# COUNTY AGENDA REQUEST

| | | | |
|---|---|---|---|
| Department: | Fire and Emergency Services | Presenter(s): | M. Allen McCullough |
| Meeting Date: | Wednesday, October 3, 2012 | Type of Request: | New Business |

Wording for the Agenda:

Staff will provide an overview of the process to select an architectural firm for the Emergency Operations Center and Headquarters project, and will discuss its recommendation of Wakefield Beasley & Associates.

Background/History/Details:

On June 14, 2012, the Purchasing Department issued Request for Proposals (RFP) #838- Emergency Operation Center Architectural Design. The RFP requested engineering services for a new Emergency Operations Center, space for Public Safety Headquarters, and potentially a new Fire Station. The RFP asked responders to bid separate prices for the three components, so that decisions could be made based on prices proposed and resources available. Invitations were direct-mailed to 30 vendors, and were further extended through the Fayette Daily News, the county website, Georgia Local Government Access Marketplace, and Channel 23. Thirteen vendors responded to the invitation to bid. A pre-proposal meeting was held on June 28, 2012 to allow for questions and feedback on the project, and, after this meeting, the Purchasing Department made an addendum available to all respondents. A committee was formed consisting of personnel from several County departments who reviewed and rated the RFP's utilizing specific guidelines.

Wakefield Beasley & Associates was the consensus recommendation of the committee to Chief Allen McCullough. Mr. Doug Shaw, who represents Wakefield Beasley & Associates, was contacted regarding its site design and architectural for the design fee in the amount of $170,000.00. Mr. Shaw agreed to reduce the fee to $162,000.00. Fire and Emergency Services recommends acceptance of the RFP fro Wakefield Beasley & Associates in the amount of $162,000 for the design and development of bid documents for the Emergency Operations Center and Headquarters project.

What action are you seeking from the Board of Commissioners?

No action is required. Staff desires to place its recommendation of Wakefield Beasley & Associates on the October 11, 2012 Agenda for formal approval.

If this item requires funding, please describe:

The EOC/HQ project has funding of $1.3M (from FS #4). $950K in grant funding and $325K for the grant match were included in the 2103 budget. Current available funding totals $2.575M. Additional funding has been slated for future years.

| | | | |
|---|---|---|---|
| Has this request been considered within the past two years? | No | If so, when? | |
| Is Audio-Visual Equipment Required for this Request?* | No | Backup Provided with Request? | Yes |

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

| | | | |
|---|---|---|---|
| Approved by Finance | Yes | Reviewed by Legal | |
| Approved by Purchasing | Yes | County Clerk's Approval | Yes |
| Administrator's Approval | Yes | | |

Staff Notes:

Finance - This architectural design should define overall project costs which is needed to firm up funding requirements. Operational costs have not been identified at this time and will need to be considered in future budget years.

Fayette County GEORGIA

*Where Quality Is A Lifestyle*

To: Board of Commissioners

From: M. Allen McCullough, Fire Chief
Director of Public Safety

Date: September 6, 2012

**Background/History/Details:**
The Purchasing Department solicited Requests for Proposals (RFP) (P838) for the architectural design and the development of bid documents for the proposed Emergency Operations Center and Headquarters.

A Pre-Proposal meeting was held on June 28, 2012 to allow for questions and feedback on the project. After this meeting, Purchasing made an addendum available to all respondents.

Thirteen firms submitted proposals for this project. The highest proposal submitted was for $438,596.00, the lowest proposal submitted was $139,000.00. The average of all proposals is $207,775.08.

A committee was formed consisting of personnel from Fire/ES & EMA, Purchasing, Building Permits & Inspections, and Building Maintenance. This committee reviewed and rated the RFPs submitted utilizing the following guidelines:

1. Proposed fee, plus hourly rate and unit rate for any additional work requested.
2. Experience in the design, construction, and management of projects similar in size, type, and scope.
3. Evaluation of previous design work, management of projects, and feedback from references.
4. Professional experience of proposed design staff and key consultants.
5. The location of the project team office and their accessibility to the site.
6. Estimate of time for design and bid document preparation.

