

To: Steve Rapson

From: Ted L. Burgess

Date: February 27, 2020

Subject: RFP #1739-P, Animal Shelter – Architectural & Engineering Services

At the meeting of September 26, 2019 the Board of Commissioners approved funding of \$1,000,000.00 to design and build a new animal shelter.

The Purchasing Department issued Request for Proposals (RFP) #1739-P to contract with a firm for architectural and engineering services. The RFP was emailed directly to 104 companies. Another 1,163 were contacted through the web-based Georgia Procurement Registry, using Commodity Codes 90607 (*Architect Services, Professional*), 90610 (*Buildings – Architectural Design*), 90638 (*General Construction – Architectural*), 90735 (*Designing Services*). The solicitation was advertised through the Georgia Local Government Access Marketplace, the Fayette News, the county website, and Georgia Local Government Access Marketplace (www.glga.org).

Five firms submitted proposals (attached). The evaluation Committee, composed of staff from Animal Control, Fire & EMS, Building & Grounds Maintenance, and the Purchasing Department evaluated and scored the Technical Merit of the proposals using the criteria specified in the RFP. The criteria included (1) understanding and approach, (2) project team, (3) firm’s expertise and experience, and (4) proposed schedule. Prices were then scored and added to the Technical Merit scores. Based on the total scores, the Department of Animal Control recommends award of the contract to Carter Watkins Associates.

Records indicate that the county has had no previous contract with Carter Watkins Associates, so a Contractor Performance Evaluation is not available. References were checked, and all responses were very positive. Specifics of the proposed contract are as follows:

Contract Name	1739-P: Animal Shelter – Architectural & Engineering Services	
Contractor	Carter Watkins Associates	
Contract Amount	\$70,000.00	
Budget:		
Fund	375	CIP
Org. Code	37530910	Animal Control
Object	541320	Buildings & Structures
Project	203AR	Modern Animal Shelter
Available Balance	\$1,000,000.00	As of 2/12/2020

RFP #1739-P: Animal Shelter - Architectural and Engineering Services

Summary

	MAX POINTS	Allen Bell Architect	Babbs Engineering Consultants, LLC	Carter Watkins Associates	DeLoach Architects, P.C.	Hardy Architecture, LLC
Technical Merit:						
Understanding & Approach	28	20.0	14.9	22.8	17.0	24.9
Project Team	21	15.2	16.6	18.6	18.6	17.9
Firm's Expertise & Experience	14	8.2	6.5	14.0	6.7	10.0
Office Location	7	4.6	4.6	4.0	3.7	5.3
Total Points - Technical Merit	70	48.0	42.5	59.3	45.9	57.9

Proposed Price

Option 1: All New Building	\$82,000.00	\$90,200.00	\$70,000.00	\$62,000.00	\$116,400.00
Option 2: Partial Use of Old Building	\$82,000.00	\$90,200.00	\$70,000.00	\$62,000.00	\$126,400.00

Score - Option 1: All New Building

Technical Score	70%	48.0	42.5	59.3	45.9	57.9
Price Score	30%	20.3	16.4	26.1	30.0	3.7
Total Score		68.3	58.9	85.5	75.9	61.6

Score - Option 2: Partial Use of Old Building

Technical Score	70%	48.0	42.5	59.3	45.9	57.9
Price Score	30%	20.3	16.4	26.1	30.0	0.0
Total Score		68.3	58.9	85.5	75.9	57.9