12. Approval to Issue Request for Proposals for "Construction Manager At-Risk" Services for Phase 2A Renovations to the Leon County Courthouse and Leon County Courthouse Annex
(Management Services/Facilities Management – Alan Rosenzweig/Kim Dressel/Tom Brantley)
The Board approved Option #1: Authorize the issuance of the Request for Proposals for "Construction Manager At-Risk" services for Phase 2A renovations at the Leon County Courthouse and the Leon County Courthouse Annex.

13. Authorization to Negotiate Agreements with Johnson Peterson Architects, Inc., Barnett Fronczak Barlowe Architects, and EMO Architects, Inc. for Architectural and Interior Design Services on a Continuing Supply Basis
(Management Services/Facilities Management – Alan Rosenzweig/Kim Dressel/Tom Brantley)
The Board approved Option #1: Authorize staff to negotiate agreements with Johnson Peterson Architects, Inc., Barnett Fronczak Barlowe Architects and EMO Architects, Inc. for Architectural and Interior Design Services on a continuing supply basis.

14. Approval of Agreement to Award Bid to M. Jordon Roofing for the Repairs to Leon County Leroy Collins Public Library Roof Gutter System
(Management Services/Facilities Management – Alan Rosenzweig/Kim Dressel/Tom Brantley)
The Board approved Option #1: Approve an Agreement with M. Jordon Roofing, in the amount of $83,813 for the repairs of the roof gutter system at the Leon County LeRoy Collins Public Library, and authorize Chairman to execute.

15. Approval to Renew the Tallahassee-Leon County Street Sweeping Agreement with the City of Tallahassee
(Public Works/Operations – Alan Rosenzweig/Tony Park/Dale Walker)
The Board approved Option #1: Approve the renewal of the Tallahassee-Leon County Street Sweeping Agreement, and authorize the County Administrator to send notification to the City Manager.

16. Approval of a Lease Agreement Between Leon County and the Leon County School Board for Use of School Property as County Parks
(Public Works/Parks & Recreation – Alan Rosenzweig/Tony Park/Pat Plocek)
The Board approved Option #1: Approve the Lease Agreement between Leon County and the Leon County School Board for the use of School Property as County Parks, and authorize the Chairman to execute.

17. Approval of Agreement Awarding Bid to Allen's Excavation, Inc. for the Construction of the Apalachee Parkway Facility Enhancement (Landscape) Project
(Public Works/Parks & Recreation – Alan Rosenzweig/Tony Park/Pat Plocek)
The Board approved Option #1: Approve the Agreement awarding the bid to Allen's Excavation, Inc. for $248,220 for the construction of the Apalachee Parkway Facility Enhancement, and authorize the Chairman to execute.

18. Acceptance of Report Regarding a Pedestrian/Bicycle Trail Connection from Lake Henrietta to Ridge Road
(Public Works/Parks & Recreation – Alan Rosenzweig/Tony Park/Pat Plocek)
ITEM #18 WAS REMOVED FROM THE AGENDA. THE AGENDA ITEM WILL BE BROUGHT BACK AT A FUTURE DATE.

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Board of County Commissioners
Agenda Request 13

Date of Meeting: February 26, 2008
Date Submitted: February 20, 2008

To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator
Alan Rosenzweig, Assistant County Administrator
Kim Dressel, Management Services Director
Subject: Approval to Negotiate Agreements with Johnson Peterson Architects, Inc., Barnett Fronczak Barlowe Architects and EMO Architects, Inc. for Architectural and Interior Design Services on a Continuing Supply Basis

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Statement of Issue:
This agenda item seeks Board approval to negotiate agreements with Johnson Peterson Architects, Inc., Barnett Fronczak Barlowe Architects and EMO Architects, Inc. for Architectural and Interior Design Services on a continuing supply basis.

Background:
An on-going function of the Division of Facilities Management is to provide for the timely renovation and construction of County office space and building areas. Many of these activities require the professional services of licensed architects for the proper planning and design of spacial elements, and for ensuring an adequate response to the various structural, mechanical, plumbing and electrical requirements that current building codes require.

