

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19


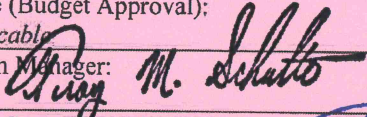
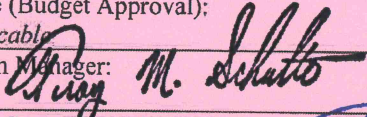
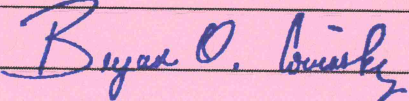

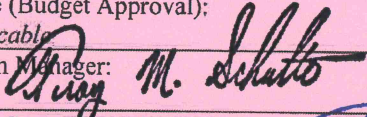
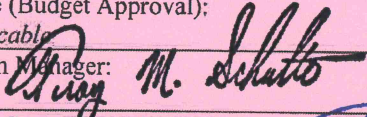
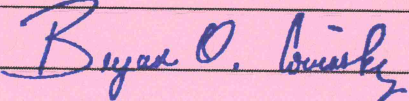

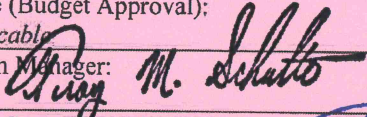
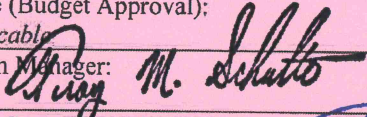
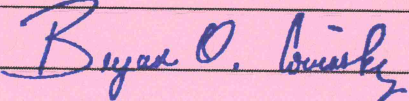
Completed by County Counselor's Office:

