



Interoffice Memorandum

February 27, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Sara Flynn-Kramer, Manager, Capital Projects Division
407-836-0048

SUBJECT: Selection of Consultant, RFP Y17-805-CC, Design Services for
Corrections Work Release Center HVAC System and Domestic
Water System Replacements

RECOMMENDATION

Selection of Atkins North America, Inc. to provide Design Services for Corrections Work Release Center HVAC System and Domestic Water System Replacements, Request for Proposals Y17-805-CC. Further recommend the Board authorize negotiation and execution of the final contract by the Procurement Division provided that it does not exceed the budget of \$200,000.

This item was evaluated by the Procurement Committee on January 18, 2017. Commissioner Victoria P. Siplin was assigned to the Procurement Committee.

PURPOSE

To negotiate a contract for design services for Corrections Work Release Center HVAC system and domestic water systems replacement. The project is located in District 3.

DISCUSSION

The project is for design services for Corrections Work Release Center HVAC system and domestic water systems replacement, which includes the three main campus buildings: office/classrooms, administration, and dormitories (male/female). The project will include the complete replacement of two existing utility systems in all three buildings, the replacement of the building automation system, and the domestic water system replacement to include piping and equipment.

The consultant will perform the following services:

1. Project Program Development
2. Schematic Design
3. Design Development
4. Construction Contract Documents
5. Technical Support Services
6. Contract Administration

One proposal was received in response to the solicitation. Queries from staff to those proposers who declined to compete on this project resulted in the following findings:

1. Matern Professional Engineering stated they did not pursue this project because they did not have the required similar project experience.
2. Hanson Professional Services, Inc. stated they did not have the similar projects required per the RFP to be able to submit a proper proposal.
3. SGM Engineering stated they could not meet the requirements of the RFP.
4. AED, Inc. did not respond.

The proposal submitted by Atkins North America, Inc. failed to receive a score for the proposed project manager because of the seven mandatory elements for Project Type A and the four mandatory elements for Project Type B. One mandatory element was missing in all five required similar projects submitted. Otherwise, the projects submitted would be similar in nature and demonstrate the expertise of the proposer. The fact that the proposed project manager scored a zero was not a requirement that would deem the proposal non-responsive. Therefore, based on the vendor's prior experience with Orange County, the Procurement Committee determined it was in the best interest of the County to move forward with the procurement.

During the solicitation period, proposers are encouraged to review the RFP requirements carefully and to submit questions within the allotted timeframe for clarifications or changes to the scope or to any of the requirements. This discussion includes questions or concerns about the similar project description or the timeframe for a similar project to be completed to qualify. For this proposal, a question was received and answered that related to a similar project requirement, and that request was considered and approved in the addendum.

This is a critical project, with parts of the current project dating back to 2008. As the plans for the work were finalized, the projects were put on hold due to an uncertainty about the long range plans for the building. An assessment determined that the building would continue to be utilized, and the current project was generated. This project combines HVAC work in addition to the chiller, controls, AHU's and water line replacements. These systems are over due for replacement and are a continuing maintenance issue for Facilities.

Consensus scores of the Procurement Committee are attached.

RFP#: Y17-805-CC	PROJECT		PROJECT		M/WBE		LOCATION		VOLUME		SCOPE		VETERANS		DISPLACED WORKERS		TOTAL
DESIGN SERVICES FOR CORRECTIONS WORK RELEASE CENTER HVAC SYSTEM AND DOMESTIC WATER SYSTEM REPLACEMENTS	PROJECT MANAGER		TEAM														
WEIGHT	25		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	
Atkins North America, Inc.	0.0	0.0	5.0	75.0	3	45.0	5	50.0	4	60.0	5.0	100.0	0	0.0	0	0.0	330.0



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 18, 2017

TO: Corie Cummings, Senior Contract Administrator, Procurement Division
FROM: Angela Brown, Senior Contract Administrator, Business Development
SUBJ: Y17-805- CC / Design Services for Corrections Work Release Center HVAC System and Domestic Water System Replacements
APPROVED: Sheena Ferguson
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. ATKINS NORTH AMERICA, INC. Majority Prime		
<u>M/WBE Subconsultants:</u>		
Proposer did not include the utilization of OC certified M/WBE firms on Form B nor Form M.		
Total M/WBE Participation:	0%	
EEO Staff:	49%	
Points:	3	
<u>BONUS POINTS:</u>		
No Welfare Recipient(s) Proposed		
No Registered Service Disabled Veteran(s) Proposed		
Total Bonus Points:	0	