Chapter 481, Florida Statutes (F.S.), sets forth the licensing and practice requirements for architecture and interior design. A statutory requirement is that a professionally licensed architect is mandatory when the value of a governmental project exceeds $25,000. However, Leon County employs two full-time professional architects, who may perform work that is in excess of this limit. Nevertheless, due to the particular nature of specific projects and the volume of work by the Division of Facilities Management staff, routine supplementation of architectural services is needed.

Facilities Management has previously made use of a "continuing-supply" list of A/E firms for the purpose of providing on-going architectural, mechanical, plumbing and electrical services, in addition to those services already provided by staff. This particular approach to the procurement of outside professional services is permitted pursuant to Section 287.055, F.S., otherwise known as the Consultant Competitive Negotiation Act (CCNA).

Analysis:
On October 23, 2007, the Board approved the issuance of a Request for Proposals (RFP) for continuing-supply architects. The architectural RFP was advertised locally and 530 vendors were notified through the automated procurement system. A total of 29 vendors requested the RFP package, which resulted in eight proposals (Attachment #1). After reviewing the architectural and design proposals received in response to the RFP, the selection committee has recommended the selection of three of these firms as continuing supply firms: 1) Johnson Peterson Architects, Inc. 2) Barnett Fronczak Barlowe Architects; and, 3) EMO Architects, Inc.

The final scorings developed by the Selection Committee are indicated in Table 1 (Attachment #2).

Table 1 Final Scores

Company	Score
Johnson Peterson Architects	81.2
Barnett Fronczak Barlowe Architects	77.8
EMO Architects	71.6
Rolando Guiterrez Architects	69.2
JRA Architects	69.0
Hammond Design Group	63.2
MLD Architects	61.0

Consistent with Board policy, the MWSBE Division placed an 18% Minority Business Enterprise (MBE), and 9% Women Business Enterprise (WBE) aspirational target for professional services in the bid instructions. Johnson Peterson Architects, Inc committed to meet the 18% MBE and 9% WBE aspirational target. EMO Architects Inc. & Barnett Fronczak Barlowe Architects committed to at least 20% participation towards MBE and WBE firms. The MWSBE analysis is attached (Attached #3)

The proposed term of all service agreements is two years initially, followed by two consecutive one-year extensions at the County's option (for a total of four years).

Options:

1. Authorize staff to negotiate agreements with Johnson Peterson Architects, Inc., Barnett Fronczak Barlowe Architects and EMO Architects, Inc. for
   Architectural and Interior Design Services on a continuing supply basis.
2. Do not authorize staff to negotiate agreements with Johnson Peterson Architects, Inc., Barnett Fronczak Barlowe Architects and EMO Architects, Inc. for
   Architectural and Interior Design Services on a continuing supply basis.
3. Board Direction.

Recommendation:

Option #1.

Attachments:

1. Bid Tabulation Sheet
2. Scoring Evaluation Sheet
3. MSWBE Analysis Statement

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LEON COUNTY PURCHASING DIVISION
RFP TABULATION SHEET

Bid Title: Request for Proposals for Architectural and Interior Design Services, Continuing Supply
Proposal Number: BC-11-29-07-04
Opening Date: Thursday, November 29, 2007 at 2:00 PM

Item/Vendor	Johnson Peterson	EMO Architects	Hammond Design	MLD Architects
Manual Signature	Yes	Yes	Yes	Yes
Original and 5 copies	Yes	Yes	Yes	Yes
MWBE Statement	Yes	Yes	Yes	Yes
EEO Statement	Yes	Yes	Yes	Yes
Insurance Certification Form	Yes	Yes	Yes	Yes
Certification Regarding Debarment	Yes	Yes	Yes	Yes
Immigration Affidavit	Yes	Yes	Yes	Yes
No Proposal Statement				

Tabulated By:

Joanne Jennings

Attachment # 4
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LEON COUNTY PURCHASING DIVISION
RFP TABULATION SHEET

Bid Title: Request for Proposals for Architectural and Interior Design Services, Continuing Supply
Proposal Number: BC-11-29-07-04
Opening Date: Thursday, November 29, 2007 at 2:00 PM

