

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Award and enter into contract negotiations with Lunz Prebor Fowler Architects (Primary) and GLE Associates (Secondary) for RFQ 012-0-2012/AT Architectural & Engineering (A & E) Design for Continuing Services Contract (Staff recommends approval).

**REQUESTED ACTION:** Award and enter into contract negotiations with Lunz Prebor Fowler Architects (Primary) and GLE Associates (Secondary).

Work Session (Report Only)    **DATE OF MEETING:** 6/26/2012  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: Lunz Prebor Fowler Architects (Primary) and GLE Associates (Secondary)

Effective Date: \_\_\_\_\_    Termination Date: \_\_\_\_\_  
Managing Division / Dept: Financial Services / Public Works

**BUDGET IMPACT:** \_\_\_\_\_  
 Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

**HISTORY/FACTS/ISSUES:**

RFQ 012-0-2012/AT Sumter County A & E Design for Continuing Services Contract was broadcast on 4-20-2012. Proposals were due on 6-5-2012 at 11:00 a.m. Proposals were opened at 11:05 a.m. in Room 110 of The Villages Sumter County Service Center, Wildwood, FL. Ten proposals were received on time as follows: 1. Clemons, Rutherford & Associates, Inc. 2. Johnson, Smith Architects, P.A. 3. Reliable Group LLC 4. Joseph A. Rispoli Architect 5. Lunz Prebor Fowler Architects 6. GLE Associates, Inc. 7. Architecture Studio, Inc. 8. AMEC Environment & Infrastructure, Inc. 9. Gatorsketch Corporation 10. Bessolo Design Group, Inc.

The Selection Committee met on 6-12-2012 at 1:00 p.m. in Room 110. The Selection Committee provided a list of questions to be answered by the proposing firms during vendor presentations. The Selection Committee scored the proposing firms and agreed to allow the top three scoring firms to present.

Vendor presentations were held on 6-15-2012 at 2:30 p.m. in Room 102 of The Villages Sumter County Service Center, Wildwood, FL. The following firms presented at their designated time: Clemons, Rutherford & Associates, GLE Associates, and Lunz Prebor Fowler Architects.

Following presentations the Selection Committee reconvened to discuss and score the three firms. Scores are as follows: Lunz Prebor Fowler Architects - 10.0, GLE Associated - 9.25, and Clemons, Rutherford & Associates - 8.90.

Once negotiations are completed and contracts are executed, the secondary firm will only be contacted in the event the primary firm is not available or in an emergency situation.

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract negotiations with Lunz Prebor Fowler Architects (Primary) and GLE Associates (Secondary).

The following items are attached: legal ad, selection committee meeting minutes and score sheets from 6-12-2012, selection committee meeting minutes and score sheets from 6-15-2012, Lunz Prebor Fowler Architects proposal and presentation, GLE Associates proposal and presentation, and RFP 012-0-2012/AT bid document.

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## REQUEST FOR QUALIFICATIONS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving qualification packages for the following: "Request for Qualifications for Sumter County Architectural & Engineering Design for Continuing Service Contract"

Information is available upon request by calling (352) 689-4435, by coming to the Financial Services Department, Suite 206, The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785, or by contacting Demand Star at 1-800-711-1712 or [www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions regarding this project must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Amanda Taylor, Procurement Coordinator  
Mailing Address: 7375 Powell Road, Suite 206  
Wildwood, FL 34785  
E-mail: [Amanda.taylor@sumtercountyfl.gov](mailto:Amanda.taylor@sumtercountyfl.gov)  
Fax: (352) 689-4436

The deadline for submission of questions relating to the RFQ shall be, May 11, 2012 by 5:00pm. A copy of the RFQ packet must be obtained in order to view the items being requested by Sumter County.

All packets are due by 11:00 a.m. on June 5, 2012 to 7375 Powell Road, Wildwood, FL 34785. Late submittals will be rejected and returned unopened to the Proposer. Packages must be firmly sealed in packaging that is clearly marked on the outside: "RFQ 012-0-2012/AT for Sumter County Architectural & Engineering design for Continuing Service Contract". Sealed RFQ's must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all RFQ's will become the property of the County, who has the right to use any or all ideas presented in any package submitted in response to this RFQ, whether or not the RFQ is accepted. Packages will be opened at 11:05 a.m. on June 5, 2012 in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785. The Selection Committee will meet on June 12, 2012 at 1:00 p.m. in Room 110 of The Villages Sumter County Service Center. If necessary, vendor presentations will be held on June 15, 2012 starting at 2:30 p.m. in Room 102 of The Villages Sumter County Service Center. The Selection Committee's recommendation will be taken to the Sumter County Board of County Commissioners for a final decision on June 26, 2012.

