



**BOARD OF COUNTY COMMISSIONERS**

**DATE:** November 20, 2012

**AGENDA ITEM NO.** 7.

**Consent Agenda** ☒

**Regular Agenda** ☐

**Public Hearing** ☐

**County Administrator's Signature**

**Subject:**

Approval of Ranking of Consultant Selection - Upgrade Jail Campus Infrastructure Phase 1 Design Criteria Package  
Contract No. 112-0479-NC(RM)

**Department:**

Real Estate Management / Purchasing

**Staff Member Responsible:**

Paul Sacco / Joe Lauro

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE THE RANKING OF FIRMS AND AUTHORIZE STAFF TO NEGOTIATE AN AGREEMENT WITH THE NUMBER ONE RANKED FIRM, DEWBERRY ARCHITECTS INC., ORLANDO, FLORIDA FOR PROFESSIONAL SERVICES - UPGRADE JAIL CAMPUS INFRASTRUCTURE - PHASE 1 DESIGN CRITERIA PACKAGE.

**Summary Explanation/Background:**

On August 3, 2012, in accordance with Consultant Competitive Negotiation Act (CCNA) requirements, the Purchasing Department, on behalf of the Department of Real Estate Management (REM), let a Request for Proposal (RFP) for the intent of obtaining the services of a qualified design firm to provide professional design criteria services for the Jail Campus Upgrade (Infrastructure) - Phase 1. The Pinellas County Jail Campus Master Plan was completed March 2010 and serves as the framework for jail campus planning and future improvements. The selected Design Professional (DP), under the management of the REM Building Design and Construction Division, will work with the Pinellas County Sheriff's Management Team and Division Commanders to complete a robust assessment of the current jail campus operations and existing facilities. The master plan will be updated to respond to a broad range of performance issues including but not limited to: improved safety strategies; efficient jail operations and achieving key sustainability targets. The DP will ultimately develop a design criteria package (as required by State Statute and County CCNA procedures) for the purpose of initiating the design build delivery of the Jail Campus Upgrade (Infrastructure) - Phase 1. It is anticipated that the design criteria package will be completed during Fiscal Year 2013.

Proposals were received from the following firms:

1. Dewberry Architects Inc.
2. Hellmuth, Obata, & Kassabaum, Inc. dba HOK, Inc.
3. Rñon & Partners, Inc.

An evaluation committee (committee) consisting of one (1) representative from the REM Building Design and Construction Division, two (2) representatives from the REM Planning Division, and two (2) representatives from the Department of Environment and Infrastructure (DEI), along with a representative from the Purchasing Department acting as a facilitator, met on October 11, 2012 to evaluate and score the written proposals received. All three (3) firms were then invited to the oral presentation process.

On October 24, 2012 oral presentations were conducted by each of the firms. The final ranking of the firms by the committee is as follows:

1. Dewberry Architects Inc.
2. Rñnon & Partners, Inc.
3. Hellmuth, Obata, & Kassabaum, Inc. dba HOK, Inc.

At the direction of the Board, staff will begin negotiations with the highest ranked firm in accordance with County CCNA procedures. A final negotiated contract will be presented to the Board for consideration at a future date.

**Fiscal Impact/Cost/Revenue Summary:**

The design criteria project budget estimate is \$3,000,000.00 - \$3,500,000.00. Funding for this project will be derived from the Capital Improvement Program Infrastructure Sales Tax (Penny for Pinellas), Court and Jail Projects.

**Exhibits/Attachments Attached:**

Contract Review  
Evaluation Criteria Tabulation



PURCHASING DEPARTMENT  
CONTRACT REVIEW TRANSMITTAL

CATS  
NO.:

40202

PROJECT: Professional Services- Detention Support Improvements (Phase 1- Design Criteria Package)  
*Upgrade Jail Campus Infrastructure, p. 1460*

BID NUMBER: 112-0479-NC(AM)

REQ. NUMBER:

TYPE: ☐ Purchase Contract ☐ Other: ☐ Construction-Less than \$100,000 ☐ One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on page: PRODUCT ONLY ☐

This is an annual contract. Estimated Expenditure: \$3 million- \$3.5 million

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. J. Lauro, Director Amelia McFarlane, Sr., PA	7/9/12	<i>[Signature]</i>		
2.	Requesting Dept. Paul Sacco, Director/Mark Pistillo <i>J.S. BORAWSKI</i> <i>[Signature]</i>	7/12/12 7/12/12 7/13/12	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>	SEE THEED COMMENT NOTE IN AD THAT WE WILL PROVIDE AN ELECTRONIC FILE OF THE MASTER PLAN ON YOUR WEBSITE	

Using Dept please provide below information:

☐ Yes, funding for this requisition is using grant Funding. ☒ No, funding for this requisition is not using grant Funding.

If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.

RFP will be e-mailed to 400+ firms listed on CCNA Vendor's List

3.	Risk Management Director Attn: Virginia Holscher (Check applicable box at right)	7/18/12	<i>[Signature]</i>		HIGH RISK
4.	BCC Finance Attn: Cassandra Williams	7/19/12	<i>[Signature]</i>		NOT HIGH RISK
5.	Asst. County Administrator See below				
6.	Asst. County Administrator/Chief of Staff Attn: M. Woodard	7/24/12	<i>[Signature]</i>	Pls use a more descriptive project title.	
7.	Legal Attn: Michelle Wallace	7/25/12	<i>[Signature]</i>	Will sign final agreement	

RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: AMELIA MCFARLANE, SR., PROCUREMENT ANALYST at Extension 43149

In order to meet the following schedule, please return your requirements to Purchasing by: July 25, 2012

Revised 08/2010

TENTATIVE DATES

Bid Mail Out: TBD

Bid Opening: TBD

BCC Approval: TBD

**PINELLAS COUNTY EVALUATION CRITERIA TABULATION SHEET - ORAL EVALUATION**  
**Professional Services-Upgrade Jail Campus Infrastructure, Phase 1- Design Criteria Package**  
**112-0479- NC (RM)**

COMPANY NAME	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	TOTAL POINTS	TOTAL AVERAGE	RANK
	Paul	Gerry	Mario	Kenneth	Andrew			
	Bellhorn	Cora	Ferfoggia	Jacobs	Pupke			
Hellmuth, Obata & Kassabaum, Inc. dba HOK, Inc.	870.00	880.00	873.00	856.00	864.00	<b>4343.00</b>	<b>868.60</b>	<b>3</b>
Ranon & Partners, Inc.	871.00	900.00	877.00	873.00	871.00	<b>4392.00</b>	<b>878.40</b>	<b>2</b>
Dewberry Architects, Inc.	916.00	928.00	920.00	910.00	920.00	<b>4594.00</b>	<b>918.80</b>	<b>1</b>

Date: **October 24, 2012**

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