Engineering & Aquifer Restoration, Inc. (GEAR)	2	Geotechnical/Environmental Assessment

Registered SDV(s) Proposed: 5
SDV Bonus Points: 10

Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 10
(Includes SDV & Dislocated Workers)