BOARD OF SUMTER COUNTY COMMISSIONERS, SUMTER COUNTY, FLORIDA  
PUBLISH 4/20/2012 and 4/27/2012

RFQ 012-0-2012/AT Sumter County A & E Design for Continuing Service Contract – Selection Committee Meeting minutes

The Selection Committee met on 6-12-2012 at 1:00 p.m. in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

Scott Cottrell and Chris Wert were present to represent the Selection Committee. Chris Morrison was present to represent the Financial Services Department.

Richard Cobb, Selection Committee Member, was unable to attend the meeting due to an emergency.

Chris reviewed the dates as listed in the RFQ and turned the meeting over to the Selection Committee.

The Committee had the following questions:

1. Can Sumter County negotiate with two firms? Yes, page eight of the RFQ states firm or firms.
2. Is there an automatic end date to the current contract? Yes, the termination date is August 21, 2012, per Amendment 5 of the current contract.
3. Can the current contractor finish out existing or open work orders? Yes

The Committee discussed the ten proposals that were received and turned in their score sheets according to the RFQ.

Scores are as follows:

	CRA	Johnson Smith	Reliable Group	Joseph Rispoli	Lunz Prebor Fowler	GLE	ASI	AMEC	Gatorsktch	Bessolo
Scott	98	67	66	68	98	93	73	92	89	59
Chris	81	79	71	78	84	83	78	76	66	66
TOTALS	179	146	137	146	182	176	151	168	155	125

\*Score sheets are attached.

The Selection Committee agreed to hold vendor presentations for the top three scoring firms, Lunz Prebor Fowler Architects, Clemons, Rutherford & Associates, and GLE Associates as set per the RFQ on 6-15-2012 starting at 2:30 p.m. in Room 102.

Presentations will be 20 minutes with a Q&A session to follow for 10 minutes. The Selection Committee stated they would like to see details regarding the following:

1. Team Concept
2. Response Time
3. Concept of Project Management, Construction Management, and Design
4. Schedule of Cost Controls

The meeting adjourned at 1:55 p.m.

RFQ 012-0-2012/AT for Architectural & Engineering Design for Continuing Service Contract

Score Sheet

Selection Committee Members	Clemons, Rutherford & Associates	Johnson, Smith Architects	Reliable Group	Joseph Rispoli Architect	Lunz Prebor Fowler Architects	GLE Associates	Architecture Studio	AMEC Environment	GatorSketch Corp.	Bessolo
Scott Cottrell	98	67	66	68	98	93	73	92	89	59
Chris Wert	81	79	71	78	84	83	78	76	66	66
Richard Cobb	N/A	—	—	—	—	—	—	—	—	—
<b>Totals</b>	179	146	137	146	182	176	151	168	155	125

②      ⑦      ⑧      ⑦      ①      ③      ⑥      ④      ⑤      ⑨

Scott Cottrell

RFQ 012-0-2012/AT for Architectural & Engineering Design for Continuing Service Contract

Score Sheet

Scoring Criteria	Clemons, Rutherford & Associates	Johnson, Smith Architects	Reliable Group	Joseph Rispoli Architect	Lunz Prebor Fowler Architects	GLE Associates	Architecture Studio	AMEC Environment	GatorSkitch Corp.	Bessolo
Firm Description (10 points)	10	10	8	5	10	10	5	9	10	8
Experience & Ability to Meet the Budget (35 points)	35	25	25	30	35	35	30	35	32	25
Design Plan (20 points)	20	12	16	19	20	19	19	20	16	12
Services (10 points)	10	10	5	4	10	10	4	9	10	4
Schedule (15 points)	15	5	12	5	15	15	5	14	15	0
Certified Minority Business Enterprise (5 points)	3	0	0	0	3	0	5	0	3	5
Other Benefits (5 points)	5	5	0	5	5	4	5	5	3	5
<b>Totals</b>	<b>98</b>	<b>67</b>	<b>66</b>	<b>68</b>	<b>98</b>	<b>93</b>	<b>73</b>	<b>92</b>	<b>89</b>	<b>59</b>

CRA

No qualifications will be accepted after the time set for receipt of the qualifications. Qualifications submitted via facsimile, telegraph or mailgram shall be rejected.

The Owner reserves the right to negotiate adjustments in any and all elements of what firms submit in their qualifications.

Where the RFQ requires the Architect & Engineer firm to submit a number of days, or to submit a milestones chart, the days used shall be calendar days unless otherwise specified herein.

**PROJECT SCHEDULE, MILESTONE DATE REQUIREMENTS AND ASSESSMENTS:** once the contract has been approved by the Sumter County Board of County Commissioners, the architect & engineer firm and Sumter County will agree to a actual notice to proceed date which will commence all design and permitting activities per project. Should the architect & engineer firm fail to meet the milestone date of the schedule the county will impose an \$1,000.00 assessment per milestone date which is not obtain on a monthly basics. This action will automatically reduce the contract amount accordingly each month. if the design firm is able to meet the original completion date of the CPM schedule, Sumter County Board of County Commissioners will reimburse the architect & engineer firm for maintaining the overall schedule, although if the design firm fails to meet the original completion date the Sumter County Board of County Commissioners will retain all assessments.

