



Alachua County, Florida

Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager
County Administration Building, Gainesville, FL 32601
(352) 374-5202

EXECUTIVE SUMMARY

RFP No. RFP 24-480-LC

Architecture & Engineering Services for Animal Resources & Care Facility

RESPONSE DEADLINE: April 17, 2024 at 2:00 pm

Friday, June 21, 2024

SOLICITATION OVERVIEW

Project Title	Architecture & Engineering Services for Animal Resources & Care Facility
Project ID	RFP 24-480-LC
Project Type	Request For Proposal
Release Date	March 14, 2024
Due Date	April 17, 2024
Procurement Agent	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Evaluators	Greg Creel, Matthew Fultz, Julie Johnson, Danny Moore
Project Description	Purpose: Alachua County Board of County Commissioners is seeking proposals from licensed professionals for the provision of Architecture & Engineering services for the design of the New Alachua County Animal Resources & Care Facility, the proposed new location is at Southwest 23 rd Terrace on a University of Florida site/location.

Introduction

Summary

Alachua County Board of County Commissioners (hereinafter, the "County" or "Alachua County") is seeking proposals from qualified individuals or entities (hereinafter, referred to as "Consultant" or the "proposer") for the provision of RFP 24-480-LC Architecture & Engineering Services for Animal Resources & Care Facility.

The following apply to this request for proposal: [Instruction to Proposers](#), [Terms and Conditions](#), [Insurance](#), [Scope of Work](#), [Proposal Requirements and Organization](#), [Request for Proposal Selection Procedures](#), [Evaluation Phases](#), [Attachments](#), [Submittals](#) and [Sample Agreement](#).

Purpose: Alachua County Board of County Commissioners is seeking proposals from licensed professionals for the provision of Architecture & Engineering services for the design of the New Alachua

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County Animal Resources & Care Facility, the proposed new location is at Southwest 23rd Terrace on a University of Florida site/location.

Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

Contact Information

Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM

Procurement Agent III

Email: lcruzcaliz@alachuacounty.us

Phone: [\(352\) 337-6268](tel:(352)337-6268)

Department:

Facilities Management

Timeline

Solicitation Release Date	March 14, 2024
2nd Advertisement Date	March 20, 2024
Question Submission Deadline	April 7, 2024, 12:01am
Solicitation Submission Deadline	April 17, 2024, 2:00pm

<p>Solicitation Opening – Teams Meeting</p>	<p>April 17, 2024, 2:00pm The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the proposals opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Download Teams Join on the web Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service).</p>
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SOLICITATION STATUS HISTORY

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Date	Changed To	Changed By
Feb 2, 2024 4:04 PM	Draft	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Feb 5, 2024 10:12 AM	Review	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Mar 11, 2024 8:44 AM	Final	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Mar 11, 2024 8:45 AM	Review	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Mar 11, 2024 8:46 AM	Final	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Mar 11, 2024 8:47 AM	Post Pending	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Mar 13, 2024 11:05 AM	Open	Mandy Mullins
Apr 17, 2024 2:00 PM	Pending	OpenGov Bot
Apr 18, 2024 8:18 AM	Evaluation	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Jun 11, 2024 3:37 PM	Award Pending	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM

SELECTED VENDOR

VENDOR RECOMMENDED BY THE EVALUATION PROCESS

Vendor	Location
Borrelli + Partners, Inc.	Orlando, FL

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Borrelli + Partners, Inc.	Laura Zawadzki lzawadzki@borrelliarchitects.com	Apr 17, 2024 12:46 PM
Submitted	Brame Heck Architects Inc.	Michael Richmond m.richmond@brameheck.com (352) 372-0425	Apr 17, 2024 12:39 PM
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	Mar 14, 2024 8:10 AM
Submitted	Superlative Architecture + Development (d.b.a.Level Architecture + Interiors)	Adam Gayle adam@leveldesign.co	Apr 16, 2024 11:38 PM

