

# Board of County Commissioners

## Agenda Request

Date of Meeting: June 16, 2009

Date Submitted: June 15, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Timothy Barden, Assistant County Administrator  
Deborah DuBose, HR and Purchasing Coordinator

Subject: Request Board Approval of Evaluation Team's Ranking of Proposals for Architectural & Engineering Services for the Community Center RFQ, Approve County Administrator to Negotiate, and Authorize the Chairman to Execute an Agreement for Services with the Top Ranked Firm

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### **Statement of Issue:**

This agenda item requests Board approval of Evaluation Team's ranking of proposals for Architectural & Engineering Services for the Community Center Request for Qualifications (RFQ), approve the County Administrator to negotiate, and authorize the Chairman to execute an Agreement for Services with the top ranked firm.

### **Background:**

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.

On April 21, 2009 the Board at its regular meeting, approved the RFQ and to advertise for quotes to perform preliminary site work.

On June 1, 2009 RFQ's were received and opened. There were 13 RFQ's received; 1 was not received by the specified time and 1 did not contain the required documents, leaving 11 firms.

The Evaluation Team (Tim Barden, Lindsay Stevens, Doug Jones, Debbie DuBose and Brent Pell) submitted their rankings. Of the 11 RFQ's received, the following 7 were scheduled for Oral Presentations:

1. EMO Architects, Inc.
2. DAG Architects, Inc.
3. Barnett Fronczak Barlowe Architects
4. Lewis & Whitlock, P.A.
5. Hammond Design Group LLC
6. CRA Architects
7. JRA Architects

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On June 15-16, 2009 Oral Presentations were heard by the Evaluation Team and the top 3 firms were determined (Attachment #1).

**Analysis:**

With the selection of a firm for negotiations and with approval of the Board for advertising for RFP's for the Construction Management (At Risk) portion of this project, it is important to move forward to have the A & E component in the design phase as soon as possible.

In addition to approving the Evaluation Team's ranking of proposals and selecting the firm, this agenda item requests Board approval for the County Administrator, or his designee, to negotiate an agreeable contract and authorize the Chairman to execute the Agreement for Architectural & Engineering services with the top ranked firm.

**Options:**

1. Approve the Evaluation Team's Rating of Proposals for the Architectural & Engineering RFQ, Approve the County Administrator to negotiate, and authorize the Chairman to execute an Agreement for Services with the top ranked firm.
2. Do not approve the Evaluation Team's Rating of Proposals for the Architectural & Engineering RFQ, do not approve the County Administrator to negotiate, and do not authorize the Chairman to execute an Agreement for Services with the top ranked firm.
3. Board direction.

**Recommendation:**

Option #1

**Attachment(s):**

1. Final Rating Matrix for Top Three Respondents.