It is the responsibility of each Architect & Engineer firm to examine the entire RFQ, seek clarification in writing, and review its qualifications for accuracy before submitting. Once the submission deadline has passed, all qualifications submissions will be final. The Owner will not request clarification from any Architect & Engineer firm relative to their qualification submission.

No Architect & Engineer firm is permitted to contact any member of or employee of the County of Sumter regarding this RFQ, qualification evaluation, or selection process from the time the RFQ is issued until the time a notification of intent to award is announced, except if such contact is in writing (with a copy of any written communication being forwarded to the Owner's Representative). Unauthorized contact with the County or any employees thereof may result in disqualification of the firm from the selection process.

It is the Owner's intent to minimize the cost to Architect & Engineer firm's who are responding to this request for qualifications, therefore you are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not curry favor with the reviewers. We are seeking thoughtful, tightly focused qualifications that document your firm's suitability for this Project and understanding of the Project and Owner. Experience must be described by each firm, if there are multiple firms proposed as one team.

**QUALIFICATIONS SUBMISSION FORMAT AND REQUIREMENTS**

To be considered, prospective Architect & Engineer must submit a complete response as required by the RFQ. Architect & Engineer must submit evidence of their ability to provide complete, thorough and comprehensive responses and information for each of the following components of the RFQ. Architect & Engineering firms must submit One (1) original, one (1) electronic version on a CD or Flash Drive of the original RFQ in its entirety not password protected, and five (5) copies of the original RFQ packet.

**A. Firm Description (maximum 4 pages) (10 points)**

- 1. Describe the ownership and current principles of your firm and any other firm that you propose to become part of your team. From what office will this project be administered?
- 2. Describe the history and growth of your firm(s) *as succinctly as possible*.
- 3. Describe your experience with litigation with Owners and Contractors.
- 4. Provide company organizational chart.

**B. Experience & Ability To Meet The Budget (35 points)**

35

- ✓ 1. Provide no more than 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
  - ✓ a) Provide photographs
  - ✓ b) Provide an owner reference familiar with your performance on the project. *It is the proposer's responsibility to ensure that you have listed a current contact with a correct phone number.*
  - ✓ c) Provide a general contractor or CM at risk reference (with current phone number) familiar with your performance on each project.
  - ✓ d) List the individual who served as the primary point of contact and designer for your firm. Please note whether or not this individual is still employed with your firm.
- ✓ 2. Provide the two most recent projects your firm has completed. Include the total % change orders and performance relative to the initial project schedule. For each project, provide the name of an owner's representative (with a current phone number) who is familiar with your performance on the project.
- ✓ 3. Provide a brief description of your firm's experience in building County Administrative Facilities.

**C. Design Plan (20 points)**

20

- ✓ 1. Please designate the specific individuals that will fill key roles on your team.
- ✓ 2. Please provide for each of the above personnel:
  - ✓ a) Current resumes listing relevant (similar) project experience within the past several years.
  - b) Percent of time to be committed to this Project.
- ✓ 3. Please identify the individual who, *from project start to finish*, will be the leader of your design team and the principal point of contact between your firm and the Owner, the Architect & Engineer and other consultants. This individual's competence, his leadership, and his ability to achieve *customer satisfaction* will be heavily considered in the selection of a Architect & Engineer firm.
- ✓ 4. Provide an organizational chart showing the lines of responsibility and accountability for your team.

**D. Services (10 points)**

10

- ✓ 1. Provide one page overview of services typically performed for similar projects as the Architect & Engineer for a Continuing Service Contract
- ✓ 2. How would you implement these services to ensure the success of this project?
- ✓ 3. Describe your approach to teamwork on a project of this magnitude.

**E. Schedule (15 points)**

15

- ✓ 1. Describe your general approach to the schedule for this project.
- ✓ 2. Describe your approach to schedule control and cost control.

**F. Certified Minority Business Enterprise (5 points)**

5

- 1. Provide your fee as a lump sum not to exceed with clearly identified exceptions and provide your fee as a percentage of construction cost. The Owner desires to pursue either fee schedule during the negotiation process.

**G. Other Benefits (5 points)**

5

- 1. Provide information here on any additional benefits of your team.

