




Interoffice Memorandum

SEE MINUTES
FOR MOTION

BCC Mtg. Date: November 1, 2016

October 13, 2016

To: Mayor Teresa Jacobs and the Board of County Commissioners

From: Carrie Woodell, Manager, Procurement Division 

Contact: Marc Cannata, Manager, Orange County Convention Center Capital Planning and Building Systems Division
407-685-5953

Subject: Selection of Consultant, RFP Y16-812-MM Orange County Convention Center Arc Flash Analysis & Development of Electrical Safety Program Per National Fire Protection Association (NFPA 70E)

RECOMMENDATION

Selection of one firm and a ranked alternate to provide Orange County Convention Center Arc Flash Analysis & Development of Electrical Safety Program Per National Fire Protection Association (NFPA 70E), Request for Proposals Y16-812-MM, from the following firms listed alphabetically:

RTM Engineering Consultants, LLC
SGM Engineering, Inc.

Further recommend the Board authorize negotiation and execution of the final contract by the Procurement Division within a budget of \$400,000. Proposals were evaluated by the Procurement Committee on October 12, 2016. Commissioner Nelson was assigned to the Procurement Committee.

PURPOSE

To select a consultant to provide services for the Orange County Convention Center Arc Flash Analysis & Development of Electrical Safety Program Per National Fire Protection Association (NFPA 70E). The project is located in District 6.

DISCUSSION

The consultant will provide services to establish a comprehensive electrical safety program in accordance with the most current NFPA 70E and Standard for Electrical Safety in the Workplace, Institute of Electrical and Electronics Engineers, National Electric Code, National Safety Council and Occupational Safety and Health Administration standards at the Orange County Convention Center. The consultant will be responsible for outlining electrical hazards and risks for the OCCC campus. They will implement electrical safety & risk mitigation in conjunction with creating custom Standard Operating Procedures for routine electrical operations where applicable hazards and risks exist.

The consultant will create a comprehensive, stand-alone training manual and training program and implement through this program. The performance time for this contract extends from the initial Notice to Proceed for five years so that the required NFPA 70E Five Year Arc Flash re-assessment is included.

The tasks included in this scope of services can be generally grouped into the following six phases:

- Phase 1: Preliminary Assessment and Recommended Project Plan Report
- Phase 2: Comprehensive Electrical Hazard & Risk Assessment Report
- Phase 3: Corrective Action Recommendation Plan Report
- Phase 4: Corrective Action Implementation and Related Implementation
- Phase 5: Post Corrective Action Review and Final Safety Certifications
- Phase 6: First Five Year Review, Document Updates and Certifications

Five proposals were received in response to the solicitation. The following firms scored too low for Board consideration: AVO Training Institute, Inc., Lewellyn Technology and Schneider Electric, Inc., USA

Consensus scores of the Procurement Committee are attached.

| RFP#:Y16-812-MM | PROJECT | | PROJECT | | PROJECT | | M/WBE | | LOCATION | | VOLUME | | SCOPE | | Veterans | | Displaced Workers | | TOTAL |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------|------------------------------------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-------------------|----------------|-------|
| ORANGE COUNTY CONVENTION CENTER ARC FLASH ANALYSIS & DEVELOPMENT OF ELECTRICAL SAFETY PROGRAM PER NATIONAL FIRE PROTECTION ASSOCIATION (NFPA 70E) | PROJECT MANAGER (factor 1.666) | | PROJECT ENGINEER (factor 1.666) | | TEAM | | | | | | | | | | | | | | |
| WEIGHT | 10 | | 15 | | 15 | | 15 | | 10 | | 15 | | 20 | | 2 | | 1 | | |
| | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | |
| RTM Engineering Consultants, LLC | 3.0 | 50.0 | 3.0 | 75.0 | 4.2 | 63.0 | 4.0 | 60.0 | 5.0 | 50.0 | 4.0 | 60.0 | 5.0 | 100.0 | 2.0 | 4.0 | 1.0 | 1.0 | 463.0 |
| SGM Engineering, Inc. | 3.0 | 50.0 | 3.0 | 75.0 | 3.6 | 54.0 | 5.0 | 75.0 | 5.0 | 50.0 | 4.0 | 60.0 | 3.2 | 64.0 | 1.0 | 2.0 | 0.0 | 0.0 | 430.0 |



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

September 27, 2016

TO: Marsha Mussori, Senior Contract Administrator, Procurement Division
FROM: Angela Brown, Senior Contract Administrator, Business Development
SUBJ: Y16-812-MM / Orange County Convention Center Arc Flash Analysis and Development of Electrical Safety Program Per National Fire Protection Association

