

Board of County Commissioners

Agenda Request

Date of Meeting: June 21, 2016

Date Submitted: June 7, 2016

To: Honorable Chairperson and Members of the Board

From: Robert M. Presnell, County Administrator
Clyde Collins, Building Official

Subject: Approval of Architectural Firm for Design of New County
Extension Building

Statement of Issue:

This agenda item seeks Board approval to authorize staff to negotiate with the top ranked Architectural Firm for the design of the new County Extension Building/Ag Center.

Background:

The Board received funding over a three-year period from the Legislature to construct a new County Extension Building. The current Extension Building/Ag Center was built in 1951 to house Farm Services and the Cooperative Extension Service in Gadsden County and to promote livestock and crop marketing and production education. The building is no longer functional or cost effective to house current programs and staff. The office space and meeting room facilities are inadequate to accommodate the demands of the programs that are being offered by staff as well as the needs of the community. Funds that were allocated and additional resources provided by the County will be used to design and build a new Extension Building and Offices.

Analysis:

In order to move forward with the project, staff issued an RFP to seek qualified Architectural Firms to design the new facility.

Twelve Architectural/Engineering Consulting firms submitted proposals (Attachment 1) in response to the RFP. The firms were evaluated by a four-member evaluation committee appointed by the County Administrator. The evaluation committee evaluated and scored the firms based upon criteria that was pre-established in the RFP. All twelve proposals are available for review in the Management Services Department. Based on the criteria applied, the evaluation committee ranked Joel Sampson Architects, Inc. as the top ranked firm. The committee's cumulative evaluation and rating is attached. (Attachment 2). The committee recommends that the Board authorize staff to negotiate a contract with the top ranked firm.

Fiscal Impact:

The overall fiscal impact for architectural services cannot be determined until a contract is negotiated with the firm approved by the Board.

Options:

1. Approve the top ranked firm of Joel Sampson Architects, Inc. and authorize staff to negotiate a contract.
2. Authorize the Chairperson to execute the contract upon review by the County Attorney.
3. Do not approve the top ranked firm and authorize staff to negotiate with another firm.
4. Board direction.

County Administrator's Recommendation:

Option 1 & 2

Attachment:

1. Bid Tabulation Form
2. Committee's cumulative evaluation
3. RFP #16-12

BID TABULATION FORM

BID TITLE: Architectural Services BID NUMBER: 16-12 OPENING DATE: 4-29-2016 TIME OF OPENING: 11:00 a.m.	OPENED BY: Shelia Faircloth TABULATED BY: Shelia Faircloth VERIFIED BY: Arthur Lawson, Sr.
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BIDDER LIST		MET SPECS	NOTES
PDS Architecture Inc. 12800 University Drive Suite 402 Fort Myers, FL 33907			
Paul A. Donofro, Jr., AIA Architect 2910 Caledonia Street Marianna, FL 32446			
Joel Sampson Architect Inc. 212 N Adams Street Quincy, FL 32351			
BKJ, Inc. Architecture 1546 Metropolitan Blvd, Unit #4 Tallahassee, FL 32308			
EMO 1126 Thomasville Road Tallahassee, FL 32303-6272			
Fitzgerald Collaborative Group, LLC 1213 Miccosukee Road Tallahassee, FL 32308			
CRA Architects 2027 Thomasville Road Tallahassee, FL 32308			
MLD Architects 211 John Knox Road Tallahassee, FL			
Dod Stone Group 3011-1 Powell Road Tallahassee, FL 32308			

Architects/Lewis + Whitlock 206 W Virginia Street Tallahassee, FL 32301			
4M Design Group PA 322 Beard Street Tallahassee, FL 32303			
Barnett Fronczak Barlowe Architects 225 South Adams Street Tallahassee, FL 32301			