Item/Vendor	Barnett Troncoso	Rolando Gutierrez	MDG Studio	JRA Architects
Manual Signature	Yes	yes	yes	yes
Original and 5 copies	yes	yes	yes	yes
MWBE Statement	yes	yes	yes	yes
EEO Statement	yes	yes	yes	yes
Insurance Certification Form	yes	yes	yes	yes
Certification Regarding Debarment	yes	yes	yes	yes
Immigration Affidavit	yes	yes	yes	yes
No Proposal Statement				

Tabulated By:

Joanne Jennings

Attachment # 4
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Architectural & Interior Design Services Continuing Supply

EVALUATOR: _____

MEETING DATE: _____

Evaluation Criteria	POINTS	Barnett Fronczak	Rolando Guiterrez	MDG* Studio	JRA Architects	Johnson Peterson	EMO Architects	Hammond Design	MLD Architects
1. Past Performance Quality & Completeness of the design and services/studies; meeting budget and schedule, service attitude, professionalism	35	29.4	27.6		27.6	29.6	23.8	25.6	25.6
2. Qualifications of staff & consultants	35	27.6	26		25.4	26.4	27	23	20.4
3. Project Approach and Quality of Response to RFP	10	6.8	5.6		6.4	7.6	7.6	5	5.4
4. References	5	5	5		4.6	4.6	4.2	4.6	4.6
5. Minority Business Enterprise Participation	10	4	0		0	8	4	0	0
6. Local Preference	5	5	5		5	5	5	5	5
TOTAL POINTS	100	77.8	69.2		69	81.2	71.6	63.2	61

Note: * Non-responsive as per Purchasing

Attachment # 4
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MWBE Analysis of RFP/Bid Respondents

RFP/Bid #: BC-11-29-07-04

Title: RFP for Architectural and Interior Design Services, Continuing Supply

Professional Services Sub-Consultant Minority Business Enterprise % Target:	18.00%
Professional Services Sub-Consultant Women Business Enterprise % Target:	9.00%

The MWSBE Division reviewed participation plans for 8 firms, to determine the MBE and WBE participation levels on the point scale below. The Purchasing Director has determined that MDG Studio, Inc. bid is non-responsive. Johnson Peterson Architects, Inc. received 8 points, as they committed to meet the aspirational targets. EMO/Architects, Inc. received 4 points, as they committed to at least 20% participation towards MBE and WBE firms. Barnett Fronczak Barlowe Architects received 4 points, as they committed to at least 20% participation towards MBE and WBE firms. Rolando J. Gutierrez Architects, MLD Architects, Inc., and Hammond Design Group received 0 points, they committed to utilize one MBE firm, but did not list any certified WBE firms and submitted a good faith effort statement that the MWSBE Director does not accept. JRA Architects, Inc. received 0 points, as they submitted an incomplete MWBE participation plan that listed vendors that are not MBE and WBE certified. MDG Studio, Inc., received 0 points, as they did not commit to the utilization of any certified MBE and WBE firm(s), and did not submit the required good faith effort documentation.

The MBE & WBE Participation Level and points detailed in the Request for Proposals are as follows:

The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at 11% by certified MBE and WBE firms/individuals and will meet or exceed both of the aspirational targets and has identified in the proposal certified MBE and WBE firms that it intends to use	10 Points
The respondent certifies that they will meet or exceed both of the aspirational targets through subcontracting to certified MBE and WBE firm(s) and has identified in the proposal certified MBE and WBE firm(s) that it intends to use.	8 Points
The respondent certifies that they will meet at least 50% of both of the aspirational targets through subcontracting to certified MBE and WBE firm(s) and has identified in the proposal the MBE and WBE firm(s) that it intends to use.	6 Points
The respondent has MBE and WBE participation of at least 20% but less than 50% of both of the aspirational targets and has identified in the proposal the MBE and WBE firm(s) that it intends to use.	4 Points

1 Respondent: Johnson Peterson Architects, Inc.; Tallahassee, FL

	Detail MBE & WBE Companies (respondent & subcontractors, as applicable)	Goods and Services	*E/G	**Cert. By	M/WBE Participation as % of Total Base Bid
1	Spectra Engineering & Research, Inc.; Tallahassee, FL	Surveying, Civil Engineering	B	CT	
2	Moore Bass Consulting; Tallahassee, FL	Civil Engineering, Surveying	F	CT	
3	Main Street Design; Tallahassee, FL	Interior Design	F	CT	
	Total MBE & WBE Participation: 8 Points		Achieved MBE & WBE Target?		Yes

