



Interoffice Memorandum

July 17, 2019

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

FROM:  Carrie Mathes, Manager, Procurement Division

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

SUBJECT: Consultant Selection, Request for Proposals Y19-819-EB, Design Services Fire Rescue Emergency Operations Center (EOC) Renovation

**RECOMMENDATION**

Selection of one firm and an alternate to provide Design Services Fire Rescue Emergency Operations Center (EOC) Renovation, Request for Proposals Y19-819-EB, from the following firms listed alphabetically. Further request the Board authorize the Procurement Division to negotiate and execute the final contract provided that it does not exceed the budget of \$300,000.

Architects Design Group, Inc.  
KMF Architects

This item was evaluated by the Procurement Committee on July 17, 2019. Commissioner Victoria P. Siplin was assigned to the Procurement Committee. This project is located in District 5.

**PURPOSE**

The selected firm will provide professional services to design the renovation of the Emergency Operations Center (EOC).

**DISCUSSION**

The design services required under this contract will produce a functional redesign of the architectural and engineering layout of the EOC to include permits, bidding assistance, and construction administration services.

Two proposals were received in response to the Request for Proposals (RFP). The Procurement Committee evaluated the proposals in accordance with the criteria set forth in the RFP. The consensus scores from the Procurement Committee are attached.

RFP# Y19-819-EB

DESIGN SERVICES FIRE RESCUE EMERGENCY OPERATIONS CENTER (EOC) RENOVATIONS

WEIGHT:	PROJECT ARCHITECT		PROJECT TEAM		MWBE PARTICIPATION	LOCATION		VOLUME		SCOPE		VETERAN S	DISPL. WORKER	TOTAL
	25		15			10		5		30		2	1	
1= Poor Avg. 2= Below Avg. 3= Average 4= Above 5= Excellent	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	BONUS POINTS	BONUS POINTS	
FIRM NAME:														
KMF Architects	4.00	100.00	4.00	60.00	37.50	5.00	50.00	4.00	20.00	4.00	120.00	4.00		391.50
Architects Design Group, Inc.	4.00	100.00	3.00	45.00	75.00	5.00	50.00	4.00	20.00	3.00	90.00	2.00		382.00



**INTEROFFICE MEMORANDUM**

July 17, 2019

**TO:** Elia Batista, Senior Contract Administrator  
Procurement Division

**FROM:** Chayla German, Senior Contract Administrator  
Business Development Division

**SUBJECT:** Business Development Division M/WBE Proposal Evaluation

**PROJECT:** Y19-819-EB/ DESIGN SERVICES FIRE RESCUE EMERGENCY OPERATIONS CENTER (EOC) RENOVATION

**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. Architects Design Group, Inc.  
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
AVCON, INC.	MBE	0.5%	Civil Engineering
BASE Consultants, Inc.	WBE	4%	Structural Engineering Services
SGM Engineering, Inc.	MBE	23% <sup>✓</sup>	Mechanical, Electrical, Plumbing Engineering (MEP/FP)

**\*\*The Letter of Intent for SGM indicated 23% and Form B indicated 24%. The value listed on the Letter of Intent will supersede for RFP scoring evaluation.**

Total M/WBE Participation Proposed: 27.5 %  
M/WBE Sub consultant participation Weighted Score: 37.5

Total M/WBE Workforce: 24%  
Total WBE Workforce: 34%  
Minority Workforce and Women Workforce Weighted Score: 37.5  
Total M/WBE Participation Weighted Score: 75<sup>✓</sup>

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Projected %	SDV Sub-consultant Role
Alliance Design & Construction, Inc.	1%	Cost Estimator

Registered SDV(s) Proposed: 2  
**SDV Bonus Points: 2**

Displaced Worker(s) Proposed: 0  
**Displaced Worker(s) Bonus Points: 0**

**Total Bonus Points: 2**  
*(Includes SDV & Displaced workers)*

2. KMF Architects  
**MAJORITY PRIME**

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
BASE Consultants, Inc.	MWBE	7%	Structural Engineering
Carlsson Construction Estimators, Inc.	WBE	1%	Cost Estimating
SGM Engineering, Inc.	MBE	21%	Mechanical Engineering/Electrical Engineering

Total M/WBE Participation Proposed: 29%  
 M/WBE Sub consultant participation Weighted Score: 37.5%

Total M/WBE Workforce: 13%  
 Total WBE Workforce: 25%  
 Minority Workforce and Women Workforce Weighted Score: 0

**Total M/WBE Participation Weighted Score: 37.5**

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Projected %	SDV Sub-consultant Role
Construction Engineering Consulting Group, LLC	0.5%	Scheduling
Roger A Repstien	0.5%	Peer Review QA/AC

Registered SDV(s) Proposed: 2  
**SDV Bonus Points: 4**

Displaced Worker(s) Proposed: 0  
**Displaced Worker(s) Bonus Points: 0**

**Total Bonus Points: 4**  
*(Includes SDV & Displaced workers)*