



**Interoffice Memorandum**

June 15, 2020

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

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

**CONTACT:** Julie Naditz, P.E, Manager, Highway Construction Division  
(407) 836-7949

**SUBJECT:** Consultant Selection, Request for Proposals Y20-816-CH, Project Management, Construction Engineering and Inspection (CEI) Services for Kirkman Road Extension Project

**RECOMMENDATION:**

Selection of CDM Smith, Inc. to provide Project Management, Construction Engineering and Inspection (CEI) Services for Kirkman Road Extension Project, Request for Proposals Y20-816-CH. Further, request the Board authorize negotiation and execution of a contract by the Procurement Division provided that the contract does not exceed the budget of \$900,000.

The Procurement Committee evaluated the proposals on June 10, 2020. Commissioner Emily Bonilla was assigned to the Procurement Committee.

**PURPOSE:**

The Consultant shall assist the County by providing project management and CEI services for the Kirkman Road extension project. The project is located in District 6.

The services to be performed include, but are not limited to:

- Pre-construction services include plan review, public information services, and establishment of document control systems and payment procedures.
- Project management and CEI services include reviewing and approving of material submittals, progress and utility coordination meetings, oversight of document controls, development of systems for avoidance and resolution of claims/disputes, and public information services.
- Inspection services consist of the observation and documentation of the Contractor's work and compiling reports and diaries as needed to track production and activities.
- Post-construction services include reviewing punch lists, management of project closeout requirements, monitoring closure of environmental resource permits and other permits as applicable, and issuance of final certifications.

Request for Proposals Y20-816-CH, Project Management, Construction Engineering and Inspection (CEI) Services for Kirkman Road Extension Project

- Contract administration services include audit of pay applications, document control, tracking of eligible and non-eligible costs for reimbursements, and maintenance of project cost reports.

**DISCUSSION:**

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

GAI Consultants, Inc: Declined to propose due to high workload and future business opportunities.

Tierra, Inc: Declined to propose due to high workload and future business opportunities.

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



**INTEROFFICE MEMORANDUM**

June 8, 2020

**TO:** Carol Hewitt, Contracting Agent  
Procurement Division

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

**SUBJECT:** Business Development Division M/WBE Proposal Evaluation for RFP Y20-816-CH/ Project Management, Construction Engineering and Inspection (CEI) Services for Kirkman Road Extension Project

**APPROVED:** Sheena Ferguson

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 Workforce goals:

**1. CDM Smith Inc**  
Majority Prime

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
3 G Engineering & Consulting Services, Inc	MBE- AFAM	4.5%	Inspection Support
Civil/Site Engineering, Inc	WBE-WF	4.5%	Inspection Support
Mehta & Associates, Inc	MBE- AM(Is)	4.5%	Inspection Support
PI Consulting Services, LLC	M/WBE- AF(Is)	4.5%	Inspection Construction Administration Support
JBS Engineering Technical Services, Inc	M/WBE- AF (Pac)	4.5%	Inspection Construction Administration Support
Adaptive Consulting Engineers, LLC	M/WBE- AF (Pac)	4.5%	Inspection Construction Administration Support

Total M/WBE Participation Proposed: 27%  
M/WBE Sub consultant participation Weighted Score: **37.5**

Total M/WBE Workforce: 20%  
Total WBE Workforce: 31%  
Minority Workforce and Women Workforce Weighted Score: **37.5**

**Total M/WBE Participation Weighted Score: 75**

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
PES, LLC	2	Survey Support

Registered SDV(s) Proposed: 2

**SDV Bonus Points: 2**

Dislocated Worker(s) Proposed: 0

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

**Total Bonus Points: 2**  
(Includes SDV & Dislocated Workers)