



BoardDocs Cover Page

(Due to final Cabinet-level approval on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	January 22, 2020	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing
Title (Subject):	RFQ 20C8 Project Management Services for Oakdale Middle School Addition	
Access:	<input type="checkbox"/> Private <input checked="" type="checkbox"/> Public	
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies, grants over \$25k)	<input type="checkbox"/> Information (e.g., grants under \$25k) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input checked="" type="checkbox"/> 3-Resource Allocation	<input type="checkbox"/> 4-Family and Community Involvement <input type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of RFQ 20C8 Project Management Services for Oakdale Middle School Addition	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? <u>1</u> Submitted: <input checked="" type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Comment: _____	
Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to jeremy.eccard@fcps.org and kelly.gordon@fcps.org.		

PURPOSE OF PRESENTATION: Staff has reviewed the attached contract and recommends approval by the Board of Education of Frederick County.

BACKGROUND/SUMMARY: This recommendation is to establish a contract with a qualified project management firm to monitor the Oakdale Middle School Addition project and its progress.

PRESENTER(S) & TITLE(S):

Kim Miskell, CSBO, Assistant Purchasing Manager
 Adnan Mamoon, Director of Capital Programs

SUBMITTED BY:

Kerrie Koopman CPPB, CPPO, Purchasing Manager
 Leslie R. Pellegrino, Chief Financial Officer

RFQ 20C8
PROJECT MANAGEMENT SERVICES FOR OAKDALE MIDDLE SCHOOL ADDITION

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for supplemental project management services. Proposals were opened on December 18, 2019.

1. **RFQ participation:**

- 4 proposals downloaded
- 3 companies submitted a quote

2. **RFQ's were received from:**

Brailsford and Dunlavey (Washington, DC)
Kramer Consulting Services (Washington, DC)
MGAC (Washington, DC)

3. **Other Facts:**

- Frederick County Public Schools (FCPS) solicited the approved firms through the D.C. Department of General Services contract DCAM-17NC-0015, Project Management Services DCPS & DRP Portfolio Projects.
- The Contractor will monitor the project and its progress as to insure the delivery of the project design, and Guaranteed Maximum Price (GMP) on-time and within the budget and shall advise the FCPS Project Manager accordingly.
- Committee of staff members reviewed the technical proposals. Selection is based on the total score of each vendor's technical and cost proposal. Cost proposals were opened from firms scoring a total of 70 points or higher on the technical proposal.
- It is anticipated that construction would commence on or around January, 2020, with substantial completion achieved by June 30, 2020.
- The contract will be administered by Adnan Mamoon, Director of Capital Programs.

4. **Source of Funding:** FY20 Approved Capital Improvement Projects Budget.

B. **Recommendation:** Staff recommends RFQ 20C8, Project Management Services for Oakdale Middle School Addition, be awarded to Kramer Consulting of Washington, DC, at a cost not to exceed \$83,513.

C. **Action taken by the Board (Purchasing use only):**

AB _____ Approved _____ Denied _____ Deferred _____ Other KM/ab

01.22.20 Date _____ Date _____ Date _____ Date BOE Meeting: 01.22.20

RFQ 20C8, PROJECT MANAGEMENT SERVICES FOR OAKDALE MIDDLE SCHOOL
SCORING SUMMARY

Firm	Technical Score	Fee Score	Total Score
Brailsford and Dunlavey	73.82	13.24	87.06
Kramer Consulting Services	72.70	20.00	92.70
MGAC	63.16		

FCPS Form of Proposal - Attachment B

**RFQ 20C8. PROJECT MANAGEMENT SERVICES FOR FREDERICK COUNTY PUBLIC SCHOOLS-
OAKDALE MIDDLE SCHOOL ADDITION**

FORM OF PROPOSAL - ATTACHMENT B

Total Proposal				
CLIN #	Labor Categories:	Estimated Hours	Hourly Rate	Total
1	Principal/ Executive***	40	\$180.35	\$7,214.00
2	Project Manager (20 Hours/Week)	580	\$131.55	\$76,299.00
3	Other (Please Specify)			\$
				\$
				\$
				\$
				\$
				\$
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				\$
				\$
TOTAL NOT-TO-EXCEED AMOUNT				\$83,513.00

“Additional services requested by FCPS will be prices in accordance to the hourly rates established for each labor category”

In compliance with your invitation for bidders, the undersigned proposes to furnish and deliver all labor and materials in accordance with the accompanying specifications and "Instructions and General Conditions" for the price as listed on the enclosed Proposal Sheet(s).

I/We certify that this bid/proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation submitting a bid/proposal for the same goods/services and is, in all respects fair and without collusion or fraud; that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of Frederick County, Administrative or Supervisory Personnel or other employees of the Frederick County Public Schools, has any interest in the bidding company except as follows:

COMPANY: Kramer Consulting Services, PC

dba: N/A