



## PURCHASING DEPARTMENT

200 W. Oak Street, Suite 4000  
Fort Collins, Colorado 80521  
(970) 498-5955  
Fax (970) 498-5942

### MINUTES

**LARIMER COUNTY PROPOSAL #P17-03  
ARCHITECTURAL GENERAL SERVICES  
FACILITIES DEPARTMENT  
MARCH 13, 2017 2:00 P.M.**

Proposals to consider contracting with up to three (3) architectural consultants for various on-call architectural/engineering services for the Larimer County Facilities Department were accepted on Monday, March 13, 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:

Alm2s  
Farnsworth Group  
Kenny Lee Architecture Group, Inc.  
Architecture West LLC  
The Architects' Studio, Inc.  
HDR Architecture, Inc.  
TrenorHL  
Coover-Clark & Associates, Inc.

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 proposals from The Architects' Studio, Inc., Alm2s, and Kenney Lee Architecture Group, Inc. as per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.

Heather L. MacMillan, CPPB, M.Ed.  
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 Services Director  
Jennifer Johnson, Fac Pln & Rel Est Grp Mgr

**FROM:** Les Brown, Purchasing Agent

**DATE:** 3/13/2017

**SUBJECT:** P17-03, Architectural General Services

Transmitted for your review and recommendation, are the proposals received to consider contracting with up to three (3) architectural consultants for various on-call architectural/engineering services. 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:

1. Firm Capability
2. Consultant and Key Staff Experience and Qualifications
3. Project Approach
4. Firm Availability and Project Schedule
5. Cost

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

Eight (8) proposals were accepted in response to Request for Proposal P17-03, 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 (attached), the Evaluation Committee unanimously selected to award to the three (3) highest-scored vendors: The Architects' Studio, Inc., Alm2s, and Kenney Lee Architecture Group, Inc., as they felt their solutions were the best fit for the County.

**THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD**

  
DEPARTMENT HEAD SIGNATURE

FACILITIES  
DEPARTMENT

4.11.17  
DATE

Thank you.

**P17-03 Architectural General Services - Scoring Matrix**

COMPANY:	The Architects' Studio, Inc.	Alm2s	Kennedy Lee Architecture Group, Inc.	Farnsworth Group	Architecture West LLC	TreanorHL	HDR Architecture, Inc.	Coover-Clark & Associates, Inc.
<b>EVALUATORS</b>								
#1	4.78	4.55	4.20	4.60	4.40	4.30	4.55	3.55
#2	5.00	4.90	4.65	4.50	3.95	3.70	3.25	3.75
#3	4.61	3.99	4.52	3.94	3.62	3.27	2.75	2.19
#4	4.20	3.90	3.83	3.13	2.30	2.88	3.33	2.43
#5	4.64	4.22	3.70	3.99	4.05	3.48	3.51	3.19
<b>TOTALS</b>	<b>23.23</b>	<b>21.56</b>	<b>20.90</b>	<b>20.16</b>	<b>18.32</b>	<b>17.63</b>	<b>17.39</b>	<b>15.11</b>