



**BOARD OF COUNTY COMMISSIONERS**

**DATE:** December 10, 2013  
**AGENDA ITEM NO.** 8

**Consent Agenda** ☒

**Regular Agenda** ☐

**Public Hearing** ☐

**County Administrator's Signature:**

**Subject:**

Approval of Ranking of Consultant Selection - Professional Design Build Services - Belleair Causeway Bait House  
Contract No. 123-0328-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 ONE OF THE FIRMS PRESENTED TO THE BOARD FOR CONSIDERATION TO PROVIDE PROFESSIONAL DESIGN BUILD SERVICES FOR THE BELLEAIR CAUSEWAY BAIT HOUSE.

**Summary Explanation/Background:**

On July 26, 2013, the Purchasing Department on behalf of the Department of Real Estate Management (REM) released a Request for Proposal (RFP) for the intent of obtaining the services of a qualified design build firm to provide the design and construction of a new bait house that will be located adjacent to the Belleair Causeway Bridge. More specifically, the building will be constructed on an elevated deck system and will be designed to allow for private concessionaire space. The concessionaire, which will be selected through a separate competitive process, will be required to install their own equipment and furnishings.

Proposals were received from the following firms:

1. Bandes Construction Company, Inc.
2. Caladesi Construction Company
3. Cutler Associates, Inc.

An evaluation committee (committee) consisting of two (2) representatives from the Real Estate Management Department (REM) Design and Construction Division, one (1) representative from REM Fleet Division and two (2) representatives from the Department of Environment & Infrastructure (DEI) along with a representative from the Purchasing Department acting as a facilitator, met on September 24, 2013, to evaluate and score the proposals received. The two (2) highest ranked firms were then invited to the oral presentation process.

On October 14, 2013 oral presentations were presented by the two (2) highest ranked firms. The final ranking of firms by the committee is as follows:

1. Caladesi Construction Company (Caladesi) 923 Points
2. Cutler Associates, Inc. (Cutler) 923 Points

After the evaluation and scoring of oral presentations was complete and a tie score was apparent, the committee thoroughly reviewed the scores of both firms and concluded that each firm has the required experience and qualifications to meet project requirements. The committee recommended that staff present a summary of the scores received by the two firms and present the Board with a method to break the tie and seek Board guidance for proceeding with negotiations. It should be noted that this evaluation process was conducted under the former CCNA evaluation procedure where the oral presentation process was solely utilized as the method for ranking recommendation.

At the November 5, 2013 Board Meeting, the Purchasing Director provided a report and recommendations to improve the CCNA evaluation process. One of the recommendations was to carry scores forward from the written evaluation process and combine the scores with the oral presentation evaluation to achieve one total score. It was suggested this approach would reduce the potential of a tie score. By applying this recommendation to the tie oral evaluation score, Caladesi would be the apparent number one ranked firm.

Firm	Written Evaluation Score	Oral Evaluation Score	Combined Total
<b>Caladesi (Recommended)</b>	<b>792 Points</b>	<b>923 Points</b>	<b>1715 Points</b>
Cutler	784.5 Points	923 Points	1707 Points

At the direction of the Board, staff will begin negotiations with the recommended firm, Caladesi, 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:**

Estimated project cost prior to negotiations: \$600,000.00

**Exhibits/Attachments:**

Contract Review  
Evaluation Criteria Tabulation





**PURCHASING DEPARTMENT  
CONTRACT REVIEW TRANSMITTAL**

CATS  
NO.:

42242

**PROJECT: Professional Design Build Services for Belleair Causeway Bait House**

**RFP NUMBER: 123-0328-NC(RM)**

**REQ. NUMBER:**

**TYPE:** ☐ Purchase Contract ☒ Other: CCNA ☐ 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 pages:

**PRODUCT ONLY** ☐

This is a continuing contract ☐ this is a non-continuing contract ☒

Estimated Expenditure: \$ 600,000.00

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	<u>Purchasing Dept.</u> J. Lauro, Director C. Mancuso, Ass't. Director Ruby McKenzie PA	5/2	CLM	See questions/comments in RFP and documents	
2.	<u>Real Estate Management</u> Paul Sacco, Director Tom Borawski Paul Cozzi mark Pistillo	5/30/13 5/29 5/30	Paul Sacco TJB RP	SEE COMMENTS IN RED	

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. *PLS include indemnification language for subcontractors*

3.	<u>Risk Management Director</u> Attn: Virginia E. Holscher (Check applicable box at right)	5/31/13	Virginia Holscher	PLS see changes p 15-16 and in Exhibit B. Also, see note p. 3	HIGH RISK NOT HIGH RISK
4.	<u>BCC Finance</u> Attn: Cassandra Williams	6/4/13	CBW	Amount for liquidated damages?	after design
5.	<u>Legal</u> Attn: Miles Belknap Jason Ester	6/4/13 6/6/13	MB JE	add'l indemnity by subs	
6.	<u>Asst. County Administrator</u> Attn: M. Woodard	6/25/13	M. Woodard		

**RETURN ALL DOCUMENTS TO PURCHASING**

Make all inquiries to: Ruby McKenzie at Extension 4-3795

In order to meet the following schedule, please return your requirements to Purchasing by: 4-12-2013

**TENTATIVE DATES**

RFP Mail Out: tbd

RFP Opening:

BCC Approval:

PINELLAS COUNTY EVALUATION CRITERIA TABULATION SHEET

RFP TITLE: Professional Design Build Services Belleair Causeway Bathhouse  
RFP # 123-0328-NC(RM) ORAL PRESENTATION

COMPANY NAME	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	TOTAL POINTS	ORAL POINTS TOTAL AVERAGE	WRITTEN TOTAL AVERAGE POINTS	COMBINED TOTAL POINTS	FINAL RANKING
	Tom Borawski	Gerry Cora	Andrew Pupke	Tom Washburn	Shirley Zeller					
CALADESI CONSTRUCTION COMPANY	925.00	930.00	915.00	930.00	915.00	4615.00	923.00	792.00	1715.00	1
CUTLER ASSOCIATES INC	910.00	930.00	925.00	925.00	925.00	4615.00	923.00	784.50	1707.50	2

Date: October 14, 2013