2 MBE Subs

12 Jun 2012

Lutz Arcbar

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- A. Firm Description (maximum 4 pages) (10 points)** 10
1. Describe the ownership and current principles of your firm and any other firm that you propose to become part of your team. From what office will this project be administered? ✓
  2. Describe the history and growth of your firm(s) *as succinctly as possible.* ✓
  3. Describe your experience with litigation with Owners and Contractors. ✓
  4. Provide company organizational chart. ✓

**B. Experience & Ability To Meet The Budget (35 points)**

35

- 1. Provide no more than 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
  - a) Provide photographs
  - b) Provide an owner reference familiar with your performance on the project. *It is the proposer's responsibility to ensure that you have listed a current contact with a correct phone number.*
  - c) Provide a general contractor or CM at risk reference (with current phone number) familiar with your performance on each project.
  - d) List the individual who served as the primary point of contact and designer for your firm. Please note whether or not this individual is still employed with your firm.
- 2. Provide the two most recent projects your firm has completed. Include the total % change orders and performance relative to the initial project schedule. For each project, provide the name of an owner's representative (with a current phone number) who is familiar with your performance on the project.
- 3. Provide a brief description of your firm's experience in building County Administrative Facilities.

**C. Design Plan (20 points)**

(20 points)

20

- 1. Please designate the specific individuals that will fill key roles on your team.
- 2. Please provide for each of the above personnel:
  - a) Current resumes listing relevant (similar) project experience within the past several years.
  - b) Percent of time to be committed to this Project.
- 3. Please identify the individual who, *from project start to finish*, will be the leader of your design team and the principal point of contact between your firm and the Owner, the Architect & Engineer and other consultants. This individual's competence, his leadership, and his ability to achieve *customer satisfaction* will be heavily considered in the selection of a Architect & Engineer firm.
- 4. Provide an organizational chart showing the lines of responsibility and accountability for your team.

**D. Services (10 points)**

(10 points)

10

- 1. Provide one page overview of services typically performed for similar projects as the Architect & Engineer for a Continuing Service Contract
- 2. How would you implement these services to ensure the success of this project?
- 3. Describe your approach to teamwork on a project of this magnitude.

**E. Schedule (15 points)**

(15 points)

15

- 1. Describe your general approach to the schedule for this project.
- 2. Describe your approach to schedule control and cost control.

**F. Certified Minority Business Enterprise (5 points)**

(5 points)

5

- 1. Provide your fee as a lump sum not to exceed with clearly identified exceptions and provide your fee as a percentage of construction cost. The Owner desires to pursue either fee schedule during the negotiation process.

**G. Other Benefits (5 points)**

(5 points)

5

- 1. Provide information here on any additional benefits of your team.

2 Subs 4% MBE

12 Jun 2012

Scott's cell

GLE

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  3. Describe your experience with litigation with Owners and Contractors.
  4. Provide company organizational chart.

**B. Experience & Ability To Meet The Budget (35 points)**

35

- 1. Provide no more than 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
  - a) Provide photographs
  - b) Provide an owner reference familiar with your performance on the project. *It is the proposer's responsibility to ensure that you have listed a current contact with a correct phone number.*
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**C. Design Plan (20 points)**

19

- 1. Please designate the specific individuals that will fill key roles on your team.
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  - a) Current resumes listing relevant (similar) project experience within the past several years.
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**E. Schedule (15 points)**

15

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**F. Certified Minority Business Enterprise (5 points)**

0

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**G. Other Benefits (5 points)**

4

- 1. Provide information here on any additional benefits of your team.

Lake County

12 Jun 2012

Scott Cottrell

AMEC

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3. Describe your experience with litigation with Owners and Contractors.
4. Provide company organizational chart.

**B. Experience & Ability To Meet The Budget (35 points)**

25

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- 3. Provide a brief description of your firm's experience in building County Administrative Facilities. *municipalities*

**C. Design Plan (20 points)**

- 1. Please designate the specific individuals that will fill key roles on your team.
- 2. Please provide for each of the above personnel:
  - a) Current resumes listing relevant (similar) project experience within the past several years.
  - b) Percent of time to be committed to this Project.
- 3. Please identify the individual who, *from project start to finish*, will be the leader of your design team and the principal point of contact between your firm and the Owner, the Architect & Engineer and other consultants. This individual's competence, his leadership, and his ability to achieve *customer satisfaction* will be heavily considered in the selection of a Architect & Engineer firm.
- 4. Provide an organizational chart showing the lines of responsibility and accountability for your team.

**D. Services (10 points)**

- 1. Provide one page overview of services typically performed for similar projects as the Architect & Engineer for a Continuing Service Contract
- 2. How would you implement these services to ensure the success of this project?
- 3. Describe your approach to teamwork on a project of this magnitude.

**E. Schedule (15 points)**

- 1. Describe your general approach to the schedule for this project.
- 2. Describe your approach to schedule control and cost control.

