

**1. Requested Motion**

**Meeting Date:** June 17, 2013

Approve the staff recommendation in response to Request for Qualifications (RFQ) -13-08-PR, *MH Restoration Phase II* and authorize staff to enter into negotiations with Fowler Construction and Development to establish a contract and authorize staff to move to the second ranked firm should a satisfactory outcome not be reached.

**Why the action is necessary:**

Town Council authorization is required to enter into negotiations for services as specified in the RFQ. This solicitation was conducted in accordance with the Town's procurement Ordinance No. 07-01, as amended, which requires among other things that a qualifications based selection be made prior to negotiating rates and fees.

**What the action accomplishes:**

Authorization allows staff to begin negotiations to secure the services as requested in the solicitation.

**2. Agenda:**

- Consent
- Administrative

**3. Requirement/Purpose:**

- Resolution
- Ordinance
- Other

**4. Submitter of Information:**

- Council
- Town Staff-Public Works
- Town Attorney

**5. Background:**

RFQ 13-08-PR was issued on April 23, 2013 seeking a firm qualified to perform the restoration services of the interior of the Mound House building. Proposals were received on June 5, 2013 with immediate review performed by the Town Manager and Public Works Director to enable Town Council the opportunity to move the project forward quickly. The RFQ was specifically directed to Construction Manager at Risk firms that specialized in historic restoration.

Two responses were received and both respondents provided clear evidence of experience and qualifications with historic restoration. The two respondents are: ChrisTel Construction and Fowler Construction and Development.

It is the position of the reviewers that either respondent could successfully complete the project, however Fowler Construction and Development provided clear documentation of all criteria. It is staff's intention to have the contract in a position to seek Town Council approval in August, as it is estimated that this project will take approximately nine months to complete.

Attached for review is a memo to the Town Manager regarding the project and a memo from the Contract's Manager which includes an excerpt from the RFQ that includes the scope of experience. All submittals are available for review upon request.

**6. Alternative Action:**

Take no action.

**7. Management Recommendations:**

Approve the Selection Advisory Committee's recommendation and authorize staff to begin negotiations with the selected firm.

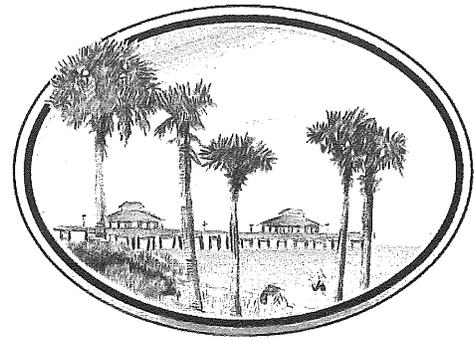
**8. Recommended Approval:**

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
						

**9. Council Action:**

- Approved
- Denied
- Deferred
- Other

# TOWN OF FORT MYERS BEACH



## **MEMORANDUM**

DATE: June 6, 2013  
TO: Terry Stewart, Town Manager  
FROM: Cathie Lewis, Public Works Director *C Lewis*  
SUBJECT: RFP-13-08-PR – Mound House Restoration Phase II

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Two proposers responded to the Mound House Restoration Phase II RFQ which was advertised on April 23, 2013 with a public opening held on June 5, 2013. The two firms that responded are: Chris Tel Construction and Fowler Construction and Development. Both are located in Lee County.

Although it is more desirous to receive more than two proposals, both respondents are qualified and have adequate experience to manage and complete the Mound House Restoration project as designed. Both have considerable experience with historic restoration projects throughout the County. Through review, it was apparent that Fowler Construction has performed a number of projects similar to that of the Mound House. Chris Tel Construction's experience has involved larger projects with seemingly more detailed elements than what is required at the Mound House.

After completing review, we met to review and discuss our individual evaluations. Based on that discussion we were both in agreement that the Town would be best suited by using Fowler Construction and Development. This determination was primarily based on their experience with projects of similar size and detail.