APPROVED: _____
Sheena Ferguson, BDD Manager

Listed below are respondents to the subject RFP with their sub-consultants and M/WBE participation score on a 1 – 5 scale (RFP GOALS: M/WBE-27% & EEO-24%):

| | Projected % | Sub-Consultant Role |
|----------------------------------------------------------------------------------------------------|----------------|---------------------|
| 1. AVO TRAINING INSTITUTE, INC. Majority Prime | | |
| <u>M/WBE Subconsultants:</u> | | |
| Proposer has not indicated the utilization of Orange County Certified M/WBEs on Form B nor Form M. | | |
| Total M/WBE Participation: | 0% | |
| EEO Staff: | 55% | |
| Points: | 3 | |
| <u>BONUS POINTS:</u> | | |
| No Welfare Recipient(s) Proposed | | |
| No Registered Service Disabled Veteran(s) Proposed | | |
| Total Bonus Points: | 0 | |

S:\800 PS Project Specific\FY 16\Y16-812-MM, MWBE EVAL – ORANGE COUNTY CONVENTION CENTER ARC FLASH ANALYSIS & DEVELOPMENT OF ELECTRICAL SAFETY PROGRAM (NFPA 70E) NATIONAL FIRE PROTECTION ASSOCIATION.doc

Sheena Ferguson

2. LEWELLYN TECHNOLOGY
Majority Prime

M/WBE Subconsultants:

Proposer has not indicated the utilization of Orange County Certified M/WBEs on Form B nor Form M.

Total M/WBE Participation: 0%
EEO Staff: 12%

Points: 1

BONUS POINTS:

No Welfare Recipient(s) Proposed

No Registered Service Disabled Veteran(s) Proposed

Total Bonus Points: 0

3. RTM ENGINEERING CONSULTANTS, LLC
Majority Prime

M/WBE Subconsultants:

| | | |
|-----------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------|
| Power Engineering Group, Inc. (Asian Islander Male) | 20% | Electrical Safety Consultant, Field Verification and electrical safety during site visits, phase 1 and 2 |
|-----------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------|

| | | |
|-------------------------------|----|-----------------------------------|
| Global-5, Inc. (White Female) | 7% | Safety Training Document Creation |
|-------------------------------|----|-----------------------------------|

Total M/WBE Participation: 27%
EEO Staff: 45%

Points: 4

BONUS POINTS:

No Welfare Recipient(s) Proposed 1

Registered Service Disabled Veteran(s) Proposed:

| | | |
|--------------------------------------|---|--------------------------------------|
| Blue Cord Design & Construction, LLC | 1 | Scheduling & Constructability Review |
|--------------------------------------|---|--------------------------------------|

| | | |
|---------------------|---|-----------------------------------------|
| IT Consortium, Inc. | 1 | Database Software & Website Development |
|---------------------|---|-----------------------------------------|

| | | |
|----------------------------|----------|--|
| Total Bonus Points: | 5 | |
|----------------------------|----------|--|

**4. SCHNEIDER ELECTRIC INC., USA
Majority Prime**

M/WBE Subconsultants:

Proposer has not indicated the utilization of Orange County Certified M/WBEs on Form B nor Form M.

| | |
|-----------------------------------|------------|
| Total M/WBE Participation: | 0% |
| EEO Staff: | 35% |

| | |
|----------------|----------|
| Points: | 3 |
|----------------|----------|

BONUS POINTS:

No Welfare Recipient(s) Proposed

Registered Service Disabled Veteran(s)
Proposed:

| | |
|--------------------------------------|------------|
| *Valor Construction Management, Inc. | Contractor |
|--------------------------------------|------------|

***This firm is not registered with Orange County as a Served Disabled Veteran. Therefore, no bonus points will be given for this firm's utilization.**

| | |
|----------------------------|----------|
| Total Bonus Points: | 0 |
|----------------------------|----------|

**5. SGM ENGINEERING, INC.
Minority Prime (Asian Pacific Male)**

M/WBE Subconsultants:

| | | |
|-------------------------------|-----|-----------------------|
| Comelco, Inc. (Hispanic Male) | 27% | Electrical Contractor |
|-------------------------------|-----|-----------------------|

| | |
|-----------------------------------|------------|
| Total M/WBE Participation: | 27% |
| EEO Staff: | 50% |

| | |
|----------------|----------|
| Points: | 5 |
|----------------|----------|

BONUS POINTS:

No Welfare Recipient(s) Proposed

**Registered Service Disabled Veteran(s)
Proposed:**

| | | |
|--------------------------------|----------|--------------|
| Alliance Design & Construction | 1 | Architecture |
| Total Bonus Points: | 2 | |