**F. Certified Minority Business Enterprise (5 points)**

- 1. Provide your fee as a lump sum not to exceed with clearly identified exceptions and provide your fee as a percentage of construction cost. The Owner desires to pursue either fee schedule during the negotiation process.

**G. Other Benefits (5 points)**

- 1. Provide information here on any additional benefits of your team.

12 Jun 2012

Scott S. Collier

Gator Sketch

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- A. Firm Description (maximum 4 pages) (10 points) 10**
1. Describe the ownership and current principles of your firm and any other firm that you propose to become part of your team. From what office will this project be administered?
  2. Describe the history and growth of your firm(s) *as succinctly as possible*.
  3. Describe your experience with litigation with Owners and Contractors.
  4. Provide company organizational chart.

32

**B. Experience & Ability To Meet The Budget (35 points)**

- ✓ 1. Provide no more than 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
  - ✓ a) Provide photographs
  - ✓ b) Provide an owner reference familiar with your performance on the project. *It is the proposer's responsibility to ensure that you have listed a current contact with a correct phone number.*
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- ✓ 3. Provide a brief description of your firm's experience in building County Administrative Facilities.

**C. Design Plan (20 points) 16**

- ✓ 1. Please designate the specific individuals that will fill key roles on your team.
- ✓ 2. Please provide for each of the above personnel:
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  - ✓ b) Percent of time to be committed to this Project.
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- ✓ 3. Describe your approach to teamwork on a project of this magnitude.

**E. Schedule (15 points) 15**

- ✓ 1. Describe your general approach to the schedule for this project.
- ✓ 2. Describe your approach to schedule control and cost control.

**F. Certified Minority Business Enterprise (5 points) 3**

- 1. Provide your fee as a lump sum not to exceed with clearly identified exceptions and provide your fee as a percentage of construction cost. The Owner desires to pursue either fee schedule during the negotiation process.

one sub is MBE

**G. Other Benefits (5 points) 5**

- 1. Provide information here on any additional benefits of your team.

12 Jun 2012

Scott R. Colburn

ASI

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  - ~ 2. Describe the history and growth of your firm(s) *as succinctly as possible*.
  - X 3. Describe your experience with litigation with Owners and Contractors.
  - X 4. Provide company organizational chart.

**B. Experience & Ability To Meet The Budget (35 points)**

30

- ✓ 1. Provide no more than 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
  - ✓ a) Provide photographs
  - ✓ b) Provide an owner reference familiar with your performance on the project. *It is the proposer's responsibility to ensure that you have listed a current contact with a correct phone number.*
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**C. Design Plan (20 points)**

19

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**D. Services (10 points)**

4

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**E. Schedule (15 points)**

5

- ✓ 1. Describe your general approach to the schedule for this project.
- X 2. Describe your approach to schedule control and cost control.

**F. Certified Minority Business Enterprise (5 points)**

5

- ✓ 1. Provide your fee as a lump sum not to exceed with clearly identified exceptions and provide your fee as a percentage of construction cost. The Owner desires to pursue either fee schedule during the negotiation process.

**G. Other Benefits (5 points)**

5

- 1. Provide information here on any additional benefits of your team.

12 Jun 2012

*Scott B. Colwell*

Joe Aspoli

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**A. Firm Description (maximum 4 pages) (10 points)**

- 1. Describe the ownership and current principles of your firm and any other firm that you propose to become part of your team. From what office will this project be administered?
- 2. Describe the history and growth of your firm(s) *as succinctly as possible*.
- 3. Describe your experience with litigation with Owners and Contractors.
- 4. Provide company organizational chart.

**B. Experience & Ability To Meet The Budget (35 points)**

30

- ✓ 1. Provide no more than 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
  - ✓ a) Provide photographs
  - ✓ b) Provide an owner reference familiar with your performance on the project. *It is the proposer's responsibility to ensure that you have listed a current contact with a correct phone number.*
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- ✓ 3. Provide a brief description of your firm's experience in building County Administrative Facilities.

**C. Design Plan (20 points)**

- ✓ 1. Please designate the specific individuals that will fill key roles on your team.
- ✓ 2. Please provide for each of the above personnel:
  - ✓ aa) Current resumes listing relevant (similar) project experience within the past several years.
  - ✓ b) Percent of time to be committed to this Project.
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**D. Services (10 points)**

- X 1. Provide one page overview of services typically performed for similar projects as the Architect & Engineer for a Continuing Service Contract
- ✓ 2. How would you implement these services to ensure the success of this project?
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**E. Schedule (15 points)**

- ✓ 1. Describe your general approach to the schedule for this project.
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**F. Certified Minority Business Enterprise (5 points)**

- 0 1. Provide your fee as a lump sum not to exceed with clearly identified exceptions and provide your fee as a percentage of construction cost. The Owner desires to pursue either fee schedule during the negotiation process.

