

Board of County Commissioners

Agenda Request

Date of Meeting: June 16, 2009

Date Submitted: June 12, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Timothy Barden, Assistant County Administrator

Subject: This Agenda Item Requests Board Approval of the Construction Management (At Risk) RFP for the Wakulla County Community Center Project and Board Approval to Advertise the Request for Proposal

Statement of Issue:

This Agenda Item Requests Board Approval of the Construction Management (At Risk) RFP for the Wakulla County Community Center Project and Board Approval to Advertise for Proposals.

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 Request for Proposals (RFP) for the Construction Management (At Risk) Professional Services. Attached is the agenda item which included detailed history and background on this project (Attachment #1).

On April 24, 2009 the Architectural & Engineering RFQ was advertised. Bids Closed on May 21, 2009 and a total of 13 responses were received. Of the 13 responses received, one was received after the deadline and a second was missing required documents, leaving us with a total of 11 responses for evaluation. An Evaluation Committee was established consisting of Doug Jones, Brent Pell, Tim Barden, Lindsay Stevens, Debbie DuBose and Ray Gray as an alternate. On June 5, 2009 the Evaluation Committee submitted their ratings and 7 firms have been chosen for Oral Presentations on June 15 and 16. It is anticipated that the top 3 ranked firms will be presented to the Board in the form of an Agenda Item on July 21, 2009. Upon approval, a contract will be executed and a Commence Work Order approved on August 1, 2009.

Analysis:

Staff has gone to extraordinary efforts to gather information relative to the attached RFP. Similar RFP's have been issued by Gadsden County, City of Gainesville, Levy County and Leon County and consideration given in this development. As acknowledged in the February 17, 2009 Board meeting, we will utilize the Construction Management (At Risk) construction method. The pre-construction phase is where we establish the planning, design and cost analysis of the desired facility is established. Staff would also like to recommend that with a successful pre-construction phase at the 60% planning and design we allow the pre-construction CM the first opportunity to negotiate a "turn key" completed project at a Guaranteed Maximum Price. Staff would like to proceed with the competitive bid process and with the timeline as indicated in the attached RFP and request the County Administrator to appoint a selection committee to serve for this RFP.

Highlights of the Request for Proposal

Scope of Services

This Request for Proposal (RFP) is to provide comprehensive construction management activities and oversee sub-consultant services required for the construction of the Wakulla County Community Center. The RFP will be seeking a qualified construction manager to coordinate construction activities to include pre-project consultation, project scheduling, project oversight, project inspections and quality control.

The project site will be located on 3.7 acres off Trice Lane in Wakulla County, with an adjacent county owned property of 5 acres. The site location has ready access to all major roads and is surrounded by most of our major residential communities and the site will serve multiple expanded uses

Phase I: Design development, and construction of this project, should not exceed \$2.8 million and will include the following items for major consideration. The overall footprint will include roughly 19,800 sq. ft. of heated and cooled space. A multi-purpose area/gymnasium that will have roughly 100 X 90 sq. ft. dedicated to open space and high ceilings to encourage a variety of sports (basketball, volleyball, gymnastics, etc.) This area should include the greatest consideration for expansion on Phase 2. The remaining 10,800 sq. ft. should include restroom/locker room facilities; potential workout and weight room capabilities; kitchen area with dual service to class rooms and the gymnasium area; multiple meeting rooms with retractable (example: smart track) a common entry area for security and staffing considerations.

Phase 2: Should funding be available, this phase will include an additional \$3 million for a maximum price not to exceed \$5.8 million. This design, development and construction would see an expanded Community Center with additional heated and cooled area of 3,600 sq. ft. with a 17,400 sq. ft. Fire/EMS facility sharing use of a cooler system, common walls and expanded roof system. The Fire/EMS facility should include roughly 3,500 sq. ft. of living area; 3,500 sq. ft. of office and sensitive equipment storage and 5 dual access bays.

The qualifying Construction Management service should understand the following should be considered throughout "each phase of this project";

- Leadership in Energy and Environmental Design (LEED) standards by the U. S. Green Building Council is a goal of the Board, depending on cost. The CM shall include consideration of this objective throughout the pre-construction phase and shall incorporate LEED and other environmental best management practices, if deemed cost effective and appropriate, in the execution of the construction and management of the jobsite.
- Means and Methods to procure local labor force participation in all phases of the project.
- Consideration will be based on qualifications and designs that will not exceed the GMP.

A not-to-exceed percentage fee for overhead and profit will be negotiated and established upon award of contract. This fee will be effective for the life of the contract. The CM will be provided a detailed description of the Project scope (plans and specifications when applicable) and asked to provide a Guaranteed Maximum Price (GMP) cost proposal for completing the work to the Board of County Commissioners or Board of County Commissioner’s Designee.

Selection Process

The following evaluation criteria and rating schedule will be used to determine the most Highly qualified firm(s).

<u>Evaluation Criteria</u>	<u>Maximum Points Possible</u>
Qualifying background and experience of firm and personnel, including similar public and government projects	35
Capacity to perform as evidenced by the firm size and current workload	30
Past Performance and Service and provide deliverables in the required format	20
Oral Presentations/Reference Checks	10
Local Preference	5
TOTAL POSSIBLE POINTS:	100

Timeline

Release of Request for Proposal	June 19, 2009
Technical Questions due from prospective Respondents (written via fax or e-mail)	June 30, 2009
MANDATORY Pre-Proposal Conference	July 7, 2009
Responses to questions due from the BoCC	July 8, 2009
RESPONSES DUE AND OPENED.	July 9, 2009 at 2:00 p.m. (EST)
Evaluation Team Selection process	July 10, 2009 – July 24, 2009

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Oral Presentations	July 30 – July 31, 2009*
Posting of Evaluation Team Rankings	August 4, 2009
Board Consideration of Intended Vendor Award	August 4, 2009
Anticipated beginning of work	August 31, 2009

Options:

1. Approve the RFP for Construction Management (At Risk) Professional Services for this project and advertise for Proposals.
2. Do not approve the RFP for Construction Management (At Risk) Professional Services for this project and do not advertise for Proposals.
3. Board Direction.

Recommendation:

Option #1 Staff recommends Board approval of the RFP Construction Management (At Risk) Professional Services for this project and advertise for Proposals.

Attachments:

1. February 17, 2009, Agenda Item
2. RFP for Construction Management Professional Services

BP:TB