

Board of County Commissioners

Workshop Agenda Request

Date of Meeting: April 21, 2009

Date Submitted: April 6, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Timothy Barden, Assistant County Administrator
Ray Gray, Director, Parks and Recreation Department

Subject: Request Board Approval of the Architectural and Engineering Services
Request for Qualifications and to Advertise for Quotes to Perform
Preliminary Site Work

Statement of Issue:

This agenda item requests Board approval of the architectural and engineering services request for qualifications and to advertise for quotes for preliminary site work.

Background:

The Community Center will be a 19,800 square foot facility that will house multi-use recreational activities for the entire community. The facility location and its design also allows for a possible expansion for a new Fire and EMS station with quarters to move from a make shift location to professionally designed facilities that will more efficiently serve the needs of an ever growing community.

On February 17, 2009 the Board at its regular meeting, approved Construction Management Services (At Risk) as the construction method for this project and directed staff to prepare Request for Qualifications (RFQ's) for the Architectural & Engineering Services and the Construction Management Professional Services. Attached is the agenda item which included detailed history and background on this project (Attachment #1).

Analysis:

Staff has gone to extraordinary efforts to gather information relative to the attached RFQ for Architectural and Engineering (A&E). Similar RFQ's have been issued by Gadsden County, City of Gainesville, Levy County and the City of Sopchoppy and consideration given in this development. Telephone interviews and information included in the attached RFQ's has also been run through other Architectural and Engineering (A&E) firms for accuracy and application. The County Attorney has also reviewed the document and approved as to form and legality.

Highlights of the Request for Qualifications

Scope of Work

This Request for Qualifications (RFQ) is to provide architectural and engineering service and other sub-consultant services required for the design and construction of the Wakulla County Community Center. The RFQ will be seeking a qualified architect and engineer to design a Leadership in Energy and Environmental Design (LEED) certified building with a Phase I consisting of a 19,800 sq. ft. facility and an option for a Phase II that would expand the facility to 23,400 sq. ft. as well as add a 17,400 sq. ft. Fire/EMS facility sharing use of a cooler system, common walls and extended roof structures. Phase II will be strictly contingent on future available funding. The following is a partial list of the services that are to be provided by the A&E firm chosen:

1. Site design and site permitting
2. Schematic, Design Development & Construction Documentation
3. Construction Administration including submittal reviews and approvals; construction document interpretation; all inspection for all phases; direct material and systems testing; progress meetings; review contractor pay requests and project closeout
4. Permitting
5. Budget & Schedule Control

The RFQ also outlines that the firm chosen will be required to engage the community during the design phase of this facility. In addition, this ensures that the design of this multi-use site will take into consideration the safety concerns of the residents that live in close proximity to this facility as well as the youth and adults that will utilize this facility. This includes the requirement of the A&E's attendance and participation at meetings with community groups, citizens, staff and the Board to allow for input so the design of this facility meets with the expectations of the community.

Evaluation

The Evaluation Committee will be made up of staff selected by the County Administrator. The committee will individually evaluate each proposal and then meet to discuss and then rank the top 5 firms. There will then be interviews conducted for the top 5 ranked firms. The committee will rank the proposals based on the following criteria:

<u>Criteria</u>	<u>Points</u>
Experience	35
Approach	35
Qualifications	20
References	5
Local Preference	5
Total:	100

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All meetings of the Evaluation Committee will be public and notices will be posted at the BOCC Administration Office, as well as the County's website, 72 hours prior to any meetings. When the Evaluation Committee completes the ranking of the top firms, these rankings will be brought back to the Board for consideration and approval.

Timeline

The entire RFQ is anticipated to take approximately 8 weeks from release of the RFQ on April 24, 2009 to approval of the top firm by the Board on June 16, 2009 to the anticipated work start date of July 1, 2009. The timeline for the RFQ is as follows:

Release of Request for Qualifications	April 24, 2009
Technical Questions due from prospective Respondents (written via fax or e-mail)	May 4, 2009
MANDATORY Pre-Proposal Conference	May 5, 2009
Responses to questions due from the BoCC	May 14, 2009
RESPONSES DUE AND OPENED.	May 21, 2009 at 2:00 p.m.
Evaluation Team Selection process	May 22, 2009 –June 3, 2009
Oral Presentations	June 4-5, 2009
Posting of Evaluation Team Rankings	June 9, 2009
Board Consideration of Intended Vendor Award	June 16, 2009
Anticipated beginning of work	July 1, 2009

Additionally, during staff's research, it was determined that several surveys must be completed as a portion of the pre-construction phase. The boundary survey, topographical survey and core samplings can be completed prior to selection of the AE and CM, and which collectively will not exceed \$5,000. These services will be procured in accordance with our existing purchasing policy.

Allowing these activities to be performed at this time will be beneficial if ARRA (American Recovery & Reinvestment) funds become available. This will expedite the project's progress, and enable the County to meet critical deadlines tied to funding eligibility. These pre-construction activities must be performed, and will not be duplicated by the AE and CM, should the Board decide to approve this action.

Staff is still in the arduous process of preparing the Request for Qualification for the Construction Manager At-Risk. This RFQ is anticipated to be completed and brought before the Board at a Board meeting in the very near future. The selection of the CM will be forthcoming shortly after approval of the RFQ. The CM will work with the architect to ensure that the building that is designed can be built within the budget set forth by the Board. Once the RFQs for both the A&E and the CM are evaluated, both teams will be engaged and the project is anticipated to move quickly from that point forward.

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Options:

1. Approve the RFQ for Architectural & Engineering Services for this project and approve for staff to bid out the boundary survey, topographical survey and core samplings, not to exceed \$5,000 and advertise for Quotes.
2. Do not approve the RFQ for Architectural & Engineering Services for this project and do not approve staff to bid out the boundary survey, topographical survey and core samplings, not to exceed \$5,000 and do not advertise for quotes.
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. February 17, 2009, Agenda Item
2. RFQ for Architectural & Engineering Services

BP:TB:RG:vad