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Status	Vendor	Contact Info	Submission Date
No Bid	Unipak Corp.	Brian Marcus customercare@unipakcorp.net (888) 808-5120	Mar 13, 2024 11:23 AM
Submitted	Walker Architects	Walker Architects info@walker-arch.com	Apr 17, 2024 12:28 PM
Submitted	www.PGAL.com	Carl Conner cconner@pgal.com (561) 988-4002	Apr 17, 2024 12:01 PM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Borrelli + Partners, Inc.	Brame Heck Architects Inc.	Superlative Architecture + Development (d.b.a. Level Architecture + Interiors)	Walker Architects
Corporate Resolution Granting Signature	Pass	Pass	Pass	Pass
State Compliance	Pass	Pass	Pass	
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	No Response	No Response	No Response
Drug Free Workplace	Pass	Pass	Pass	Pass
Vendor Eligibility	Pass	Pass	Pass	Pass
NON-SBE Subcontractors	Pass	Pass	Pass	Pass
Responsible Agent Designation	Pass	Pass	Pass	Pass
Conflict of Interest	Pass	Pass	Pass	Pass

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Question Title	Borrelli + Partners, Inc.	Brame Heck Architects Inc.	Superlative Architecture + Development (d.b.a.Level Architecture + Interiors)	Walker Architects
Request for Proposal Submittal Documentation	Pass	Pass	Pass	Pass
Acknowledgement of Requirements	Pass	Pass	Pass	Pass

Question Title	www.PGAL.com
Corporate Resolution Granting Signature	
State Compliance	
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	
Drug Free Workplace	
Vendor Eligibility	
NON-SBE Subcontractors	
Responsible Agent Designation	
Conflict of Interest	
Request for Proposal Submittal Documentation	
Acknowledgement of Requirements	

QUESTIONS AND ANSWERS

Approved, Unanswered Questions

Approved, Answers Provided

1. Budget

Mar 13, 2024 1:52 PM

Question: Has an overall budget been established for this project?

Mar 13, 2024 1:52 PM

Answered by Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM: The budgeted amount for this solicitation is \$60,000.00

Mar 13, 2024 2:03 PM

2. No subject

Mar 13, 2024 3:30 PM

Question: Will you please clarify the \$60,000.00 (sixty thousand dollars) budgeted for this solicitation? - What is the amount budgeted for design services? -What is the amount budgeted for site and building construction?

Mar 13, 2024 3:30 PM

Answered by Matthew Fultz: Total design cost and building construction will be negotiated with the firms awarded with the RFP

Mar 22, 2024 11:03 AM

3. No subject

Mar 14, 2024 2:44 PM

Question: If Alachua County had an outside design consultant perform a space needs analysis that determined the size of the proposed new shelter, who was the consultant and are they allowed to submit qualifications for this RFP?

Mar 14, 2024 2:44 PM

Answered by Matthew Fultz: No outside consultant was used.

Mar 22, 2024 11:03 AM

4. No subject

Mar 14, 2024 2:45 PM

Question: Will Alachua County make any pre-Request for Proposal space needs or programming report available for review now to proposers?

Mar 14, 2024 2:45 PM

Answered by Matthew Fultz: No

Mar 22, 2024 11:03 AM

5. Request for Fees

Mar 26, 2024 2:55 PM

Question: The county in Section 7 does not mention providing a fee as part of the proposal, but Section 9.1 Evaluation Criteria - Question 4. E " Is the pricing provided reasonable for the project's tasks?" Please clarify if pricing is required at this stage of the RFQ.

Mar 26, 2024 2:55 PM

Answered by Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM: No, pricing is not required. It is negotiated during the contract process.

Mar 28, 2024 3:16 PM

6. No subject

Mar 28, 2024 4:10 PM

Question: Please confirm or elaborate what pricing is required from the proposers as part of the solicitation response.

Mar 28, 2024 4:10 PM

Answered by Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM: Pricing is not required.

Mar 29, 2024 9:00 AM

ADDENDA & NOTICES

ADDENDA ISSUED:

No Addenda issued.