2 Respondent: EMO/Architects, Inc.; Tallahassee, FL

	Detail MBE & WBE Companies (respondent & subcontractors, as applicable)	Goods and Services	*E/G	**Cert. By	M/WBE Participation as % of Total Base Bid
1	Spectra Engineering & Research, Inc.; Tallahassee, FL	Surveying, Civil Engineering	B	CT	
2	Integrated Facility Systems, Tallahassee, FL	Interior Design	F	CT	
3	Note: Respondent did not commit to the 18% MBE and 9% WBE aspirational targets placed in this bid; therefore they did not achieve the MBE and WBE target.				
	Total MBE & WBE Participation: 4 Points		Achieved MBE & WBE Target?		No

3 Respondent: Rolando J. Gutierrez Architects; Tallahassee, FL

	Detail MBE & WBE Companies (respondent & subcontractors, as applicable)	Goods and Services	*E/G	**Cert. By	M/WBE Participation as % of Total Base Bid
1	Note: Respondent did not commit to the utilization of any certified MBE and WBE firm(s); but submitted a good faith effort statement that the MWSBE Director does not accept.				
	Total MBE & WBE Participation: 0 Points		Achieved MBE & WBE Target?		No

4	Respondent: JRA Architects, Inc.; Tallahassee, FL				
	Detail MBE & WBE Companies (respondent & subcontractors, as applicable)	Goods and Services	*E/G	**Cert. By	M/WBE Participation as % of Total Base Bid
1	Note: Respondent submitted an incomplete MWBE participation plan that listed vendors that are not MBE and WBE certified and they did not submit the required good faith effort documentation.				
	Total MBE & WBE Participation: 0 Points		Achieved MBE & WBE Target?		No
5	Respondent: MDG Studio, Inc.; Tallahassee, FL				
	Detail MBE & WBE Companies (respondent & subcontractors, as applicable)	Goods and Services	*E/G	**Cert. By	M/WBE Participation as % of Total Base Bid
1	Note: Respondent did not commit to the utilization of any certified MBE and WBE firm(s) and they did not submit the required good faith effort documentation; therefore the Purchasing Director has deemed their bid as non-responsive.				
	Total MBE & WBE Participation: 0 Points		Achieved MBE & WBE Target?		No
6	Respondent: Barnett Fronczak Barlowe Architects; Tallahassee, FL				
	Detail MBE & WBE Companies (respondent & subcontractors, as applicable)	Goods and Services	*E/G	**Cert. By	M/WBE Participation as % of Total Base Bid
1	Spectra Engineering & Research, Inc.; Tallahassee, FL	Surveying, Civil Engineering	B	CT	
2	Moore Bass Consulting; Tallahassee, FL	Civil Engineering, Surveying	F	CT	
	Total MBE & WBE Participation: 4 Points		Achieved MBE & WBE Target?		No
7	Respondent: MLD Architects, Inc.; Tallahassee, FL				
	Detail MBE & WBE Companies (respondent & subcontractors, as applicable)	Goods and Services	*E/G	**Cert. By	M/WBE Participation as % of Total Base Bid
1	Note: Respondent did not commit to the utilization of any certified MBE and WBE firm(s); but submitted a good faith effort statement that the MWSBE Director does not accept.				
	Total MBE & WBE Participation: 0 Points		Achieved MBE & WBE Target?		No
8	Respondent: Hammond Design Group; Tallahassee, FL				
	Detail MBE & WBE Companies (respondent & subcontractors, as applicable)	Goods and Services	*E/G	**Cert. By	M/WBE Participation as % of Total Base Bid
1	Affinity Design Group; Tallahassee, FL	Interior Design	B	CT	
1	Note: Respondent did not commit to the utilization of any certified WBE firms; but submitted a good faith effort statement that the MWSBE Director does not accept.				
	Total MBE & WBE Participation: 0 Points		Achieved MBE & WBE Target?		No

*E/G (Ethnic/Gender): A = Asian B = Black; H = Hispanic; N = Native American ; F = Female
**Certified By: LC = Leon County; CT = City of Tallahassee; LCSB = Leon County School Board