EVALUATION FORM

Evaluator #1

BID TITLE: Architectural Services RFQ No. 16-12 OPENING DATE: 4-29-2016 TIME OF OPENING: 11:00 a.m.	Evaluation Committee Members: Henry Grant, Roosevelt Morris, Clyde Collins, Shep Eubanks Date of Evaluation: May 24, 2016
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Evaluation by: Henry Grant

Evaluation Criteria	Points	Proposer Score											
		1	2	3	4	5	6	7	8	9	10	11	12
Specific experience in the design of public facilities	25	15	25	25	24	25	25	25	25	25	25	25	25
Managerial capabilities	25	12	20	22	20	20	21	20	20	20	20	20	20
Minimum of five (5) references	25	25	25	25	25	25	25	25	25	25	25	25	25
Awareness of Project Issues and Approach to the project	25	15	24	25	23	21	25	20	22	24	24	23	24
TOTAL	100	67	94	97	92	91	96	90	92	94	94	93	94

NOTE: The list below only identifies the proposers, it does not rank them.

Proposer No. 1: PDS Architecture Inc.

Proposer No. 7: CRA Architects

Proposer No. 2: Paul A Donofro, Jr. AIA Architect

Proposer No. 8: MLD Architects

Proposer No. 3: Joel Sampson Architect, Inc.

Proposer No. 9: Dod Stone Group

Proposer No. 4: BKJ, Inc. Architects

Proposer No. 10: Architects/Lewis + Whitlock

Proposer No. 5: EMO

Proposer No. 11: 4M Design Group PA

Proposer No. 6: Fitzgerald Collaborative Group, LLC

Proposer No. 12: Barnett Fronczak Barlow

EVALUATION FORM

Evaluator #2

BID TITLE: Architectural Services RFQ No. 16-12 OPENING DATE: 4-29-2016 TIME OF OPENING: 11:00 a.m.	Evaluation Committee Members: Henry Grant, Roosevelt Morris, Clyde Collins, Shep Eubanks Date of Evaluation: May 24, 2016
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Evaluation by: Roosevelt Morris

Evaluation Criteria	Points	Proposer Score											
		1	2	3	4	5	6	7	8	9	10	11	12
Specific experience in the design of public facilities	25	10	25	25	12	20	20	25	20	25	5	24	24
Managerial capabilities	25	20	25	24	15	20	15	23	10	25	25	23	23
Minimum of five (5) references	25	25	25	25	25	25	25	25	25	25	25	25	25
Awareness of Project Issues and Approach to the project	25	10	0	25	15	20	15	23	23	15	20	15	25
TOTAL	100	67	75	99	67	85	75	96	78	90	75	87	97

NOTE: The list below only identifies the proposers, it does not rank them.

Proposer No. 1: PDS Architecture Inc.

Proposer No. 2: Paul A Donofro, Jr. AIA Architect

Proposer No. 3: Joel Sampson Architect, Inc.

Proposer No. 4: BKJ, Inc. Architects

Proposer No. 5: EMO

Proposer No. 6: Fitzgerald Collaborative Group, LLC

Proposer No. 7: CRA Architects

Proposer No. 8: MLD Architects

Proposer No. 9: Dod Stone Group

Proposer No. 10: Architects/Lewis + Whitlock

Proposer No. 11: 4M Design Group PA

Proposer No. 12: Barnett Fronczak Barlow

EVALUATION FORM

Evaluator #3

BID TITLE: Architectural Services RFQ No. 16-12 OPENING DATE: 4-29-2016 TIME OF OPENING: 11:00 a.m.	Evaluation Committee Members: Henry Grant, Roosevelt Morris, Clyde Collins, Shep Eubanks Date of Evaluation: May 24, 2016
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Evaluation by: Clyde Collins

Evaluation Criteria	Points	Proposer Score											
		1	2	3	4	5	6	7	8	9	10	11	12
Specific experience in the design of public facilities	25	15	10	25	20	15	10	20	10	20	20	10	15
Managerial capabilities	25	18	15	20	15	20	15	15	10	15	20	15	20
Minimum of five (5) references	25	20	15	20	15	20	18	20	19	15	19	15	20
Awareness of Project Issues and Approach to the project	25	20	10	20	20	10	13	20	15	15	15	15	15
TOTAL	100	73	50	85	70	65	56	75	54	65	74	55	70

NOTE: The list below only identifies the proposers, it does not rank them.