NOTICES ISSUED:

Notice #1

Apr 17, 2024 2:12 PM

See bid tabulation attached for this solicitation.

Attachments:

· [BT RFP 24-480-LC Architecture & Engineering Services for Animal Resources & Care Facility](#)

Notice #2

Apr 22, 2024 3:48 PM

the proposals for competitive solicitation for RFP 24-480-LC Architecture & Engineering Services for Animal Resources & Care Facility. The final recommendations will be sent to the Alachua County Board of County Commissioners.

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Architecture & Engineering Services for Animal Resources & Care Facility

Time: Tuesday, June 4, 2024, at 2:00 PM Eastern Time (US and Canada)

Location: County Administration Building

Third Floor Conference Room

12 SE 1st Street

Gainesville, FL 32601

Microsoft Teams

Join the meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODMzZTQ4NGEtOGQ4Yi00NWYxLTgyOWYtNWJkNjViYjdmYjk4%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%2294b8c9af-b3ad-4936-84ec-688266cf3236%22%7d

Meeting ID: 218 626 396 45

Passcode: L7Xh5F

Dial-in by phone:

+1 469-998-7938,,911438093# United States, Dallas

Find a local number

Phone conference ID: 911 438 093#

Notice #3

Jun 11, 2024 3:36 PM

RECOMMENDATION:

The board approves the Evaluation Committee's award ranking below for RFP 24-480-LC Architecture & Engineering Services for Animal Resources & Care Facility.

- A. Borrelli & Partners, Inc.
- B. PGAL, Inc.
- C. Walker Architects, Inc.
- D. Brame Heck Architects Inc.
- E. Superlative Architecture & Development (d.b.a. Level Architecture & Interiors)

Approve the above ranking and authorize staff to negotiate an agreement top ranked firm and with the second ranked vendor should negotiations with the top ranked vendor fail.

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The actual RFP award is subject to the appropriate signature authority identified in the Procurement Code.

Attachments:

- [ITA 24-480 Architecture & Engineering Services for Animal Resources & Care Facility](#)
- [RFP 24-480-LC - Meeting Minutes](#)
- [RFP Agenda RFP 24-480-LC](#)
- [RECORDING RFP 24-480-LC](#)

EVALUATION

PHASE 1

EVALUATORS

Name	Title	Agreement Accepted On
Greg Creel	Facilities Manager	May 15, 2024 7:43 PM
Matthew Fultz	Capital Projects Coordinator	Apr 22, 2024 2:55 PM
Julie Johnson	Director	Apr 18, 2024 8:36 AM
Danny Moore	Project Coordinator	May 13, 2024 11:54 AM

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability and Competency of the Consultant	Points Based	50 (28.6% of Total)

Description:

- A. Did the Consultant provide a brief statement of background, organization, and size?
- B. Does the Consultant have experience with past work of similar scope and budget?
Has the Consultant recently done this type of work for a state, or local government in the past?
- C. Does the Consultant’s workload and ability satisfy County requirements for this project?
- D. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?

Based on questions above, award points as follows:

- A. 21-30 points - Exceptional Experience
- B. 11-20 points - Average Experience
- C. 0-10 points - Minimal Experience

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Criteria	Scoring Method	Weight (Points)
Project Manager and Project Team's Competency and Qualifications	Points Based	30 (17.1% of Total)

Description:

- A. Was a project team identified?
- B. Do the Project Manager, Project Team and Key Staff have experience with projects comparable in size and scope?
- C. Do the Project Manager, Project Team and Key Staff have experience with state or local government?
- D. Does the Project Manager have a stable job history?
- E. Is the team makeup appropriate for the project?
- F. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the project?
- G. Was a point of contact identified?
- H. Was there an alternate to the point of contact identified?
- I. Are the subcontractors, if any, identified?
- J. Does the subcontractor have experience with projects comparable in size and scope?

Based on questions above, award points as follows:

- A. If the work was acceptable, award up to ten (10) points.
- B. If the firm has not done this type of work, award zero (0) points.
- C. If the work was unacceptable, deduct up to ten (10) points and note why.