**G. Other Benefits (5 points)**

- ✓ 1. Provide information here on any additional benefits of your team.

12 Jan 2012  
 Scott B. Cottrell

Johnson Smith

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**(10 points)**

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4. Provide company organizational chart.

**B. Experience & Ability To Meet The Budget (35 points)**

25

- ✓ 1. Provide no more than 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
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  - ✓ b) Provide an owner reference familiar with your performance on the project. *It is the proposer's responsibility to ensure that you have listed a current contact with a correct phone number.*
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**C. Design Plan (20 points)**

12

- ✓ 1. Please designate the specific individuals that will fill key roles on your team.
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**E. Schedule (15 points)**

5

- ✓ 1. Describe your general approach to the schedule for this project.
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**F. Certified Minority Business Enterprise (5 points)**

0

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**G. Other Benefits (5 points)**

5

- 1. Provide information here on any additional benefits of your team.

12 Jun 2012  
 [Handwritten Signature]

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**B. Experience & Ability To Meet The Budget (35 points)**

JS

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**C. Design Plan (20 points)**

16

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**D. Services (10 points)**

S

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**E. Schedule (15 points)**

12

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**F. Certified Minority Business Enterprise (5 points)**

0

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**G. Other Benefits (5 points)**

0

- 1. Provide information here on any additional benefits of your team.

12 Jun 2012  
Scott Cellmer

Bessolo

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It is the Owner's intent to minimize the cost to Architect & Engineer firm's who are responding to this request for qualifications, therefore you are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not curry favor with the reviewers. We are seeking thoughtful, tightly focused qualifications that document your firm's suitability for this Project and understanding of the Project and Owner. Experience must be described by each firm, if there are multiple firms proposed as one team.

**QUALIFICATIONS SUBMISSION FORMAT AND REQUIREMENTS**

To be considered, prospective Architect & Engineer must submit a complete response as required by the RFQ. Architect & Engineer must submit evidence of their ability to provide complete, thorough and comprehensive responses and information for each of the following components of the RFQ. Architect & Engineering firms must submit One (1) original, one (1) electronic version on a CD or Flash Drive of the original RFQ in its entirety not password protected, and five (5) copies of the original RFQ packet.

- A. Firm Description (maximum 4 pages) (10 points)**
1. Describe the ownership and current principles of your firm and any other firm that you propose to become part of your team. From what office will this project be administered?
  2. Describe the history and growth of your firm(s) *as succinctly as possible*.
  3. Describe your experience with litigation with Owners and Contractors.
  4. Provide company organizational chart.

**B. Experience & Ability To Meet The Budget (35 points)**

25

- ✓ 1. Provide no more than 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
  - ✓ a) Provide photographs
  - ✓ b) Provide an owner reference familiar with your performance on the project. *It is the proposer's responsibility to ensure that you have listed a current contact with a correct phone number.*
  - ✓ c) Provide a general contractor or CM at risk reference (with current phone number) familiar with your performance on each project.
  - ✓ d) List the individual who served as the primary point of contact and designer for your firm. Please note whether or not this individual is still employed with your firm.
- ✗ 2. Provide the two most recent projects your firm has completed. Include the total % change orders and performance relative to the initial project schedule. For each project, provide the name of an owner's representative (with a current phone number) who is familiar with your performance on the project.
- ✗ 3. Provide a brief description of your firm's experience in building County Administrative Facilities.

**C. Design Plan (20 points)**

12

- ✓ 1. Please designate the specific individuals that will fill key roles on your team.
- 2. Please provide for each of the above personnel:
  - ✓ a) Current resumes listing relevant (similar) project experience within the past several years.
  - ✗ b) Percent of time to be committed to this Project.
- ✗ 3. Please identify the individual who, *from project start to finish*, will be the leader of your design team and the principal point of contact between your firm and the Owner, the Architect & Engineer and other consultants. This individual's competence, his leadership, and his ability to achieve *customer satisfaction* will be heavily considered in the selection of a Architect & Engineer firm.
- ✓ 4. Provide an organizational chart showing the lines of responsibility and accountability for your team.

**D. Services (10 points)**

4

- ✓ 1. Provide one page overview of services typically performed for similar projects as the Architect & Engineer for a Continuing Service Contract
- ✗ 2. How would you implement these services to ensure the success of this project?
- ✗ 3. Describe your approach to teamwork on a project of this magnitude.

**E. Schedule (15 points)**

0

- 1. Describe your general approach to the schedule for this project.
- 2. Describe your approach to schedule control and cost control.

**F. Certified Minority Business Enterprise (5 points)**

5

- 1. Provide your fee as a lump sum not to exceed with clearly identified exceptions and provide your fee as a percentage of construction cost. The Owner desires to pursue either fee schedule during the negotiation process.