ResOrd No.: 20552

Sponsor(s): Theresa Cass Galvin

Date: November 2, 2020

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: <u>Transferring \$732,315 within the County Improvement Fund and Awarding a Professional Services Contract for a Facility Condition Assessment for the Public Works Department to SFS Architecture of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 13-20</u>																												
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$732,315</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$732,315</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$732,315</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>TRANSFER FROM: 013-5113-56790 County Improvement Fund, NonDepartmental – Other Contractual Svcs.</td> <td style="text-align: right;">\$732,315</td> </tr> <tr> <td>TRANSFER TO: 013-1204-56080 County Improvement Fund, Facilities Management KC, Other Professional Services</td> <td style="text-align: right;">\$732,315</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____</p> <p>Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$732,315	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$732,315	Amount budgeted for this item * (including transfers):	\$732,315	Source of funding (name of fund) and account code number:		TRANSFER FROM: 013-5113-56790 County Improvement Fund, NonDepartmental – Other Contractual Svcs.	\$732,315	TRANSFER TO: 013-1204-56080 County Improvement Fund, Facilities Management KC, Other Professional Services	\$732,315														
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PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____																												
CONTACT INFORMATION	RLA drafted by (name, title, & phone): <u>Barbara Casamento, Purchasing Administrator, 881-3253</u>																												
REQUEST SUMMARY	In an effort to curb the steady degradation of the Jackson County, Missouri Downtown Courthouse, the Public Works Department requires Consulting Services for a Facility Condition Assessment to reinforce and expand upon our understanding of the improvements necessary to sustain and enhance normal operations within the Downtown Courthouse. A Facility Condition Assessment will offer the documentation of deferred maintenance items, illustrate systemic demands and ultimately, diminish interruptions to future day-to-day Courthouse operations. The Purchasing Department issued Request for Proposal No. 13-20 to meet those requirements. A total of thirty-nine notifications were distributed and three proposals were received and elevated as follows: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Description</th> <th>BNIM, KCMO</th> <th>Dude Solutions, Cary, NC</th> <th>SFS, KCMO</th> </tr> </thead> <tbody> <tr> <td>Responsiveness to RFP 5 Points</td> <td style="text-align: center;">3.8</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Schedule of Services – 10 Points</td> <td style="text-align: center;">9</td> <td style="text-align: center;">6.6</td> <td style="text-align: center;">9.6</td> </tr> <tr> <td>Proposed Method of Performance 30 Points</td> <td style="text-align: center;">20.4</td> <td style="text-align: center;">15.2</td> <td style="text-align: center;">27.6</td> </tr> <tr> <td>Qualifications, Experience and References 25 Points</td> <td style="text-align: center;">20.8</td> <td style="text-align: center;">14.4</td> <td style="text-align: center;">23.4</td> </tr> <tr> <td>Pricing 30 Points</td> <td style="text-align: center;">23</td> <td style="text-align: center;">0</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">77</td> <td style="text-align: center;">40</td> <td style="text-align: center;">96</td> </tr> </tbody> </table> <p>Out of the three proposals received; two were determined to be qualified and viable solutions. The highest</p>	Description	BNIM, KCMO	Dude Solutions, Cary, NC	SFS, KCMO	Responsiveness to RFP 5 Points	3.8	4	5	Schedule of Services – 10 Points	9	6.6	9.6	Proposed Method of Performance 30 Points	20.4	15.2	27.6	Qualifications, Experience and References 25 Points	20.8	14.4	23.4	Pricing 30 Points	23	0	30	Total	77	40	96
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	<p>ranking Respondent was interviewed to ensure project understanding and the specific scope items and overall pricing were negotiated and are included herein.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, The Public Works Department and the Purchasing Department recommend the award of Professional Services Contract for Facility Condition Assessment be awarded to SFS Architecture of Kansas City, Missouri in the amount of \$732,315 under the terms and conditions of Request for Proposal No. 13-20.</p> <p>The Manager of Finance and Purchasing request the transfer within the County Improvement Fund as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: center; width: 15%;">FROM</th> <th style="text-align: center; width: 15%;">TO</th> </tr> </thead> <tbody> <tr> <td>013-5113-56790 County Improvement Fund, Non-Departmental, Other Contractual Services</td> <td style="text-align: center;">\$732,315</td> <td></td> </tr> <tr> <td>013-1204-56080 County Improvement Fund, Facilities Management KC Other Professional Services</td> <td></td> <td style="text-align: center;">\$732,315</td> </tr> </tbody> </table>			FROM	TO	013-5113-56790 County Improvement Fund, Non-Departmental, Other Contractual Services	\$732,315		013-1204-56080 County Improvement Fund, Facilities Management KC Other Professional Services		\$732,315
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CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)										
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals <p style="margin-left: 150px;">No goals assigned; recommended Respondent is a WBE</p>										
ATTACHMENTS	<p>Abstract of Bids Received, Recommendation Memorandum from Mr. Rick Gerla of Facilities Management, Evaluation Score Sheets, the pertinent pages of SFS Architecture's proposal, the Consulting Agreement and the Schedule of Fees and Pricing</p>										
REVIEW	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"> Department Director:  </td> <td style="width: 30%; padding: 5px;"> Date: 10-22-20 </td> </tr> <tr> <td style="padding: 5px;"> Finance (Budget Approval): <i>If applicable</i>  </td> <td style="padding: 5px; text-align: center;"> APPROVED <small>By Mark Lang at 3:18 pm, Oct 27, 2020</small> </td> </tr> <tr> <td style="padding: 5px;"> Division Manager:  </td> <td style="padding: 5px;"> Date: 10-28-20 </td> </tr> <tr> <td style="padding: 5px;"> County Counselor's Office:  </td> <td style="padding: 5px;"> Date: 10/29/20 </td> </tr> </table>		Department Director: 	Date: 10-22-20	Finance (Budget Approval): <i>If applicable</i> 	APPROVED <small>By Mark Lang at 3:18 pm, Oct 27, 2020</small>	Division Manager: 	Date: 10-28-20	County Counselor's Office: 	Date: 10/29/20	
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Division Manager: 	Date: 10-28-20										
County Counselor's Office: 	Date: 10/29/20										

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# _____

Date: October 27, 2020

RES # 20552

<u>Department / Division</u>		<u>Character/Description</u>	<u>From</u>	<u>To</u>
013	County Improvement Fund			
5113	Non-Departmental - Cnty Imprvmnt	56790 Other Contractual Services	\$ 732,315	\$ -
1204	Fac. Mgmt Kansas City	56080 Other Professional Services	-	732,315
			<u>\$ 732,315</u>	<u>\$ 732,315</u>

APPROVED
By Mark Lang at 3:18 pm, Oct 27, 2020

Budget Office

ABSTRACT OF BIDS

Request for Proposal No. 13-20 Facilities Assessment Opens: 2:00 PM, CDT on 6/23/20		DESCRIPTION		UNIT	QTY	Dude Solutions Cary, NC	SFS Architecture KCMO	BNIM KCMO	AMOUNT	AMOUNT	AMOUNT
NO						AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
	Base Bid					<i>See bid</i>	<i>See bid</i>	<i>See bid</i>			

