



Interoffice Memorandum  
August 2, 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, Request for Proposals Y17-816-CC,  
Sheriff's Office Communications Center Assessment

### **RECOMMENDATION**

Selection of Architects Design Group to provide Sheriff's Office Communications Center Assessment, Request for Proposals Y17-816-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 \$250,000.

This item was evaluated by the Procurement Committee on July 26, 2017. Commissioner Victoria P. Siplin was assigned to the Procurement Committee.

### **PURPOSE**

To negotiate a contract for professional services for the Sheriff's Office Communications Center Assessment.

### **DISCUSSION**

The project encompasses a Sheriff's Office Communications Center Assessment. The assessment will identify the best possible location, building strategies and estimated design, permitting and construction costs for the construction of a new public safety communications center for Orange County that will accommodate a 911 center.

The Consultant will review and update information from the previous space needs assessment/programmatic design report. In addition, the consultant will assess the various site requirements, engage with potential partners, identify technology and building requirements and provide potential cost estimates (to include proposed budgets and identified costs for escalation due to delay in construction).

The consultant will perform the following services:

1. Project Data/Information Gathering
2. Cost Estimating
3. Technical Support Services

One proposal was received in response to the Request for Proposals. To ensure a competitive process, the Request for Proposals was posted on the Orange County Website. Queries from staff to those proposers who declined to compete on this project resulted in the following findings:

1. Borrelli + Partners stated they could not meet the similar project description.
2. MLM-Martin Architects, Inc. stated they could not meet the similar projects requirements.
3. Tags Engineering was unable to submit as a prime due to not having a Professional Architect on their team.
4. Rhodes and Brito Architects stated they could not fulfill all the required criteria for the Similar Projects requirements.
5. Architectural Design Collaborative stated they were unaware of the Request for Proposals.
6. C. T. Hsu did not respond.

The scope of this project is specialized and the requirements were intended to solicit proposers with the appropriate experience related to law enforcement and public safety facilities, without being too restrictive. 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. Any request for a clarification or question that is received will be carefully considered and will be clarified or answered in an addendum.

This is a critical project due to the aging existing infrastructure and lack of redundancy. It is important to get the assessment of the needs accomplished as soon as possible. This is the first step in developing the needed CIP for the new facility.

Consensus scores of the Procurement Committee are attached.

RFP#: Y17-816-CC	PROJECT		PROJECT		M/WBE		LOCATION		VOLUME		SCOPE		VETERANS		DISPLACED WORKERS		TOTAL
SHERIFF'S OFFICE COMMUNICATIONS CENTER ASSESSMENT	PROJECT MANAGER		TEAM														
WEIGHT	25		15		15		10		5		30		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	
Architects Design Group	4.0	100.0	3.4	51.0	3	45.0	5	50.0	4	20.0	5.0	150.0	1	2.0	0	0.0	418.0



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

July 24, 2017

TO: Corie Cummings, Senior Contract Administrator, Procurement Division  
FROM: <sup>A.B.</sup> Angela Brown, Senior Contract Administrator, Business Development  
SUBJ: Y17-816-CC / Sheriff's Office Communications Assessment

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. ARCHITECTS DESIGN GROUP, INC. Majority Prime		
<u>M/WBE Subconsultants:</u>		
SGM Engineering, Inc. (Asian Pacific Male)	2%	MEP/FP Engineering
AVCON, Inc. (Asian Pacific Male)	22%	Civil Engineering
Total M/WBE Participation:	24%	
EEO Staff:	62%	
Points:	3	
<u>BONUS POINTS:</u>		
Displaced Worker(s) Proposed		
Registered Service Disabled Veteran(s) Proposed:		
Alliance Design & Construction, Inc.	1	Cost Estimation
Total Bonus Points:	2	