**G. Other Benefits (5 points)**

5

- 1. Provide information here on any additional benefits of your team.

12 Jan 2012

*[Handwritten signature]*

RFQ 012-0-2012/AT for Architectural & Engineering Design for Continuing Service Contract

Score Sheet

Scoring Criteria	Clemons, Rutherford & Associates	Johnson, Smith Architects	Reliable Group	Joseph Rispoli Architect	Lunz Prebor Fowler Architects
Firm Description (10 points)	10	8	10	10	8
Experience & Ability to Meet the Budget (35 points)	30	25	20	20	30
Design Plan (20 points)	18	18	18	20	18
Services (10 points)	8	10	10	10	10
Schedule (15 points)	12	15	10	15	10
Certified Minority Business Enterprise (5 points)	0	0	0	0	5
Other Benefits (5 points)	3	3	3	3	3
<b>Totals</b>	<b>81</b>	<b>79</b>	<b>71</b>	<b>78</b>	<b>84</b>

*[Handwritten Signature]*  
6-12-12

GLE Associates	Architecture Studio	AMEC Environment	GatorSketch Corp.	Bessolo
10	10	10	8	10
30	25	25	20	18
40	20	18	15	15
10	10	10	10	10
10	10	10	10	10
3	3	3	3	3
83	78	76	66	66

*Dr. W. J.*  
6-12-12

RFQ 012-0-2012/AT Sumter County A & E Design for Continuing Services Contract Vendor Presentations and Selection Committee Meeting minutes.

The meeting was held on 6-15-2012 at 2:30 p.m. in Room 102 of The Villages Sumter County Service Center, Wildwood, FL.

Scott Cottrell and Chris Wert were present representing the Selection Committee. Chris Morrison was present representing the Financial Services Department.

Presentations were given in the following order:

1. Clemons, Rutherford & Associates
2. GLE Associates
3. Lunz Prebor Fowler Architects

The presentations ended at 4:45 p.m.

The Selection Committee discussed the presentations.

Total scores are listed below:

Selection Committee Members	Clemons, Rutherford & Associates	GLE Associates	Lunz Prebor Fowler Architects
Scott Cottrell	4.60	4.55	5.00
Chris Wert	4.30	4.70	5.00
Totals	8.90	9.25	10.0

1. Lunz Prebor Fowler Architects – 10.0
2. GLE Associates – 9.25
3. Clemons, Rutherford & Associates – 8.90

Score sheets are attached.

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract negotiations with Lunz Prebor Fowler Architects as Primary and GLE Associates as Secondary.

The meeting adjourned at 5:05 p.m.

RFQ 012-0-2012/AT for Architectural & Engineering Design for Continuing Service Contract

Score Sheet

Selection Committee Members	Clemons, Rutherford & Associates	GLE Associates	Lunz Prebor Fowler Architects
Scott Cottrell	4.6	4.55	5.0
Chris Wert	4.3	4.7	5.0
<b>Totals</b>	8.9	9.25	10.0

LAF

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X	Weight	Rating
1. Team Concept	5		0.10	0.5
2. Response Time	5		0.40	2.0
3. Concept of Project Management, Construction Management, and Design	5		0.30	1.5
4. Schedule of Cost Controls	5		0.20	1.0

5.0 Total Score

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included on ly minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

*Scott S. Colwell*  
15 Jun 2012

did not quite finish  
b19

LPF

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X Weight	Rating
1. Team Concept		0.10	
2. Response Time		0.40	
3. Concept of Project Management, Construction Management, and Design		0.30	
4. Schedule of Cost Controls		0.20	

Have done many fire stations

\* LPF has contract w/ Dept of C worked for Architectural & Eng of State Capital

\* Work w/ Federal Govt - Gulf American & Bays BREA

Total Score

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included on ly minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

They know & do LEED

Ed Luntz  
Brad Luntz

\* BIM Revit  
graph diagrams

daily POC

\* Time to drive from Lakeland

1/16/26

How do you extract  
Silver bullet in Cost Control

MSP Project Primavera  
Silver bullet in Schedule Control

\* Micro & Macro  
Cash Flow

Hamilton  
Ardaman  
Pickett  
MES - MEP

Office in Lakeland - up SR 471  
Office in St. Leo University (Sade City)  
Field office in (14 years)

2 subs in Tampa

Polk continuing contract w/ Polk County  
20 year experience w/ continuing contracts.

In-house chasettes

Life cycle costing

Been owners rep for USAS

\* USAS Agency  
A/E + CM??