Proposer No. 1: PDS Architecture Inc.

Proposer No. 7: CRA Architects

Proposer No. 2: Paul A Donofro, Jr. AIA Architect

Proposer No. 8: MLD Architects

Proposer No. 3: Joel Sampson Architect, Inc.

Proposer No. 9: Dod Stone Group

Proposer No. 4: BKJ, Inc. Architects

Proposer No. 10: Architects/Lewis + Whitlock

Proposer No. 5: EMO

Proposer No. 11: 4M Design Group PA

Proposer No. 6: Fitzgerald Collaborative Group, LLC

Proposer No. 12: Barnett Fronczak Barlow

EVALUATION FORM

Evaluator #4

BID TITLE: Architectural Services RFQ No. 16-12 OPENING DATE: 4-29-2016 TIME OF OPENING: 11:00 a.m.	Evaluation Committee Members: Henry Grant, Roosevelt Morris, Clyde Collins, Shep Eubanks Date of Evaluation: May 24, 2016
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Evaluation by: Shep Eubanks

Evaluation Criteria	Points	Proposer Score											
		1	2	3	4	5	6	7	8	9	10	11	12
Specific experience in the design of public facilities	25	18	23	24	22	23	23	23	22	22	24	24	24
Managerial capabilities	25	20	23	24	22	24	23	23	23	22	23	24	23
Minimum of five (5) references	25	18	25	25	25	25	25	25	25	25	25	24	25
Awareness of Project Issues and Approach to the project	25	18	23	25	21	22	20	23	22	20	23	23	20
TOTAL	100	74	94	98	90	94	91	94	92	89	95	95	92

NOTE: The list below only identifies the proposers, it does not rank them.

Proposer No. 1: PDS Architecture Inc.

Proposer No. 7: CRA Architects

Proposer No. 2: Paul A Donofro, Jr. AIA Architect

Proposer No. 8: MLD Architects

Proposer No. 3: Joel Sampson Architect, Inc.

Proposer No. 9: Dod Stone Group

Proposer No. 4: BKJ, Inc. Architects

Proposer No. 10: Architects/Lewis + Whitlock

Proposer No. 5: EMO

Proposer No. 11: 4M Design Group PA

Proposer No. 6: Fitzgerald Collaborative Group, LLC

Proposer No. 12: Barnett Fronczak Barlow

EVALUATION FORM

Cumulative

BID TITLE: Architectural Services RFQ No. 16-12 OPENING DATE: 4-29-2016 TIME OF OPENING: 11:00 a.m.	Evaluation Committee Members: Henry Grant, Roosevelt Morris, Clyde Collins, Shep Eubanks Date of Evaluation: May 24, 2016
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Evaluation Criteria	Points	Proposer Score											
		1	2	3	4	5	6	7	8	9	10	11	12
Specific experience in the design of public facilities	25	14.5	20.75	24.75	19.50	20.75	19.50	23.25	19.25	23	18.50	20.75	22
Managerial capabilities	25	17.50	20.75	22.50	18	21	18.50	20.25	15.75	20.50	22	20.50	21.50
Minimum of five (5) references	25	22	22.50	23.75	22.50	23.75	23.25	23.75	23.50	22.50	23.50	22.25	23.75
Awareness of Project Issues and Approach to the project	25	15.75	14.25	23.75	19.75	18.25	18.25	21.50	20.50	18.50	20.50	19	21
TOTAL	100	69.75	78.75	94.75	79.75	83.75	79.50	88.75	79	84.50	84.50	82.50	88.25

NOTE: The list below only identifies the proposers, it does not rank them.