Based on this finding, I believe it in the Town's best interest to move forward with the project instead of attempting another public search in hopes of receiving additional responses.

Although the action that Town Council will be requested to take, should it be approved, will allow me to move to the second ranked firm should a satisfactory contract not be able to be reached, I am hopeful based on the references provided and review of the same, that I will be successful with negotiating an acceptable contract with the first ranked respondent.



## Town of Fort Myers Beach

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### MEMO

TO: Terry Stewart, Town Manager; Cathie Lewis, Public Works Director

FROM: Derek Bargmann, Contracts Manager

DATE: June 5, 2013

SUBJECT: Disbursement of received SOQ's and other materials for staff review

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Pursuant to the request of Public Works Director, Cathie Lewis, the Town of Fort Myers Beach advertised a Request for Qualifications on April 23, 2013 seeking "Mound House Restoration Phase II (RFQ-13-08-PR)" services—a re-release of this project.

The deadline for submission of SOQ was originally 2:00 PM on Tuesday, June 4, 2013; however, this date was pushed back a day due to presentations given for the Phase I Water Distribution project. Prior to the adjusted deadline, two Statements of Qualifications were received from the following firms (in order received, left to right):

- Chris Tel Construction  
2534-A Edison Avenue  
Fort Myers, FL 33901
- Fowler Construction and Development  
10561 Six Mile Cypress Pkwy, Suite A  
Fort Myers, FL 33966

The received SOQ's were opened by Contracts Manager, Derek Bargmann, at approximately 2:25 PM on Wednesday, June 5, 2013. Section "3: Submittal of Statement of Qualifications," found in Part B of RFQ (page 3-4 of RFQ) indicates directions for submitting a completed Proposal to be considered—additional information is found on page 17 of RFQ "Proposer Submittal Checklist". **Attachment #1** is the SOQ opening evaluation of submittals. Both submitting firms appear to have submitted qualifying Proposals to be fully considered.

In addition, I have attached the evaluation criteria as indicated in Section 12 of Part C of the RFQ (pages 10-12 of RFQ)—**Attachment #2**.

**Project Documents can be found at the following link:** [O:\Fmb\\_Docs\Contracts & Interlocals\Active\2013\RFQ-13-08-PR MH Phase II \(Re-Bid\)](O:\Fmb_Docs\Contracts & Interlocals\Active\2013\RFQ-13-08-PR MH Phase II (Re-Bid))





## 12. EVALUATION CRITERIA

### 12.1. Weighted Criteria

The following criteria and weights shall be utilized in the evaluation of the SOQ's:

<u>Criteria</u>	<u>Weight</u>
Similar Projects/Experience of the Proposed Project Manager (Form D)	25
Similar Projects/Experience of the Proposed Construction Manager (Form E)	25
Skills and previous experience of the Project Team (Form F)	25
Location	5
<u>Approach, Understanding, Scope Response (Form G)</u>	<u>20</u>
Total	100

### 12.2. Similar Projects/Experience

On the forms provided, list up to five, but not less than three, similar projects which have been successfully completed within the past ten (10) years wherein the Project Manager and Construction Manager have performed in the same capacity with your firm or other firms. The Project Manager and Construction Manager may be different individuals. Utilize the following forms for Similar Projects/Experience; Form D for the Project Manager and Form E for the Construction Manager.