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON June 23, 2020 BY
Wendi H. Rowland
 CLERK OF THE LEGISLATURE
Terrianna Cajumack
 PURCHASING



JACKSON COUNTY
Public Works Department

Jackson County Technical Center
303 West Walnut Street
Independence, Missouri 64050
jacksongov.org

(816) 881-4530
Fax: (816) 881-4448

Memorandum

To: Barbara Casamento, Purchasing Administrator
From: Rick Gerla, Facilities Management Administrator
Date: August 27, 2019
RE: RFP 13-20 Recommendation – SFS Architecture

Barbara,

As a result of the competitively bid RFP 13-20, a Facility Condition Assessment for the Jackson County's Downtown Courthouse, I would like to present to you the recommendation of the selection committee. SFS Architecture's response to the RFP received the highest scores in all categories. The selection committee qualified the expertise and the experience of their team, schedule of services, method of approach, as well as vetted and approved their fee structure proposed. All committee members unanimously agree that the team assembled by SFS Architecture is capable of completing the work and therefore should be recommended as the selected vendor for RFP 13-20.

At this time, we will begin negotiations until a contract value and terms have been determined and are prepared for the County Executive's signature. A Request for Legislative Action will be prepared and introduced forthcoming.

Thank you for your consideration with the above recommendation.

Sincerely

Rick Gerla
Facilities Management Administrator.

Frank White, Jr., County Executive

RFP 13-20 - Facilities Condition Assessment

COMPOSITE PROPOSAL SCORE SHEET 7/8/2020

FIRM NAME	INDIVIDUAL RANKING FOR EACH FIRM					AVG OF SCORES	RANKING OF FIRM
	Member 1	Member 2	Member 3	Member 4	Member 5		
<i>BNIM</i>	75	65	80	78	87	77	2
<i>Dude Solutions</i>	35	30	44	37	55	40	3
<i>SFS</i>	92	90	98	98	100	96	1

Jackson County, Missouri - Facilities Condition Assessment - RFP 13-20

INDIVIDUAL SELECTION SCORE SHEET
DATE: July 8, 2020

FIRM NAME	Responsiveness to Request for Proposal	Schedule of Services	Proposed Method of Approach	Qualifications, Experience, References	Pricing	TOTAL SCORE	RANKING	COMMENTS
	5 Points Max	10 Points Max	30 Points Max	25 Points Max	30 Points Max	100 Points Max	1 BEING BEST	
BNIM	4	8	20	20	23	75	2	copies RFP as M&A - same sch - Pricing 2nd
Dude Solutions	3	5	15	12	0	35	3	Non Viable
SFS	5	8	26	23	30	92	1	better M&A - same sch - 30+ courthouses - Pricing 1st

NAME: 1

Jackson County, Missouri - Facilities Condition Assessment - RFP 13-20

INDIVIDUAL SELECTION SCORE SHEET
DATE: July 8, 2020

FIRM NAME	Responsiveness to Request for Proposal	Schedule of Services	Proposed Method of Approach	Qualifications, Experiences, References	Pricing	TOTAL SCORE	RANKING	COMMENTS
	5 Points Max	15 Points Max	30 Points Max	25 Points Max	30 Points Max	100 Points Max	1 BEING BEST	
BNIM	5	7	15	15	23	65	2	
Dude Solutions	4	6	10	10	0	30	3	
SFS	5	10	25	20	30	90	1	

Jackson County, Missouri - Facilities Condition Assessment - RFP 13-20

INDIVIDUAL SELECTION SCORE SHEET
DATE: July 6, 2020

FIRM NAME	Responsiveness to Request for Proposal	Schedule of Services	Proposed Method of Approach	Qualifications, Experience, References	Pricing	TOTAL SCORE	RANKING	COMMENTS
	5 Points Max	10 Points Max	30 Points Max	25 Points Max	30 Points Max	100 Points Max	1 BEING BEST	
BNIM	3	10	20	24	23	80	2	
Dude Solutions	5	8	16	15	0	44	3	
SFS	5	10	29	24	30	98	1	overall not viable - software vs assessment

NAME: 3

Jackson County, Missouri - Facilities Condition Assessment - RFP 13-20

INDIVIDUAL SELECTION SCORE SHEET
DATE: JULY 8, 2020

FIRM NAME	Responsiveness to Request for Proposal	Schedule of Services	Proposed Method of Approach	Qualifications, Experience, References	Pricing	TOTAL SCORE	RANKING	COMMENTS
	5 Points Max	10 Points Max	20 Points Max	25 Points Max	30 Points Max	100 Points Max		
BNIM	3	10	22	20	23	78	2	lacking detail on approach and experience w/ courthouses w/ 2 provided
Dude Solutions	3	4	15	15	0	37	3	not viable solution to RFP
SFS	5	10	20	25	30	90	1	Responded to RFP as requested - elaborated on mixed approach

