



Purchasing Summary

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|---------------------------------|--|---|
| EVENT #7516 | TITLE: Mechanical, Electrical, and Plumbing Engineering Design Services | COST: \$75,000 |
| TYPE OF PROCUREMENT: RFP | ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/> | ONE TIME PURCHASE <input type="checkbox"/> |

CONTRACT TERM (IF APPLICABLE)
Contract term expires on December 31, 2020

SBE (IF APPLICABLE)
N/A

MATRIX (IF APPLICABLE)

| Proposer | Proposer's Qualifications and Experience (60 points) | References (10 points) | Local Vendor Participation (5 points) | Fees (25 points) | Total (100 points) |
|--------------------------------|---|---------------------------|--|---------------------|-----------------------|
| Pond and Company | 55.8 | 8.6 | 5 | 20.5 | 89.9 |
| Raymond Engineering | 56.6 | 5 | 5 | 21.4 | 88 |
| Sebring Engineering | 52.8 | 9.2 | 0 | 25 | 87 |
| Method Engineering Group | 51.2 | 9.2 | 0 | 20.9 | 81.3 |
| Sustainable design consultants | 48.8 | 8 | 0 | 24.1 | 80.9 |

NOTES

Recommend approval to award an annual contract for mechanical, electrical, and plumbing engineering design services to Pond and Company (primary) and Raymond Engineering (secondary) in the amount of \$75,000. The Office of Capital Projects Management will use this contract for condition and capacity assessments of its systems, including HVAC systems, elevators, fire sprinklers and alarms, switch gears, and other systems in existing facilities and a number of critical systems for City facilities.

The method used for this procurement was the request for proposals (RFP), which evaluates criteria in addition to cost. The proposals were evaluated on the basis of qualifications and experience, references, local vendor participation, and fees. Each vendor's fees were based on the average hourly rate for all the services under the contract.

This proposal was advertised, opened, and reviewed. Five proposals were received in response to this RFP. All proposals were reviewed and fully evaluated by a selection committee of City staff. The contract term will expire on December 31, 2020. This contract will have four additional available renewal options. Delivery: As needed. Terms: Net 30 days. The proposers were:

| | | |
|------|---|-----------|
| B.P. | Pond and Company (Savannah, GA) ^(B) (primary) | \$131* |
| B.P. | Raymond Engineering (Savannah, GA) ^(A) (secondary) | \$125.83* |
| | Sebring Engineering (Ellabell, GA) ^(D) | \$107.50* |
| | Method Engineering Group (Savannah, GA) ^(F) | \$128.33* |
| | Sustainable Design Consultants (Thunderbolt, GA) ^(D) | \$111.67* |

A pre-proposal conference was conducted and two of vendors attended. (A) indicates local, DBE owned business. (B) indicates local, non-DBE owned business. (D) indicates non-local, non-DBE owned business. (F) indicates local, non-DBE owned business possessing a City Business Tax Certificate for less than one year prior to the release of the bidding opportunity. (*) indicates averaged hourly rate for all services. Recommend approval.

Local available: Yes
Total sent: 400
Total received: 5
Vendor federally debarred/suspended: No

