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 for architectural and engineering services for an assessment to evaluate the potential limited renovations needs of four elementary schools.  The four elementary schools under consideration are Emmitsburg, Lewistown, Thurmont and Wolfsville.

PRESENTER(S) & TITLE(S):
Kim Miskell, CSBO, Assistant Purchasing Manager
Adnan Mamoon, Director of Capital Programs, Capital Programs Department

SUBMITTED BY:
Kerrie Koopman CPPB, CPPO, Purchasing Manager
Leslie R. Pellegrino, Chief Financial Officer
A. **Overview:** This recommendation is to establish a contract for architectural and engineering services for an assessment to evaluate the potential limited renovations needs of four elementary schools. The four elementary schools under consideration are Emmitsburg, Lewistown, Thurmont and Wolfsville. Proposals were opened on May 6, 2020.

1. **RFP participation:**
   - 126 proposals downloaded
   - 18 companies submitted proposals

2. **Proposals were received from:**
   - Bignell Watkins Hasser Architects (Annapolis, MD)
   - Cannon Design (Baltimore, MD)
   - Crabtree, Rohrbaugh & Associates (Towson, MD)
   - DLR Group (Washington, DC)
   - dp+partners Architects (Washington, DC)
   - **Facility Engineering Associates (Fairfield, VA)**
   - Frederick Ward Associates, Inc. (Bel Air, MD)
   - Johnson, Mirmiran & Thompson, Inc. (Hunt Valley, MD)
   - Leuterio Thomas, LLC (National Harbor, MD)
   - Marotta/Main Architects (Lancaster, PA)
   - Moseley Architects (Baltimore, MD)
   - Murphy & Dittenhafer, Inc. (Baltimore, MD)
   - Proffitt & Associates Architects, P.C. (Frederick, MD)
   - RAUCH, Inc. (Easton, MD)
   - Samaha Associates, P.C. (Fairfax, VA)
   - Shephard Restoration Engineers, Inc. (Media, PA)
   - Shinberg.Levinas Architects Design, Inc. (Bethesda, MD)
   - Studio Twenty Seven Architects (Washington, DC)

3. **Other Facts:**
   - The facility and program assessment of the four schools is to include at a minimum, the following:
     - Educational Specifications
     - Existing Conditions
     - Building and Life Safety Issues
     - Summary of Strategies
     - Floor Plans and Site Plans
     - Cost Estimates
     - Recommendations
     - Meetings and Final Report
   - Staff members from different departments reviewed the technical proposals. Firms scoring a total of 70 points or higher on the technical proposal was interviewed. Firms scoring a total of 70 points or higher on the interview their cost proposals were opened. Selection is based on the total score of each vendor’s technical and cost proposal.
   - This contract will be administered by Adnan Mamoon, Director of Capital Programs, Capital Programs Department.

4. **Source of Funding:** Contingent upon Board approval of the FY21 Capital Improvement Projects Budget.

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B. **Recommendation:** Staff recommends that RFP 20A3, Facility and Program Assessment for Four Schools - Architect Selection, be awarded to Facility Engineering Associates (Fairfield, VA), at a cost not to exceed $127,965.00.

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

<table>
<thead>
<tr>
<th>AB</th>
<th>Approved</th>
<th>Denied</th>
<th>Deferred</th>
<th>Other</th>
<th>KM/ab</th>
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6.10.20 Date | _____Date | _____Date | _____Date | BOE Meeting: 06.10.20
## SCORING SUMMARY

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<tr>
<th>Firm</th>
<th>Technical Score</th>
<th>Fee Score</th>
<th>Total Score</th>
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<td>Facility Engineering Associates</td>
<td>80.00</td>
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<td>Moseley</td>
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<td>Proffitt &amp; Associates</td>
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<td>Cannon Design</td>
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FACILITY AND PROGRAM ASSESSMENT OF FOUR SCHOOLS FEE PROPOSAL

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<tr>
<th></th>
<th>Emmitsburg Elementary</th>
<th>Lewistown Elementary</th>
<th>Thurmont Elementary</th>
<th>Wolfsville Elementary</th>
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<tr>
<td>Architectural</td>
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<td>Structural</td>
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<td>MEP</td>
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<td>Telecommunications</td>
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<tr>
<td>Other Sub (Cost Estimator)</td>
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<td>$5,530</td>
<td>$5,530</td>
<td>$4,890</td>
<td>$20,840</td>
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<tr>
<td><strong>Subtotals</strong></td>
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<td><strong>Total</strong></td>
<td></td>
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<td></td>
<td>$127,065</td>
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</tbody>
</table>

Note: Mileage is not an acceptable reimbursable expense.

Add Alternate Price (reimbursable amount will be used, if needed)

Roof moisture study (per location):

*Reimbursables will include: (none)

Exceptions and Comments:

(See Next Page)

Confirm Schedule of Fees is attached for both the firm and the subconsultants

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: Facility Engineering Associates, P.C.

dba:

REGISTERED MARYLAND CONTRACTOR NUMBER: 48851 (State of Maryland PE firm license)

FEDERAL IDENTIFICATION: 54-1645571          DATE: May 6, 2020

The undersigned has familiarized themselves with the conditions affecting the work, the specifications, and is legally authorized to make this proposal on behalf of the Contractor listed above.

NAME (please print): Christopher P. Hodges, P.E., CPM, LEED AP

SIGNATURE OF ABOVE: [Signature]

TITLE: Principal

ADDRESS: 12701 Fair Lakes Circle, Suite 101, Fairfax, VA 22033

TELEPHONE #: 703.591.4855
E-MAIL ADDRESS (for correspondence): hodges@feapc.com
E-MAIL ADDRESS (for receiving Purchase Orders): hodges@feapc.com

ACKNOWLEDGMENT OF ADDENDA (if applicable)

The above-signed company/firm acknowledges the receipt of the following addenda for the above-referenced solicitation.

Date Received by Prospective Bidders:

Addendum #1: April 26, 2020
Addendum #2: April 27, 2020
Addendum #3: May 3, 2020
Addendum #4: May 1, 2020

May 6, 2020