

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$30,800.00 within the 2012 General Fund and awarding a contract on Request for Qualifications No. 55-12 for the furnishing of architectural and engineering services for use by the Public Works Department to Hoefer Wysocki Architects, LLC, for an architectural and engineering facility assessment at a cost to the County not to exceed \$28,000.00 and authorizing the Director of Public Works to execute change orders in an amount not to exceed \$2,800.00, for a total aggregate cost to the County not to exceed \$30,800.00.

RESOLUTION #17895, May 14, 2012

INTRODUCED BY James D. Tindall, County Legislator

WHEREAS, by Request for Qualification (RFQ) No. 55-12, the Director of Finance and Purchasing did solicit the submission of qualifications from firms interested in providing an architectural and engineering facility assessment to the County; and,

WHEREAS, the Director received five responses to the RFQ, which were evaluated by an ad hoc committee consisting of representatives from the Finance and Purchasing Department, the Legislative Auditor's Office, the County Counselor's Office, COMBAT, the County Executive's Office, and the Public Works Department; and,

WHEREAS, after an evaluation of the firms' qualifications, the committee recommends award of a contract for these services to Hoefer Wysocki Architects, LLC, of Leawood, Kansas, as it is the responding firm with the superior qualifications, in an amount not to exceed \$28,000.00; and,

WHEREAS, the Director of Public Works requests authorization to execute any change orders in an amount not to exceed \$2,800.00, as a contingency for any unforeseen problems that may arise during the performance of this contract; and,

WHEREAS, a transfer is necessary to place the necessary funds in the proper spending account; and,

WHEREAS, the County Executive recommends this transfer; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer be made within the 2012 General Fund:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund			
Non-Departmental			
001-5101	58020 - Buildings/Imprvmts	\$30,800	
001-5101	58060 – Other Professional Services		\$30,800

and,

BE IT FURTHER RESOLVED that a contract be awarded as recommended by the evaluation committee, in a form to be approved by the County Counselor, and the Director of Finance and Purchasing be and herby is authorized to execute the contract on behalf of the County; and,

BE IT FURTHER RESOLVED that the Director of Public Works be authorized to execute

change orders in an amount not to exceed \$2,800.00, as a contingency for the completion of the contract; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing be and hereby is authorized to make all payments, including final payment on the Agreement.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Jay D. Ford
Chief Deputy County Counselor

W. Stephen Hayes
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17895 of May 14, 2012, was duly passed on May 14, 2012 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 0

Abstaining 0

Absent 1

5.14.12
Date

Mary Jo Spino
Mary Jo Spino, Clerk of Legislature

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

ACCOUNT NUMBER: 001 5101 58020
ACCOUNT TITLE: General Fund
Non Departmental
Buildings and Improvement
NOT TO EXCEED: \$30,800.00

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.

ACCOUNT NUMBER: 001 5101 56080
ACCOUNT TITLE: General Fund
Non Departmental
Other Professional Services
NOT TO EXCEED: \$30,800.00

May 14 2012
Date

D. Tracy Vannoy
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

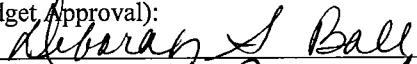
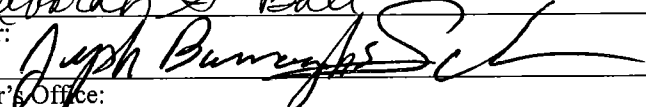
Completed by County Counselor's Office:

Res/Ord. No.: 17895

Sponsor(s): James D. Tindall

Date: May 14, 2012

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$30,800.00 within the Non-Departmental budget and authorizing the award of a Contract to provide Architectural and Engineering Facility Assessment Services to Hoefer Wysocki Architecture of Leawood, KS under the terms and conditions of Request for Qualifications No. 55-12.</u></p>												
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$30,800.00</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>\$30,800.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: TRANSFERRING FROM: 001-5101-58020 General Fund, Non-Departmental, Buildings & Improvements</td> <td>\$30,800.00</td> </tr> <tr> <td>TRANSFERRING TO: 001-5101-56080 General Fund, Non-Department, Other Professional Services</td> <td>\$30,800.00</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) <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): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$30,800.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$30,800.00	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number: TRANSFERRING FROM: 001-5101-58020 General Fund, Non-Departmental, Buildings & Improvements	\$30,800.00	TRANSFERRING TO: 001-5101-56080 General Fund, Non-Department, Other Professional Services	\$30,800.00
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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date):</p>												
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>												
REQUEST SUMMARY	<p>The County requires Architectural and Engineering Facility Assessment Services and the Purchasing Department issued Request for Qualifications No. 55-12.</p> <p>Twelve notifications were distributed and five responses were received and evaluated and the top three are as follows:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right;">Points Received</th> </tr> </thead> <tbody> <tr> <td>Hoefer Wysocki Architecture, Leawood, KS</td> <td style="text-align: right;">87.40</td> </tr> <tr> <td>Yaeger Architecture, Overland Park, KS</td> <td style="text-align: right;">87.20</td> </tr> <tr> <td>SFS Architecture, Kansas City, MO</td> <td style="text-align: right;">80.60</td> </tr> </tbody> </table> <p>According to Missouri State Law, the work to be performed under this Contract is considered to be professional Architectural and Engineering Services (RSMo Section 8.285 to 8.291) and a qualifications based selected method is required. The County's Evaluation Committee evaluated proposals based upon experience, qualifications and references and has recommended Hoefer Wysocki Architecture of Leawood, KS.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Contract to provide Architectural and Engineering Facility Assessment Services to Hoefer Wysocki Architecture of Leawood, KS as the best proposal received.</p>		Points Received	Hoefer Wysocki Architecture, Leawood, KS	87.40	Yaeger Architecture, Overland Park, KS	87.20	SFS Architecture, Kansas City, MO	80.60				
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	<p>The Director of Finance and Purchasing also requests the transfer of \$30,800.00 within the Non-Department budget as follows:</p> <p>FROM: 001-5101-58020 General Fund, Non-Departmental, Buildings and Improvements TO: 001-5101-56080 General Fund, Non-Departmental, Other Professional Services</p>	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <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)	
ATTACHMENTS	The Abstract of Bids, the Recommendation Memorandum, the pricing negotiated with the Hoefler Wysocki and the pertinent pages of Hoefler Wysocki's proposal.	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i> 	Date: 5-14-12
	Division Manager: 	Date: 5-14-12
	County Counselor's Office:	Date:

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.



JACKSON COUNTY
Office of the County Executive

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Kansas City, Missouri 64106
www.jacksongov.org

(816) 881-3333
Fax: (816) 881-3133

MEMORANDUM

May 7, 2012

To: Barb Casamento
Finance & Purchasing Department

CC: Troy Thomas
Director of Finance & Purchasing

From: Jeph BurroughsScanlon
Senior Administrative Manager

Reference: Request for Qualifications No. 55-12
Consulting Services (to properly assess architectural, structural, mechanical, electrical and plumbing needs of the existing building and site)

The above referenced bid opened April 30, 2012; five proposals were received. All proposals were evaluated by a seven member evaluation committee with representatives from the County Executive's Office, the Legislative Auditor's Office, the Finance Department, the Public Works Department and the COMBAT office.

The companies submitting qualifications were: **Hoeffler Wysocki Architecture**, Leawood, Kansas; **International Architects Atelier**, Kansas City, Missouri; **Rosemann & Associates, P.C.**, Kansas City, Missouri; **SFS Architecture**, Kansas City, Missouri and **Yaeger Architecture**, Overland Park, Kansas.

After careful review, this committee is recommending that we attempt negotiations with the following companies in the order listed as follows: **Hoeffler Wysocki Architecture**, **Yaeger Architecture** and **SFS Architecture**. The primary consideration in company selection and ranking was capability, experience and references.

Attached is the evaluation summary from the evaluation committee and a copy of the three ranked proposals received. Please contact me if you have any questions or concerns.

Attachment

Michael D. Sanders, County Executive

Jackson County Missouri Request for Qualifications No. 55-12	Highest Possible Score	sfs architecture		
Experience, Qualifications and References*	25%	each evaluator gave up to a maximum score of 25%	each evaluator gave up to a maximum score of 25%	each evaluator gave up to a maximum score of 25%
Staff to be Assigned to Project	25%	each evaluator gave up to a maximum score of 25%	each evaluator gave up to a maximum score of 25%	each evaluator gave up to a maximum score of 25%
Evidence of Competent Design Work	25%	each evaluator gave up to a maximum score of 25%	each evaluator gave up to a maximum score of 25%	each evaluator gave up to a maximum score of 25%
Ability to Meet Schedule	25%	each evaluator gave up to a maximum score of 25%	each evaluator gave up to a maximum score of 25%	each evaluator gave up to a maximum score of 25%
Total possible score for each respondent	100%			
Total average score from all evaluators		80.60%	87.40%	87.20%
*The County will consider MBE/WBE ownership and/or participation as a component of the "Experience, Qualifications and References" Evaluation Criteria.	Ranking	3	1	2