Proposer No. 1: PDS Architecture Inc.

Proposer No. 2: Paul A Donofro, Jr. AIA Architect

Proposer No. 3: Joel Sampson Architect, Inc.

Proposer No. 4: BKJ, Inc. Architects

Proposer No. 5: EMO

Proposer No. 6: Fitzgerald Collaborative Group, LLC

Proposer No. 7: CRA Architects

Proposer No. 8: MLD Architects

Proposer No. 9: Dod Stone Group

Proposer No. 10: Architects/Lewis + Whitlock

Proposer No. 11: 4M Design Group PA

Proposer No. 12: Barnett Fronczak Barlow

Request for Proposal
RFP No. 16-12
Architectural Services

The Gadsden County Board of County Commissioners is seeking sealed proposals from qualified architects or architectural firms to furnish a complete design for a new multipurpose facility to be located at the existing William M. Inman Agricultural Center. Proposals will be received until 11:00 a.m., Friday, April 29, 2016 in the Management Services Department, 5-B E. Jefferson Street, Quincy, FL 32351 and opened thereafter in the County Administrator's Conference Room, 9-E. Jefferson Street, Quincy, FL 32351. Specifications may be obtained from the Management Services Department, at 5-B E. Jefferson Street, Quincy, FL or by dialing 850-875-8660. The RFP can be downloaded from our website at Gadsdengov.net. Questions concerning the specifications should be directed to Clyde Collins at 850-875-8665. Proposals will not be valid if not sealed in an envelope marked "SEALED PROPOSAL" and identified by the name of the architect or architectural firm, proposal number and time of opening. The Gadsden County Board of County Commissioners reserves the right to reject any one proposal or all proposals, any part of any proposal, to waive any informality in any proposal, and to award the project in the best interest of the County. Any person requiring a special accommodation because of a disability should contact the Management Services Department at least five (5) days prior to the proposal opening. EEO/AA.

Date issued: 4-14-2016

Project Background

Gadsden County is planning to construct a new facility that will house Gadsden County Extension offices and provide much needed space to accommodate our educational program offerings. The project is initially projected to be completed by June 2017.

The William Inman Agricultural Center (West Florida Agricultural Center) was dedicated October 19, 1951 to house Farm Services and the Cooperative Extension Service in Gadsden County and to promote livestock and crop marketing and production education. Since the initial construction of the facility, its use has evolved with the times. The building is constructed of cinder block and brick in cooled and heated areas, and wood frame with galvanized exterior in the arena with concrete bleachers. The building is really showing signs of wear and fatigue. Blocks and brick are slowly falling apart, and numerous water leaks that enter through the roof of both the office spaces and the arena are creating health and safety concerns. The building poses safety hazards; cracks in the brick façade are severe enough to be visible to visitors entering the building. Inside the building, water leak spots are visible on the ceiling.

The office space and meeting room facilities are inadequate to accommodate the demands of the programs that are being offered by staff as well as the needs of the community. The current space does not allow for privacy during confidential financial interviews with extension clients for one-on-one consultation services. Attendance at summer camps has had to be capped due to office and meeting space limitations. The facility is no longer adequate to accommodate staff and various community needs.

In general, the William Inman Agricultural Livestock Pavilion is not energy efficient; utility bills are frequently very high thus reducing financial resources from clientele programs. Many of the windows in the facility are broken or cracked. Being an older building, window replacement will be costly since the window type and frame are no longer manufactured.

The facilities are not adequate for providing the quality educational programs representative of Florida's Land Grant Universities' efforts to serve the people of Gadsden County. Therefore, the County is embarking on constructing a new facility to meet current demands and functionality.