#### 12.2.1 Definitions

*Construction Management at Risk Firm (CMAR) (Firm) – shall mean the Firm that employs the Construction Manager, Project Manager, and Firm's work force.*

*Project Team – shall consist of the Construction Manager, Project Manager, work force employees and Sub-Contractors.*

*Permit – shall be defined as performing the necessary analysis, calculations, or design (Responsible Charge), to prepare and submit any permit application that may be required.*

*Construct – shall be defined as being either the prime Contractor, or as a major sub-contractor with a significant participation in the work and responsibility for actual construction, and meeting all the requirements of the similar project description.*

*Similar project – shall mean a project that involved restoration of a historic structure.*



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12.2.2 One of the five, minimum three, similar projects submitted for the Project Manager must have been performed under a CMAR methodology and successfully completed within the past ten (10) years. The total project cost (design and construction, but excluding land acquisition costs) must be greater than \$200,000. This single project is not required to meet any of the project elements described below. This highlighted CMAR project will receive consideration for one full point. Failure to submit at least one similar CMAR project will result in no points being awarded for the remaining similar projects experience (D-1 through D-5).

12.2.3 The remaining four (4) projects will be reviewed according to the following description for similar projects. For the purposes of this Request for Qualifications, similar projects are defined as projects that include one or more of the following projects elements:

- Selective demolition for historic structures
- Masonry restoration and reconstruction
- Carpentry, finish carpentry restoration and reconstruction
- Historic door, window and hardware restoration
- Historic plumbing fixture salvage and restoration
- Historic ceramic tile salvage and restoration
- Historic light fixtures replication
- ADA upgrades for historic structures
- Fire protection upgrades for historic structures
- Electrical upgrades for historic structures
- Mobilization and sitework on archeological sites

12.2.4 *Projects demonstrating any of the above project elements will receive consideration for one point.* Projects demonstrating 3 or more of the above project elements will receive consideration for two full points up to the maximum allowed weight for similar projects.

12.2.5 The Proposers shall ensure that the required elements of the similar project description are adequately explained in the text with emphasis on how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

NOTE: Determination of whether a project is similar shall be the sole discretion of the Town.

### 12.3. Skills and Experience of Construction Management at Risk Firm (Firm)

The firm must qualify as a *Construction Management firm* and be appropriately licensed in the State of Florida, with a qualifying agent employed full time by the firm, proof of license required with submittal.

Information on the skills and experience of the firm shall be submitted on Form F and conform to the following list. Use 8.5 x11 page format with separating page tabs so that each submittal section can easily be compared with other submittals.

- i. Identify all key personnel, sub-consultants and sub-contractors who will actually be assigned to perform this project. Provide resumes (two pages maximum) for the Project Manager and Project Construction Manager.



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- ii. Provide a summary of the experience of the Project Team with regards to restoration of historic buildings.
- iii. Describe the experience of the Firm as related to this project. This will include the experience of the Firm, as well as that of any other members of the Project Team, i.e. sub-contractors and any other resources anticipated to be used for this project. Name specific projects successfully completed within the past ten (10) years where the firm has completed similar projects.
- iv. Describe the Management Plan for the project, including the roles of the key team members.
- v. Provide the bonding capacity of the Firm.
- vi. Provide an organizational chart showing the organizational structure of the Firm containing the key personnel, including the Project Manager and Construction Manager.

This section of the RFQ is limited to a total of three (3) pages, exclusive of resumes and licenses, plus an organizational chart (maximum size of 8½ x 11).

#### 12.4. Project Scope, Approach and Understanding

Describe the Firm's understanding of the project utilizing Form G. The project approach should document:

- i. The Firm's understanding of the project, approach to successful completion, specialized skills needed, special considerations and possible difficulties in completing the project.
- ii. Describe any unique qualities that the Firm possesses that will contribute and assist the project approach.
- iii. Describe any potential alternative innovative approaches to the project if applicable.

This section of the Statement of Qualifications is limited to a total of three (3) pages.

#### 12.5. Location/Self Performance of Construction Management Firm (Form C)

- i. Provide the location of the Firm and the subcontractors.
- ii. Provide the current location of the Project Manager and Project Construction Manager. If these managers do not reside in Lee County, or within 200 miles from Fort Myers Beach, please respond as to how they intend to carry out their duties and/or relocate.
- iii. Provide the percentage of work that will be self performed by the CM Firm.