

MANATEE COUNTY GOVERNMENT SOURCE SELECTION

SUBJECT	Lincoln Park Recreation Complex – Parks A&E	DATE POSTED	October 20, 2009
PURCHASING REPRESENTATIVE	Frank Lambertson, 749-3042	DATE CONTRACT SHALL BE AWARDED	N/A
DEPARTMENT	Financial Management Dept./Purchasing Div.	CONSEQUENCES IF DEFERRED	N/A
SOURCE RECOMMENDATION	Ugarte & Associates	AUTHORIZED BY DATE	Rob Cuthbert October 20, 2009

ACTION DESIRED

Authorization to enter into negotiations with Ugarte & Associates, Palmetto, FL for the purpose of providing Parks Architectural/Engineering Consulting Services for the expansion of the Lincoln Park Recreation Complex.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Manatee County Code of Laws, Chapter 2-26 Manatee County Purchasing Ordinance, Section 2-26-40 and the Standards and Procedures approved by the County Administrator.

BACKGROUND/DISCUSSION

- Manatee County has the need to acquire Parks Architectural Engineering Consulting Services for the expansion of the Lincoln Park Recreation Complex to include Park Architectural/Engineering Consulting Services includes; design, permitting and construction phase administration. This project is funded by a Housing and Urban Development, Community Development Block Grant (CDBG). Federal and State guidelines for this procurement shall apply.
- 7/20/09 – 10/13/09 the appropriate proposal procedures were followed. The Request for Proposal (RFP) was broadcast via DemandStar to one thousand nine hundred two (1,902) Architectural and Engineering firms; one hundred eight (108) firms downloaded the RFP and ten (10) firms' submitted proposals.
- The RFP was advertized locally in the Bradenton Herald and TEMPO News, posted on the County's website and provided to the Manatee County Chamber of Commerce for release to members.
- Proposals were received from the following firms:

Bessolo Design Group, St. Petersburg, FL
 CPH, Sarasota, FL
 George Young, Inc., St. Petersburg, FL
 Hardeman-Kempton, Seffner, FL
 John Moody Associates, Bradenton, FL
 King Engineering, Sarasota, FL
 Ohlson Lavoie Collaborative, Orlando, FL
 Ugarte & Associates, Palmetto, FL
 Wade Trim, Tampa, FL
 Woodroffe Corp. Architects, Tampa, FL

SUMMARY	Recommend negotiations with Ugarte & Associates, Palmetto, FL		
ATTACHMENTS: (List in order as attached)	INSTRUCTIONS TO BOARD RECORDS:		
1. Approval Email Ed Hunzeker	N/A		
COST	To be negotiated	SOURCE (ACCT# & NAME)	Department to advise
COMMENTS	N/A	AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT)	N/A

- The Selection Committee consisted of:

Cindy Turner, Parks and Recreation Department (PRD)
 William O'Shea, Neighborhood Services Department (NSD)
 Howard Leyo, Property Management Department (PMD)
 Frank Lambertson, Financial Management Department (FMD)

- The Selection Committee convened 10/6/09 to discuss CDBG selection procedures (scoring and ranking); and on 10/13/09 to score and rank all firms to have the top ranked firm provide Parks Architectural & Engineering Consulting Services for the expansion of the Lincoln Park Recreation Complex.

The Selection Committee ranked the Architectural & Engineering firm's as follows:

<u>Firm</u>	<u>FMD</u>	<u>PMD</u>	<u>PRD</u>	<u>NSD</u>	<u>Total Pts.</u>	<u>Final Rank</u>
Bessolo Design Group	63	29	69	53	214	1
CPH	69	42	72	65	248	2
George Young, Inc.	65	48	81	60	254	3
Hardeman-Kempton	79	74	85	77	315	9
John Moody Associates	74	72	89	75	310	8
King Engineering	68	67	87	78	300	7
Ohlson Lavoie Collaborative	71	64	87	61	283	4
Ugarte & Associates	77	80	95	80	332	10**
Wade Trim	67	64	85	72	288	5
Woodroffe Corp. Architects	73	69	81	67	290	6

**High Ranked Firm

- Individual Selection Committee Members determined raw points for each proposer based on the evaluation factors listed in paragraph C.01 of the RFP. Only whole points will be assessed, and no more than the maximum raw points afforded to each evaluation factor.
- To balance any extremes in the assignment of raw points by any Individual Selection Committee Member, the sum of the raw points will be used to determine a score as follows: highest raw point score = 10 points, 2nd highest raw point score = 9 points, 3rd highest raw point score = 8 points, 4th highest raw point score = 7 points, and shall continue in similar progression for the number of proposers to be ranked.
- The sum of the scores from each Individual Selection Committee Member were totaled. The Selection Committee's ranking shall be from the highest total score to the lowest, based on the sum of these scores.