CRA

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X	Weight	Rating
1. Team Concept	5		0.10	0.5
2. Response Time	4		0.40	1.6
3. Concept of Project Management, Construction Management, and Design	5		0.30	1.5
4. Schedule of Cost Controls	5		0.20	1.0

4.6 Total Score

SCORE:

- 0 = Non-Responsive
- 1 = Poor
- 2 = Fair
- 3 = Average (Included on ly minimum of what was asked for on subject criteria)
- 4 = Good
- 5 = Excellent

*Scott Colburn*  
15 Jun 2012

CRA

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X Weight	Rating
1. Team Concept		0.10	
2. Response Time		0.40	
3. Concept of Project Management, Construction Management, and Design		0.30	
4. Schedule of Cost Controls		0.20	

Total Score

did not finish meeting

worked on several types of County & Municipal bldgs

SCORE:

- 0 = Non-Responsive
- 1 = Poor
- 2 = Fair
- 3 = Average (Included on ly minimum of what was asked for on subject criteria)
- 4 = Good
- 5 = Excellent

Good example of responsiveness from Tallahassee

Bill + Will in Madison County (7 hours of summary)

willing to travel

Currently working in Hernando + Pasco, FL

- Tom Riley Sustainability LEED Accredited PM + day to day contact

- HD Eng + MEA (LEED Gold bldg)

- MWS - structural

- SE & F-B - local

- Limited turn-overs

contact - which is he located

3D model of BIM

cost estimating MC2

Federal Funds & requirements Davis-Bacon

Handwritten scribbles

Handwritten scribbles

D-B-lead & junior partner to GC

GLE

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X Weight	Rating
1. Team Concept	4	0.10	.4
2. Response Time	5	0.40	2.0
3. Concept of Project Management, Construction Management, and Design	4.5	0.30	1.35
4. Schedule of Cost Controls	4	0.20	.8

4.55 Total Score

SCORE:

- 0 = Non-Responsive
- 1 = Poor
- 2 = Fair
- 3 = Average (Included on ly minimum of what was asked for on subject criteria)
- 4 = Good
- 5 = Excellent

*Scott B. Cottrell*  
15 Jun 2012

did not finish b/g

GLE

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X Weight	Rating
1. Team Concept		0.10	
2. Response Time		0.40	
3. Concept of Project Management, Construction Management, and Design		0.30	
4. Schedule of Cost Controls		0.20	

Altered Project Tampa City Hall 29 Phases

Total Score

BIM 2  
REVIT

SCORE:

- 0 = Non-Responsive
- 1 = Poor
- 2 = Fair
- 3 = Average (Included on ly minimum of what was asked for on subject criteria)
- 4 = Good
- 5 = Excellent

Have Forensic A/C

GLE has most A/E in house, including Architectural, ~~Structural~~ CM Environmental

all drawings are on same server

Good example of taking Code issues Bldg official + Fire Dept

Team is SC + GLE

Rely on continuing service contract 75% public

3 offices w/in 90 minutes

where are offices? Tampa same server  
who is daily AOC where are you? Service

worked at AARA - Federal Aerial

LEED Project (Platinum)

5 LEED Professionals

Page 2 of 2

Cost control - has active in house GC + construction group - not many

Project scheduling - how do you do it cash flow w/schedule

zesty

GLE

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X	Weight	Rating
1. Team Concept	4		0.10	.4
2. Response Time	5		0.40	2.0
3. Concept of Project Management, Construction Management, and Design	5		0.30	1.5
4. Schedule of Cost Controls	4		0.20	.8

4.7 Total Score /cm

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included on ly minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

*Ch. West*  
6-15-12

CRA

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X	Weight	Rating
1. Team Concept	4		0.10	0.4
2. Response Time	4		0.40	1.6
3. Concept of Project Management, Construction Management, and Design	5		0.30	1.5
4. Schedule of Cost Controls	4		0.20	0.8

4.3 Total Score

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included on ly minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

*[Handwritten Signature]*  
6-15-12

LUNZ

RFQ 012-0-2012/AT - Architectural & Engineering Design for Continuing Service Contract

Vendor Presentations Scoring Criteria

	Score	X	Weight	Rating
1. Team Concept	5		0.10	0.5
2. Response Time	5		0.40	2.0
3. Concept of Project Management, Construction Management, and Design	5		0.30	1.5
4. Schedule of Cost Controls	5		0.20	1.0

5 Total Score

SCORE:

0 = Non-Responsive

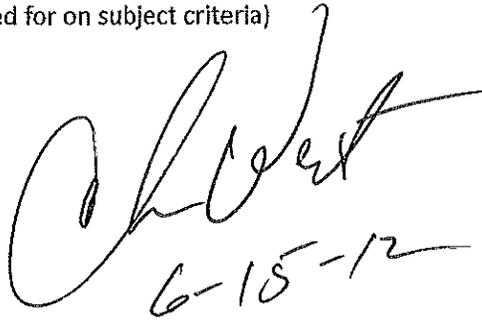
1 = Poor

2 = Fair

3 = Average (Included on ly minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

  
6-15-12