




September 16, 2021

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,
Procurement Division

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

SUBJECT: Consultant Selection, RFP Y21-813-R2 Design Services for The
Public Works Administration Building Window Replacement

RECOMMENDATION:

Selection of one firm and an alternate to provide Design Services for the Public Works Administration Building Window Replacement, Request for Proposals Y21-813-R2 from the following firms listed alphabetically.

A/R/C Associates, Incorporated
KZF Design, LLC, d.b.a. KMF Architects

Request the Board authorize the Procurement Division to negotiate and award a contract provided that it does not exceed the budget of \$450,000. Further request authorization for the Procurement Division to formally terminate negotiations with the top ranked firm, if we are unable to come to a favorable negotiated agreement, and commence negotiations with the alternate.

This item was evaluated by the Procurement Committee on September 8, 2021. Commissioner Christine Moore was assigned to the Procurement Committee.

PURPOSE:

This contract will provide engineering design services for the Public Works Administration Building Window Replacement. This project is located in District 6.

DISCUSSION:

This project calls to resolve the moisture intrusion and heat gain in the Public Works Administration Building. This project will increase the energy efficiency of the building which includes the current code requirement of continuous insulation. Services under this contract include design services, permitting, and construction administration.

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Consultant Selection, RFP Y21-813-R2 Design Services for The Public Works
Administration Building Window Replacement

The Consultant will perform the following services:

1. Design Development
2. Construction Contract Documents
3. Permit Services
4. Contract Administration

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

Procurement Committee Meeting - September 8, 2021
Y21-813-R2, Design Services for the Public Works Administration Building Window Replacement

CRITERIA	Project Manager	Project Team	Scope	VOW	Location	M/WBE	Dislocated Workers (B)	SDV (B)	Total Weighted Points
Weighted Value	25	15	30	5	10	15	5	15	150
Similar Projects Requested	S	(B) Indicates Bonus Points (Maximums Bonus Points Above)							
KZF Design, LLC, d.b.a. KMF Architects	112.50	60.00	120.00	20.00	50.00	37.50	0.00	4.00	404.00
A/R/C Associates, Incorporated	100.00	30.00	67.50	25.00	50.00	37.50	0.00	0.00	310.00



INTEROFFICE MEMORANDUM

August 30, 2021

TO: Rolando Melo, Contracting Agent
Procurement Division

FROM: Sheena Jackson, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y21-813-R2 / Design Services for the Public Works Administration Building Window Replacement

APPROVED: _____

Sheena Jackson

The M/WBE participation goal for this RFP is 27% and the M/WBE Employment Workforce goal is 18% minority, 6% women. Listed below are respondents to the subject RFP with their sub-consultants and M/WBE participation.

1. A/R/C Associates, Incorporated
Majority Prime

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Base Consulting, Inc.	MWBE-AF (56)	17%	Structural Engineering
DAO Consultants	MWBE-AF(IS) (56)	10%	Civil Engineering

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

Total M/WBE Workforce: 11%
Total WBE Workforce: 11%
Minority Workforce and Women Workforce Weighted Score: 0

Total M/WBE Participation Weighted Score: 37.5

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
N/A		

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

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

Total Bonus Points: 0
(Includes SDV & Dislocated workers)

2. KZF Design LLC, d.b.a. KMF Architects
Majority Prime

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Bowen Engineering Corporation	MBE-HM (2)	12%	Structural Engineering
Coyle & Caron, Inc.	WBE- WF (6)	4%	Landscape Architecture
SGM Engineering, Inc.	MBE- AM (4)	6%	Mechanical Engineering, Electrical Engineering, & Plumbing
Tri3 Civil Engineering Design Studio	MWBE-AF (46)	3%	Civil Engineering

Total M/WBE Participation Proposed: 25%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 33%
Total WBE Workforce: 33%
Minority Workforce and Women Workforce Weighted Score: 37.5

Total M/WBE Participation Weighted Score: 37.5

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Projected	SDV Sub-consultant Role
Above Group, Inc.	1%	Peer Review QA/QC
Burns Construction Management, LLC	5%	Scheduling & Estimating

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

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

Total Bonus Points: 4
(Includes SDV & Dislocated workers)