NAME: 4

Jackson County, Missouri - Facilities Condition Assessment - RFP 13-20

INDIVIDUAL SELECTION SCORE SHEET
DATE: July 8, 2020

FIRM NAME	Responsiveness to Request for Proposal	Schedule of Services	Proposed Method of Approach	Qualifications, Experiences, References	Pricing	TOTAL SCORE	RANKING	COMMENTS
	5 Points Max	10 Points Max	30 Points Max	25 Points Max	30 Points Max	100 Points Max	1 BEING BEST	
BNIM	4	10	25	25	23	87	2	AIA and PE's
Dude Solutions	5	10	20	20	0	55	3	Team lead is software group
SFS	5	10	30	25	30	100	1	AIA and PE's

NAME: S



**Jackson County Missouri Request for Proposal No. 13-20
Added Value Services + Scope Enhancements
Clarifications**

September 11, 2020

VFA Auditor Software
No Clarification Requested

Building Stacking Master Plan

Many older buildings have witnessed improvements over the years that solve an immediate need but may compromise adjacent spaces or result in inefficiencies in the use of spaces and staff adjacencies. Our team may observe functional deficiencies while surveying the building. Some of these deficiencies can be addressed during the recommendation phase but others may require a more extensive planning effort. We can work with you and key stakeholders to generate stacking alternatives that take into consideration items such as department adjacencies and co-locations, security requirements, Public interface requirements, anticipated construction projects, to name a few. The existing jail floors are prime real estate due to their location within the building. These floors will be evaluated as usable office. A report would be produced that includes stacking alternatives and cost opinions.

Task 1

Identify each departments location within the existing building. Identify underutilized space that could be occupied by another County department or for expansion of a current occupant.

Deliverable: Graphic plans showing current space utilization by department. Refer to the attached example.

Task 2

Meet with building stakeholders to determine current and future space needs. This can be done individually or as a group based on the County's recommendation. Adjacencies, workflow, public interface, security, and expansion needs will all be discussed as a part of the interview.

Deliverable: Narrative report will be developed based on the interviews with each department identifying their needs.

Task 3

The design team will develop up to three alternative stacking diagrams indicating overall space needs (area requirement) of each department. Space planning solutions shall consider efficient backfill of vacated space due to consolidation of mechanical systems and to renovate the vacated jail floors to occupied space. It is anticipated Courtroom floors will be maintained with minimal changes. Vacant space will be determined so the County can consider potential new occupants maximizing utilization.

Deliverables: Graphic plans of proposed restacking diagrams for the building. Refer to the attached example. An order of magnitude construction cost estimate will be provided for the final approved concept.

By maximizing space utilization in the building, improved public interface, adjacencies, security, and more efficient use of space will improve public interactions, accommodate growth and expand services offered.

As-Built Floor Plans

No Clarification Requested

Enhanced Level MEPF Systems and Equipment Survey

Enhanced MEP analysis of additional efforts beyond standard observation of MEP equipment and componentry. Examples of enhanced MEP analysis include, but are not limited to, performance testing of air handler coils; testing of dampers and fans in air handling equipment; infrared thermography imagery of electrical distribution equipment. The purpose of enhanced measures of the MEP analysis if necessary focuses on pinpointing individual component failures which may result in capital recommendations being replaced with operational/maintenance recommendations.

Drone Photography of Exterior Shell

The drone photography fee estimate was put together to provide:

- a. Images in specific areas to meet our requirement for existing conditions survey and assessment. These would be in close enough to be able to view masonry cracking, spalls, mortar deterioration, etc. Approximately 10% of the building would be photographed in swaths as determined during the reconnaissance review of the building facades. See attached for sample areas.
- b. An overall flight of each face of the building more along the lines of providing an index. These would be at a mid-distance to give a bigger picture.
- c. An overall video of the building, more for visual usage. The camera is Hasselblad L1D 20c Camera with 20 MegaPixel and 1" CMOS Sensor.

All images and videos would become products provided to the City.

Storm and Sewer TV Inspection

No Clarification Requested

Significant Spaces and Features Diagrams

No Clarification Requested. See attached example.