

To: Steve Rapson

Through: Ted L. Burgess

From: Natasha M. Duggan

Date: July 27, 2023

Subject: Contract 2240-P: Justice Center Buildout – Architectural & Engineering Services

The Purchasing Department issued Request for Proposals #2240-P-A to secure a firm to provide architectural and engineering services for building out the Justice Center. Notice of the opportunity was emailed to 154 companies. Another 675 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #90607 (Architect Services, Professional), #90610 (Buildings, Architectural Design Services), and #90740 (Engineering Services, Non-Licensed). The offer was also advertised through Georgia Local Government Access Marketplace, the Fayette News, Channel 23 and the Fayette County website.

Ten companies submitted proposals (Attachment 1).

The evaluation committee, composed of staff from Purchasing, Engineering, Finance, and an outside engineering firm, 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 relevant experience, and (4) proposed schedule. Prices were then scored and added to the Technical Merit scores (Attachment 1).

As a result of the evaluation process, the evaluation committee recommends award of the contract to IPG, Inc. A Contractor Performance Evaluation for previous work is attached (Attachment 2).

Specifics of the proposed contract are as follows:

Contract Name	#2240-P: Justice Center Buildout – Architectural & Engineering Services	
Contractor	IPG, Inc.	
Type of Contract	Professional Services	
Contract Amount	\$655,200.00	
Budget:		
Fund	2023 SPLOST	
Org Code	32720090	Judicial SPLOST
Object	541210	Other Improvements
Project	J23AA	Judicial Center Renovation
Available	\$14,500,000.00	

PROPOSAL 2240-P: Justice Center Buildout - Architectural & Engineering Services

EVALUATION SCORING SHEET

Summary

Responder Name:	MAX POINTS	2WR of Georgia, Inc.	Cooper Carry, Inc.	Croft & Associates	IPG, Inc.	Jericho Design Group	JMA Architecture	LDD Blueline	PGAL, Inc.	Studio 8 Design, LLC	TSW
TECHNICAL MERIT:											
1 Project Understanding & Approach	20	9.2	11.8	11.4	17.4	13.2	6.2	14.6	10.6	16.4	13.8
2 Project Team	15	10.8	11.2	11.8	12.8	11.6	8.8	12.0	9.8	13.2	10.4
3 Firm's Expertise & Relevant Experience	20	12.6	12.8	11.0	15.2	14.6	11.8	10.8	12.4	17.6	10.0
4 Proposed Schedule	5	3.4	3.8	3.6	3.2	3.2	2.6	3.4	2.8	3.6	3.4
Total Points - Technical Merit	60	36.0	39.6	37.8	48.6	42.6	29.4	40.8	35.6	50.8	37.6

Proposed Price

Red font indicates calculation error that has been corrected

Technical Score

Price Score

Total Score

\$ 860,750.00	\$ 1,229,858.00	\$ 1,137,650.00	\$ 655,200.00	\$ 953,000.00	\$ 930,398.00	\$ 681,500.00	\$ 1,507,275.00	\$ 900,000.00	\$ 1,052,255.00
60	39.6	37.8	48.6	42.6	29.4	40.8	35.6	50.8	37.6
20	2.5	5.3	20.0	10.9	11.6	19.2	0.0	12.5	7.9
	42.1	43.1	68.6	53.5	41.0	60.0	35.6	63.3	45.5

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

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1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: IPG, Inc.	Contract Number: NONE
Mailing Address: 807 Northwood Park Drive	Contract Description or Title: Justice Center Buildout Design
City, St, Zip Code: Valdosta, GA 31602	Contract Term (Dates) From: March 2003
Phone Number: 229-242-3557	Task Order Number: n/a
Cell Number: N/A	Other Reference:
E-Mail Address: mail@ipgarchitects.com	

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule	X				
2. Condition of delivered products	X				
3. Quality of work	X				
4. Adherence to specifications or scope of work	X				
5. Timely, appropriate, & satisfactory problem or complaint resolution	X				
6. Timeliness and accuracy of invoicing	X				
7. Working relationship / interfacing with county staff and citizens	X				
8. Service Call (On-Call) response time					X
9. Adherence to contract budget and schedule	X				
10. Other (specify):					
11. Overall evaluation of contractor performance	X				

EVALUATED BY

Signature: <i>David Jaeger</i>	Date of Evaluation: 7-12-2023
Print Name: David Jaeger	Department/Division: Outside Consultant
Title: Project Manager	Telephone No: 770-317-9569 cell

