



PURCHASING DEPARTMENT

200 W. Oak Street, Suite 4000
Fort Collins, Colorado 80521
(970) 498-5955
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MINUTES

**LARIMER COUNTY PROPOSAL #P16-23
COMPREHENSIVE FACILITIES MASTER PLAN
FACILITIES DEPARTMENT
WEDNESDAY, FEBRUARY 22, 2017 2:00 P.M.**

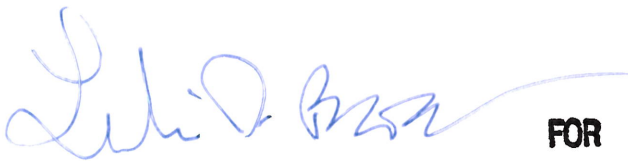
Proposals to consider contracting with a qualified consultant to develop a comprehensive Facilities Master Plan for the Larimer County Facilities Department were accepted on Wednesday, February 22, 2017 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Les Brown, Purchasing Agent, and recorded by Marlene Aragon, Department Specialist. The following proposals were received:

F&D International, LLC
RNL Design
HDR Architecture, Inc.
Tetra Tech, Inc.
TreasorHL

No decision of award was made pending review and recommendation by the Larimer County Facilities Department.

The Larimer County Facilities Department reviewed the proposals and recommends accepting the proposal from RNL Design as per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



FOR

HEATHER MACMILLAN, PURCHASING DIRECTOR



Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners



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DEPARTMENTAL RECOMMENDATION

TO: Ken Cooper, Facilities Director
FROM: Les Brown, Purchasing Agent
DATE: Wednesday, February 22, 2017
SUBJECT: P16-23, Comprehensive Facilities Master Plan

Transmitted for your review and recommendation, are the proposals received to consider contracting with a qualified consultant to develop a comprehensive Facilities Master Plan. Please fill in this form and return it to me via interoffice mail or fax.

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets, and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files for one (1) year.

The following criteria, as provided in the RFP, must be used to evaluate the proposals:

- Firm Capability
- Project Approach
- Firm Availability and Project Schedule
- Consultant and Key Staff Experience and Qualifications
- Cost

Explain why you want to award the work to a particular vendor:

Five (5) proposals were accepted in response to Request for Proposal P16-23, referenced above. Adhering to the County's process each member of the Evaluation Committee individually evaluated and scored each proposal. After reviewing the Scoring Matrix (below), the Evaluation Committee selected to interview the three (3) highest-scored vendors: HDR Architecture, Inc., RNL Design, and F&D International, LLC. Once interviews were complete, the Evaluation Committee unanimously selected to award to the RNL Design (pending negotiations), as they felt their solution was the best fit for the County.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD


DEPARTMENT HEAD SIGNATURE

FACILITIES DEPT.
DEPARTMENT

3.24.17
DATE

Thank you.

P16-23 Comprehensive Facilities Master Plan - Scoring Matrix

COMPANY:	HDR Architecture, Inc.	RNL Design	F&D International, LLC	TreanorHL	Tetra Tech, Inc.
EVALUATORS					
#1	4.40	4.29	4.53	4.54	3.64
#2	4.53	4.24	3.99	3.65	4.02
#3	3.47	3.44	4.22	3.59	3.63
#4	3.85	4.03	4.03	3.80	4.13
#5	4.38	4.40	3.08	3.25	2.63
#6	2.75	2.90	4.00	3.85	2.15
#7	4.43	4.25	2.80	2.83	2.60
TOTALS	27.81	27.55	26.65	25.51	22.80