The top five proposals were selected for the firms to present an on-site interview before the committee. During the presentations, the committee considered the following five major criteria:

1. The proposed fee.
2. Technical expertise specific to EOC projects with related highly technical components.
3. Experience in the design and construction of essential facilities, EOCs, and Public Safety type facilities.
4. Professionalism of the presentations.
5. Evidence of guidance and project leadership.

Wakefield Beasley & Associates was the consensus recommendation of the committee to Chief McCullough. Wakefield Beasley & Associates representative Mr. Doug Shaw was contacted regarding the RFP fee. The original fee submitted to Purchasing for site design and architectural for the design of the Emergency Operation Center and Headquarters was $170,000.00. The negotiated reduced amount is $162,000.00.

Fire and Emergency Services recommends that the Board of Commissioners accept the RFP from Wakefield Beasley & Associates in the amount of $162,000.00 for the design and development of bid documents for the Emergency Operation Center and Headquarters project.

MAM:cf

Fayette County GEORGIA

*Where Quality Is A Lifestyle*

To: Jack Krakeel

From: Ted L. Burgess

Date: September 20, 2012

Subject: RFP 838 – Emergency Operation Center Architectural Design

The Purchasing Department issued Request for Proposals (RFP) #838 for architectural and engineering services for a new Emergency Operation Center, space for Public Safety Headquarters, and potentially a new Fire Station. The RFP asked responders to bid separate prices for the three components, so that decisions could be made based on prices proposed and resources available.

Invitations were direct-mailed to 30 vendors. In addition, invitations were extended via the Fayette News, the county website, Georgia Local Government Access Marketplace (www.glga.org), and Channel 23. Thirteen vendors responded to the invitation to bid (please see the attached spread sheet).

Based on responses received, it was decided to evaluate the proposals assuming construction of the Emergency Operation Center and the Headquarters, while allowing for future addition of a Fire Station.

An Emergency Operation Center is a highly specialized structure, which requires more technical expertise to construct than the typical facility. Wakefield Beasley & Associates demonstrated a high degree of knowledge and expertise in this area. The evaluation committee recommended award of the contract to this firm, and I concur with the recommendation.

Attachment

**PROPOSAL NUMBER: #P838**

PROPOSAL NAMER: **EMERGENCY OPERATION CENTER ARCHITECTURAL DESIGN**

| Company | Emergency Operation Center | Public Safety Headquarters | Sub-Total | Fire Station | Total Proposal |
|---|---|---|---|---|---|
| ROBERT NOBLE ARCHITECT | $79,000 | $60,000 | **$139,000** | $48,000 | $187,000 |
| WILEY/WILSON | 73,125 | 73,125 | **146,250** | 97,500 | 243,750 |
| HUSSEY, GAY, BELL & DEYOUNG INTERNATIONAL, INC. | 78,000 | 72,000 | **150,000** | 89,000 | 239,000 |
| STUDIO ALA, LLC | 75,817 | 75,818 | **151,635** | 66,105 | 217,740 |
| WAKEFIELD BEASLEY & ASSOCIATES ARCHITECTS INC. | 88,000 | 82,000 | **170,000** | 88,000 | 258,000 |
| POPE/PARTNERS ARCHITECTS, INC. | 98,700 | 78,900 | **177,600** | 70,250 | 247,850 |
| PRECISION PLANNING, INC. | 95,000 | 87,000 | **182,000** | 104,000 | 286,000 |
| MALLETT CONSULTING, INC. / IPG INC. | 110,000 | 78,000 | **188,000** | 110,000 | 298,000 |
| K.A. OLDHAM DESIGN, INC. | 124,391 | 96,266 | **220,657** | 138,766 | 359,423 |
| CROFT & ASSOCIATES[(A)] | 150,400 | 85,700 | **236,100** | 92,500 | 328,600 |
| POND & COMPANY | 132,390 | 114,248 | **246,638** | 110,830 | 357,468 |
| ACREAGE TO EDEN, INC. | 162,000 | 115,000 | **277,000** | 115,000 | 392,000 |
| ARCHITECTS DESIGN GROUP | 222,923 | 215,673 | **438,596** | 160,380 | 598,976 |

[(A)] Architectural services for campus planning were bid as a separate line-item, at $13,800. This amount is included in the EOC bid shown above.