Fw: Selection for negotiations /Parks Architectural Engineering Consulting Services for the expansion of the Lincoln Park Recreation Complex
Rob Cuthbert to: Frank Lambertson

10/20/2009 12:15 PM

----- Forwarded by Rob Cuthbert/MCG on 10/20/2009 12:16 PM -----

From: Ed Hunzeker/MCG
To: Rob Cuthbert/MCG@MCG
Date: 10/20/2009 11:48 AM
Subject: Re: Selection for negotiations /Parks Architectural Engineering Consulting Services for the expansion of the Lincoln Park Recreation Complex

Yes
Ed Hunzeker
Rob Cuthbert

----- Original Message -----

From: Rob Cuthbert
Sent: 10/20/2009 10:52 AM EDT
To: Ed Hunzeker
Cc: Frank Lambertson; Melissa Assha
Subject: Re: Selection for negotiations /Parks Architectural Engineering Consulting Services for the expansion of the Lincoln Park Recreation Complex
Mr. Hunzeker,

May we proceed with these negotiations? Thank you. Rob Cuthbert

Rob Cuthbert Mr. Hunzeker, We are communicating the recom... 10/13/2009 04:33:33 PM

From: Rob Cuthbert/MCG
To: Ed Hunzeker/MCG@MCG
Cc: Melissa Assha/MCG@MCG, Frank Lambertson/MCG@MCG
Date: 10/13/2009 04:33 PM
Subject: Selection for negotiations /Parks Architectural Engineering Consulting Services for the expansion of the Lincoln Park Recreation Complex

Mr. Hunzeker,

We are communicating the recommended selection of Ugarte & Associates, Inc., Palmetto, Florida., for the purpose of providing professional services for the design work for the expansion of the Lincoln Park Recreation Complex . The funding grant mandated specific solicitation and evaluation methods, including a prescribed point system of evaluation to which staff has complied to all requirements.

Staff will proceed with the posting of the selection and beginning negotiations upon your confirmation.

Thank you. Rob Cuthbert

Manatee County has the need to acquire Parks Architectural Engineering Consulting Services for the expansion of the Lincoln Park Recreation Complex to include Park Architectural/Engineering Consulting Services such as: design, permitting and construction phase administration. This project is funded by a Housing and Urban Development, Community Development Block Grant (CDBG). Federal and State

mandates for this procurement has been applied to this process.

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Wade Trim, Tampa, FL
Woodroffe Corp. Architects, Tampa, FL

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The Selection Committee ranked the Architectural & Engineering firm's as follows under grant mandates:

<u>Firm</u>	<u>FMD</u>	<u>PMD</u>	<u>PRD</u>	<u>NSD</u>	<u>Total Pts.</u>	<u>Final Rank</u>
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<u>Ugarte & Associates</u>	<u>77</u>	<u>80</u>	<u>95</u>	<u>80</u>	<u>332</u>	<u>10**</u>
Wade Trim	67	64	85	72	288	5
Woodroffe Corp. Architects	73	69	81	67	290	6

**Highest Ranked Firm

Individual Selection Committee Members determined raw points for each proposer based on the evaluation factors listed in paragraph C.01 of the RFP. Only whole points were assessed, and no more than the maximum raw points afforded to each evaluation factor.

Per grant mandates, to balance any extremes in the assignment of raw points by any Individual Selection Committee Member, the sum of the raw points was used to determine a score as follows: **highest raw**

point score = 10 points, 2nd highest raw point score = 9 points, 3rd highest raw point score = 8 points, 4th highest raw point score = 7 points. This progression of re-assignment of points was applied based upon the number of proposers to be ranked.

The sum of the scores from each Individual Selection Committee Member were totaled. The Selection Committee's ranking was from the highest total score to the lowest, based on the sum of these scores.