

Issue Analysis Form

Date: November 10, 2020

Item: Awards of Contract for Architectural & Engineering Services – Term Contracts

Lead Department(s): General Services

Contact Person(s): Mike Purvis, Director



Description and Current Status

A "Request for Proposals" (RFP-21-04-0504) for **Architectural and Engineering Services and Project Management Services** was issued on August 27, 2020 and closed on September 24, 2020. The RFP can be found on the county website at:

https://www.princegeorgecountyva.gov/departments/finance_department/procurement/current_solicitations_and_awards.php

This RFP was issued to streamline the procurement process for A&E Services needed for small projects throughout the year. This A&E term contract concept will allow General Services and other County Departments to pull from a qualified pool of A&E firms who have the necessary experience and qualifications, as well as having necessary licenses, SCC filings and certificates of insurance on file.

Twenty (20) responsive proposals were received from:

#	Co Name	Address	
1	WW Associates, Inc.	PO Box 4119	Lynchburg, VA 24502
2	PMA Architecture	10325 Warwick Blvd.	Newport News, VA 23601
3	GBR Architects, LLC	500 Montgomery Street, Suite 200	Alexandria, VA 22314
4	nbj Architecture	11537-B Nuckols Road	Glen Allen, VA 23059
5	Crabtree, Rohrbaugh & Associates	250 West Main Street, Suite 200	Charlottesville, VA 22902
6	Andre + Marquez Architects, Inc.	6371 Center Drive, Suite 201	Norfolk, VA 23502
7	CHA Consulting, Inc.	9020 Stony Point Parkway, Suite 160	Richmond, VA 23235
8	Moseley Architects	3200 Norfolk St	Richmond, VA 23230
9	Austin Brockenbrough	1011 Boulder Springs Drive, Suite 20	Richmond, VA 23225
10	Enteros Design, PC	7 N 25th Street, Suite 100	Richmond, VA 23223
11	Wiley/Wilson	6800 Paragon Place, Suite 600	Richmond, VA 23230
12	Worley Associates	908 N Thompson Street	Richmond, VA 23230
13	Raymond Engineering-Georgia, Inc.	1601 Summit Ave	Richmond, VA 23230
14	DJG, Inc.	449 McLaws Circle	Williamsburg, VA 23185
15	Quinn Evans	1840 W. Broad Street, Suite 400	Richmond, VA 23220
16	Peck Peck & Associates	1256 Lake Ridge Drive, Suite C	Woodbridge, VA 22192
17	GuernseyTingle	4350 New Town Avenue, Suite 101	Williamsburg, VA 23188
18	HBA Architecture & Interior Design, Inc.	One Columbus Center, Suite 1000	Virginia Beach, VA 23462
19	Summit Design and Engineering Services, Inc.	2201 West Broad Street, Suite 204	Richmond, VA 23220
20	Cadence Architecture, PC	1519 Huguenot Rd., Suite 102	Midlothian, VA 23113

The proposals were evaluated by County staff from the departments of General Services, Community Development & Code Compliance, and Parks & Recreation. Individual team members evaluated and scored each of the proposals based on the criteria outlined in the RFP, and compiled the scores. Seven firms were interviewed and awards of term contracts are being recommended for the top three firms.

Top three (3) firms:

DJG, Inc.
Moseley Architects
Guernsey Tingle

See scoring sheet as **Attachment A**.

The term, if approved, is for a one-year period. This contract may be renewed by the County for four (4) years at successive one-year periods under the terms and conditions of the original contract.

These services are for the County to use for projects less than \$150,000 in accordance with the *Code of Virginia*. Additionally, the sum of all projects performed in a one year contract term, for a single provider, shall not exceed \$750,000. Any individual awards for specific projects in excess of \$50,000 will be provided to the Board for approval.

Board Action Requested: Authorize County Administrator to execute contracts with the top 3 firms: DJG, Inc.; Moseley Architects; and Guernsey Tingle. A draft resolution is included for consideration and possible approval.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Fiscal Impact Statement

None.

County Impact

Award of these contracts will allow County Department Heads to efficiently secure A&E services from a pool of qualified firms.

Notes

None.

ATTACHMENT A

Evaluation Sheet County of Prince George RFP #21-04-0504 A/E and Project Management Services BIDS DUE: 2:00 PM, September 24, 2020		(Points)							
	Moseley Architects 3200 Norfolk St Richmond, VA 23230	19							
	Enteros Design, PC 7 N 25th Street, Suite 100 Richmond, VA 23223	18							
	WileyWilson 6600 Paragon Place, Suite 600 Richmond, VA 23230	17							
	Worley Associates 908 N Thompson Street Richmond, VA 23230	18							
	D.G. Inc. 449 McLaws Circle Williamsburg, VA 23185	18							
	Quinn Evans 1840 W. Broad Street, Suite 400 Richmond, VA 23220	18							
	Guernsey Tingile 4350 New Town Avenue, Suite 101 Williamsburg, VA 23188	18							
Describe planning process of working on renovation projects that are occupied and will be during construction?		20							
Share with us your experience of completing an Historical Facility study of its current conditions and how you would report your findings and recommendations?		20							
Share with us your process for a Courtroom renovation that will need to be completed during normal working hours while other Courtrooms located in the same building remain open for Court.		15							
Share with us some ideas that have been successful on other projects installed to prevent the spread of the Virus. And have they been successful?		15							
What is your experience with recreational projects		15							
Describe how time sensitive project will be handled when subcontractors will be used in design?		10							
What is the expected turnaround time on an average project?		5							
Overall Score		100							

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10th day of November, 2020:

Present:

Vote:

- Donald R. Hunter, Chairman
 - Alan R. Carmichael, Vice-Chairman
 - Floyd M. Brown, Jr.
 - Marlene J. Waymack
 - T.J. Webb
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On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AWARDS OF TERM CONTRACTS FOR ARCHITECTURAL AND ENGINEERING SERVICES AND PROJECT MANAGEMENT SERVICES

WHEREAS, A “Request for Proposals” (RFP) for Architectural and Engineering Services and Project Management Services was issued on August 27, 2020 with a closing date of September 24, 2020 and twenty responses were received; and

WHEREAS, The proposals were evaluated by County Staff from the departments of Community Development & Code Compliance, Parks & Recreation, and General Services. Individual team members evaluated and scored each of the proposals based on the criteria outlined in the RFP, and interviewed seven of the responding contractors; and

WHEREAS, Staff recommends awards of three (3) term contracts for Architectural and Engineering Services to DJG, Inc., Moseley Architects, and Guernsey Tingle to provide comprehensive architectural and engineering and project management services county-wide in accordance with the terms and conditions provided for in RFP #21-04-0504; and

WHEREAS, The initial term is for a one-year period and may be renewed by the County for four (4) years at successive one-year periods under the terms and conditions of the original contract. These services are for the County to use for projects less than \$150,000, and the sum of all projects performed in a one year contract term may not exceed \$750,000 for a single provider. Individual awards for specific projects in excess of \$50,000 will be provided to the Board for approval; and

NOW THEREFORE, IT BE RESOLVED That the Board of Supervisor of the County of Prince George, this 10th day of November, 2020, hereby awards term contracts to DJG, Inc., Moseley Architects, and Guernsey Tingle to provide comprehensive architectural and engineering and project management services county-wide in accordance with the terms and conditions provided for in RFP #21-04-0504.

A Copy Test:

Percy C. Ashcraft
County Administrator