



Fayette COUNTY

“WHERE QUALITY
IS A LIFESTYLE”

PURCHASING DEPARTMENT
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To: Steve Rapson

From: Ted L. Burgess

Date: September 28, 2017

Subject: RFP#1301-P Design & Specifications for Fire Station 4

On March 21, 2017 Fayette County voters approved a one-cent Special Purpose Local Option Sales Tax (SPLOST) to be collected from 7/1/2017 through 6/30/2023. The list of approved projects to be funded by the SPLOST includes a new Fire Station #4.

The current fire station is located at 175 Johnson Avenue in Fayetteville. The proposed new station will be located on county property at McElroy Road near the McDonough Road intersection.

The Purchasing Department issued Request for Proposals (RFP) #1301-P to seek an architectural & engineering firm to design the fire station and develop specifications for construction. The Department emailed notices to 53 companies already established as vendors with the county. Invitations were extended via the Fayette News, the county website, Greater Georgia Black Chamber of Commerce, Georgia Local Government Access Marketplace (www.glga.org), and Channel 23. An additional 765 firms were notified through the Internet-based Georgia Procurement Registry, using the Commodity Codes 90607 (Architectural Services, Professional, Including Consulting), 90610 (Buildings, Architectural Design Services, and 90630 (Fire Protection, Architectural Services).

Twenty one firms attended a pre-proposal conference that was held on May 12, 2017. Of this number, twelve companies submitted proposals. It was determined that one proposal must be disqualified because it did not provide a significant amount of the requested information, so that it was not possible to evaluate their qualifications as compared to the other companies that submitted proposals.

The Evaluation Committee, composed of members from Fire / EMS, scored the proposals using the evaluation criteria in the RFP (Attachment 1). Evaluation criteria included the following:

- a) *Understanding and approach*: E.g. how the firm can add value, cost control methods, knowledge of local building codes, and problem resolution and avoidance.
- b) *Firm's expertise & experience*: Age of the firm, services offered, specialization or unique capabilities.
- c) *Project team*: Included resumes for each key team member, org. charts, and other pertinent information to demonstrate the project team's expertise.
- d) *Project schedule*: To include critical dates, schedule control, and current workload.

- e) *Quality of the written proposal*: Considers items such as effectiveness of communication, relevance of information, and other indicators that help to demonstrate the firm's professionalism.

Since the RFP had been released on April 25, 2017 – prior to the recent change in proposal submission and evaluation methods – the price component of the evaluation scores comprised 30% of the total evaluation score. Price scores were calculated using the “variance method,” in which scores are determined by the variance between the low score and the others; not just the dollar value difference.

The Fire/EMS Evaluation Committee recommends The Howell Group, Inc. for award of the contract. It should be noted that Addendum 1 to the RFP says “the county intends to use the same successful firm, depending on mutually agreeable terms, to design the replacement for Fire Station #2 in approximately one year.” The main purpose of this provision was to obtain volume pricing.

The Howell Group provided architectural services for Fire Station #3 in 2012. Fire Station #4 will be similar, and will have the same basic footprint. Revisions are being made to the previous design that are intended to improve efficiency. While they are expected to provide long-term savings, they will require architectural, structural, mechanical, electrical, and plumbing modifications. The design must also be updated to comply with the 2012 Edition of the International Building Code, which was adopted by the State.

The Howell Group’s initial proposal was priced at \$189,130.00. However, they have provided a best and final offer of a reduction of \$10,000.00 for a contract price of \$179,130.00. The offer also stipulates that the county will own Fire Station #4 drawings, and that The Howell Group will provide a CAD file.

Attachment #2 is the Contractor Performance Evaluation for work previously done for the county by The Howell Group.

Specifics of the proposed contract are as follows:

Contract Name	1301-P: Design & Specifications for Fire Station #4	
Contractor	The Howell Group, Inc.	
Amount of Contract	\$179,130.00	Best and final offer

Budget:

Fund	322	2017 SPLOST
Org. Code	32230550	Fire SPLOST
Object	541210	Other Improvements
Project	17FAA	Fire Station #4
Available Balance	\$2,405,150	