SCOPE OF SERVICES

This request for proposals is seeking a qualified architect or architectural firm to furnish a complete design for a new multipurpose facility to be located at the existing William M. Inman Agricultural Center located at 2140 W Jefferson Street, Quincy, FL 32351. The new facility will generally be an office facility with farmer's market component. Adequate parking shall be included and a storm water management facility will be part of the work.

- a. The design shall include new meeting rooms, conference rooms, office space, storage, reception area and incidental supporting functions. Additionally the new facility will house an open air farmer's market area.
- b. The design shall meet all life safety requirements and all applicable codes, including but not limited to Florida Building Code, and Fire Prevention Code, ADA, and permitting requirements of Gadsden County.
- c. Design Team. Included services for the new facility may consist of, but shall not be limited to Architecture, Engineering (Civil, Structural, Mechanical, Electrical, Plumbing, Sprinkler Systems, Environmental, etc.), Space Planning, Interior Design, Construction Administration and Observation, Telecommunications, Structured Wiring, etc.
- d. The design Professional selected will provide, at a minimum, the following services:
 - Project Orientation and Program
 - Meet with County staff and Officials as needed to gain a detailed understanding of the project.
 - Review previously prepared building program information.
 - Prepare project schedule and project budget within the constraints of available funding.
 - Meet with staff to gather input and present design on behalf of Design Team.
 - Evaluate existing conditions and infrastructure for integration of new with existing infrastructure.
 - Phased services following program review – Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration.
 - Generate Schematic Design that satisfies the requirement of the program document, responding to those items still in need of closure for further development.
 - Generate Design Development Documents for County approval.
 - Generate Construction Documents.
 - Provide cost opinion update at required phases and recommend adjustments as appropriate.
 - Provide Civil Engineering, Structural, Mechanical, Electrical and Plumbing Engineering services.
 - Provide Interior Design services.

EVALUATION CRITERIA

Selection shall be made directly by RFP for this project as provided for in the Gadsden County Procurement Policy.

- a. Specific experience in the design of public facilities; 25 points.
- b. Managerial capabilities; 25 points.
 - Ability to manage several projects simultaneously. Include present and anticipated workload. Demonstrated systematic approach to quality assurance and interdisciplinary coordination methodologies through the various phases of design and construction administration. Demonstrated ability to meet timeframes on a consistent basis.
- c. A minimum of five references describing previous work, timelines and ability to meet budget and schedule. List client name, point of contact address and telephone number; 25 points.
- d. Awareness of Project Issues and Approach to the Project; 25 points

DRUG-FREE WORKPLACE CERTIFICATION

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business _____

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance program, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirement.

Company Name _____ Vendor's Signature _____

Must be executed and returned with attached bid at time of bid opening to be considered.

PUBLIC ENTITY CRIMES
(For Information Purposes Only)

Section 287.133, Florida Statutes, was revised by deleting the requirement for vendors to file a public entity crime statement. The following paragraph contains a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The bidder certifies by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department/agency.

Gadsden County
Board of County Commissioners
Management Services
P O Box 920
Quincy, FL 32353

NOTICE TO PROSPECTIVE BIDDERS

NO BID

If not submitting a bid at this time, please detach this sheet from the bid documents, complete the information requested, and return to the address listed above.

NO BID SUBMITTED FOR REASON(S) CHECKED AND/OR INDICATED:

- Our company does not handle this type of product/service.
 - We cannot meet the specifications nor provide an alternate equal product.
 - Our company is simply not interested in bidding at this time.
 - Due to prior commitments, I was unable to attend pre-proposal meeting.
 - Other; (Please specify) _____
-

We do we do not want to be retained on your mailing list for future bids for the type or product and/or service.

Signature: _____

Title: _____

Company: _____

SIGNATURE FORM

Name of Company

Mailing Address

City State Zip

Authorized Signature, Title

Name (Typed or Printed) Date

Phone Number (Including Area Code)

Fax Number (Including Area Code)

Website/Email Address

Date