

**Florida SouthWestern State College District Board of Trustees
Agenda Item Summary**

Meeting Date: 11/14/2017

1. **Title:** Continuing Services Engineering Firms
2. **Action Requested/Purpose:** Approval of rank ordering of engineering firms and authorizing the administration to award a contract(s) for Continuing Services for projects less than (total project) \$2,000,000.00
3. **Fiscal Impact:** ☐ Yes ☒ No ☐ N/A
4. **Funding Source:** N/A Amount: \$
5. **Administration Recommendation:** The Administration recommends District Board of Trustees approval of Engineering firms and authorizing the administration to award contracts that would commence on 1/1/18 for 2 years w/option to renew for (2) additional 1 year periods.

6. Agenda Item Type:

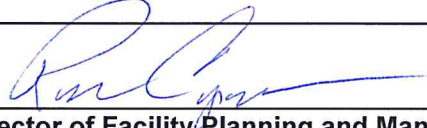
- ☒ Action Item
☐ Consent Agenda
☐ Information Only
☐ Board Requested Information/Report

7. Requirement/Purpose (Include Citation)

- ☒ Statute:287.055
☐ Administrative Code
☐ Other

8. **Background Information:** Twelve (12) firms submitted response to RFQ #17-02 on 8/16/2017. Seven (7) firms were selected to be interviewed and one firm dropped out before the scheduled interview day. The Selection Committee interviewed 6 firms and recommend that 5 of the firms be awarded a Continuing Services Agreement for Engineering services. See attachment for the firms recommended to be awarded contracts.

Requested by:



Director of Facility Planning and Management

Funding Verified by:



Vice President, Administrative Services

Approved for Agenda by:



President

Request for Qualifications #17-02
Engineering Services for Minor
Projects on a Continuing Basis

<p>Rank order of Engineering Firms Recommended for award of a Continuing Services Agreement Agreements to commence 1/1/18 for 2 years w/option to renew for 2 additional 1 year periods</p>
<p>1. Johnson Engineering, Inc.</p>
<p>2. OCI Associates, Inc.</p>
<p>3. TLC Engineering for Architecture, Inc.</p>
<p>4. TKW Consulting Engineers, Inc.</p>
<p>5. Matern Professional Engineering, Inc.</p>

Request for Qualifications #17-02
Engineering Services for Minor Projects on a Continuing Basis

- Ⓢ RFQ Advertisement was published in 3 local papers as required by law, posted to College website and sent to approximately 25 engineer firms who previously notified Procurement indicating a desire to receive courtesy notifications of upcoming engineering projects
- Ⓢ NOTE: Instead of requesting qualifications for only MEP Engineers, Structural and Civil Engineering firms were included in the solicitation
- Ⓢ 12 firms submitted qualifications in response to the Request for Qualifications prior to the established deadline of 2pm 8/16/17
- Ⓢ Submittals were evaluated during Phase 1 based on criteria specific to continuing service contracts that included:
 - Professional qualifications/project staffing
 - References/experience
 - Methodology
 - Financial strength
 - Submittal of required documents to include verification of insurance and licenses
- Ⓢ As a result, 7 firms were short-listed during Phase 1
- Ⓢ The top 6 ranked firms (one vendor withdrew from consideration the day prior to the scheduled interviews) were interviewed during Phase 2 and evaluated based on criteria specific to continuing service contracts that included:
 - Summary of qualifications/staffing
 - Workload capacity
 - Quality Control/Communication
 - Summary of methodology for projects < \$2 million in construction cost
- Ⓢ The College evaluation team seeks approval from the Board of Trustees to enter into a continuing service agreement with the top 5 ranked firms for Engineering Services for Projects on a Continuing Basis in which the estimated construction cost is < \$2 million for each individual project
- Ⓢ Services to be performed college-wide
- Ⓢ Selected firms shall not be required to bid against one another per Florida Statute
- Ⓢ When projects arise, Facilities will choose firm based on firm's workload, suitability for the specific project and other factors as determined by Facilities
- Ⓢ Individual construction projects > \$325K will be taken to the Board of Trustees for approval prior to negotiating/entering into a contract with a selected continuing services firm

FLORIDA SOUTHWESTERN STATE COLLEGE

TO: Tobias Discenza, Assistant Vice President of Financial Services
FROM: Lisa Tudor, Director, Procurement Services
DATE: 10/17/17
RE: RFQ #17-02 Engineering Services for Minor Projects on a Continuing Basis
Request Approval to Post 'Intent to Award' Tuesday 10/17/17

A formal solicitation, Request for Qualifications, was prepared and advertised for the obtainment of professional services related to the above noted project. An Evaluation Team was formed consisting of the following individuals:

1. Ron Copass
2. JR Sherman
3. Jim Osterling
4. Dean Phetterplace
5. Chuck Marinos

The solicitation was published July 2017. Twelve vendors submitted proposals on 8/16/17. The Evaluation Team held a short list meeting 10/9/17 and made a recommendation to interview the top 7 ranked firms on 10/16/17 (project delayed to Hurricane Irma).

The day before interviews were to be held, one vendor withdrew from consideration for unknown reasons. After a phone call, it was evident the vendor did not want to relay the business issue they were experiencing. Based on the remaining six interviews held, the Evaluation Team has scored and ranked the firms as indicated below. The evaluation team has recommended to award a continuing contract to the top five ranked vendors based on: qualifications, workload, quality control, communication and methodology for small to large projects. In addition, the five selected vendors provide a sufficient mix of MEP, Civil and Structural Engineering Service Providers.

I am requesting authorization to post the intended award posting today 10/17/17.

1. Johnson Engineering, Inc.	93.00 Total Average Points
2. OCI Associates, Inc.	92.60 Total Average Points
3. TLC Engineering for Architecture, Inc.	88.40 Total Average Points
4. TKW Consulting Engineers, Inc.	88.00 Total Average Points
5. Matern Professional Engineering, Inc.	86.80 Total Average Points
6. Smith Seckman Reid, Inc.	68.60 Total Average Points (Not recommended)
7. Hole Montes, Inc.	Vendor withdrew from consideration