Criteria	Scoring Method	Weight (Points)
Project Understanding and Approach	Points Based	50 (28.6% of Total)

Description:

- A. Did the proposal indicate a thorough understanding of the project, the scope, and objectives through a concise narrative?
- B. Did the Consultant describe the approach to the provision of services as required and the specific work plan to be employed to implement it?
- C. Is the appropriate emphasis placed on the various work tasks?
- D. Did the firm develop a workable approach to the project?
- E. Does the proposal specifically address the County's needs or is it "generic" in content?

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- F. Does the proposal indicate how this project fits into the total workload of the Consultant during the project period?

Based on questions above, award points as follows:

- A. If the work was acceptable, award up to twenty-five (25) points.
- B. If the firm has not done this type of work, award zero (0) points.
- C. If the work was unacceptable, deduct up to ten (10) points and note why.

Criteria	Scoring Method	Weight (Points)
Ability to meet Project Schedule and Budget Requirements	Points Based	30 (17.1% of Total)

Description:

- A. Did Consultant provide a draft project schedule that includes: milestones, individual tasks and major deliverable deadlines?
- B. Is the draft project schedule reasonable based on quantity of personnel assigned to the project?
- C. Did the Consultant provide the Project Manager, Project Team, and Key Staff's percentage of involvement, tasks and/or hours assigned?
- D. Are the hours assigned to the various team members for each task appropriate?
- E. Is the pricing provided reasonable for the project's tasks?
- F. Is the pricing in line with the County's budget?
- G. Does the information contained in the proposal indicate that the firm will, or will not, meet time and budget requirement?

Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (5.7% of Total)

Description:

- A. Was proposal organization per the RFP? Did Consultant include a letter of interest?
- B. Was all required paperwork submitted and completed appropriately?
- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

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Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (2.9% of Total)

Description:

Points Provided by Procurement.

AGGREGATE SCORES SUMMARY

Vendor	Greg Creel	Matthew Fultz	Julie Johnson	Danny Moore
Borrelli + Partners, Inc.	130	161	175	153
www.PGAL.com	134	164	145	143
Walker Architects	128	167	84	155
Brame Heck Architects Inc.	127	162	78	151
Superlative Architecture + Development (d.b.a.Level Architecture + Interiors)	110	150	76	148

Vendor	Total Score (Max Score 175)
Borrelli + Partners, Inc.	154.75
www.PGAL.com	146.5
Walker Architects	133.5
Brame Heck Architects Inc.	129.5
Superlative Architecture + Development (d.b.a.Level Architecture + Interiors)	121

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Ability and Competency of the Consultant Points Based 50 Points (28.6%)	Project Manager and Project Team's Competency and Qualifications Points Based 30 Points (17.1%)	Project Understanding and Approach Points Based 50 Points (28.6%)	Ability to meet Project Schedule and Budget Requirements Points Based 30 Points (17.1%)
Borrelli + Partners, Inc.	41.3	27.5	44.3	27.5

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Vendor	Ability and Competency of the Consultant Points Based 50 Points (28.6%)	Project Manager and Project Team's Competency and Qualifications Points Based 30 Points (17.1%)	Project Understanding and Approach Points Based 50 Points (28.6%)	Ability to meet Project Schedule and Budget Requirements Points Based 30 Points (17.1%)
www.PGAL.com	40.8	24.8	39.8	27.3
Walker Architects	36	24.3	37	24
Brame Heck Architects Inc.	37	24	35.5	22
Superlative Architecture + Development (d.b.a.Level Architecture + Interiors)	31.5	21.3	33.8	21.8

Vendor	Proposal Organization Points Based 10 Points (5.7%)	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.9%)	Total Score (Max Score 175)
Borrelli + Partners, Inc.	9.3	5	154.75
www.PGAL.com	9	5	146.5
Walker Architects	8.3	4	133.5
Brame Heck Architects Inc.	8	3	129.5
Superlative Architecture + Development (d.b.a.Level Architecture + Interiors)	7.8	5	121