



CITY COUNCIL ACTION REPORT

September 24, 2007

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director
Cathleen A. Russ, Library Director

SUBJECT: Standard Purchasing Resolution 8: Best Value Award—
Consultant to Perform Library Needs Assessment/Feasibility Study

Background

- On March 19, 2007, City Council approved Resolution #2007-03-101(F8), directing staff to obtain requests for qualifications from appropriate consultants to perform a scope of study for a space-needs analysis on the Troy Public Library.
- On May 10, 2007, the Library Advisory Board unanimously approved Resolution LB-2007-05-05 to hire a consultant to further study the various options regarding the library expansion.
- City officials and the Library Advisory Board determined that a study should be done to assess the existing facility, as well as determine current and future space needs.
- Funds were allocated in the FY 2007-2008 budget to pay for this study.
- On August 28, 2007, Request for Qualifications/Proposals were received and opened to provide a review and analysis of the current and future spatial needs of the Troy Public Library.
- 207 vendors were notified via the MITN system, with eight (8) bidders responding, one (1) of which did not meet minimum pass/fail requirements. In addition, one statement of no bid was received.
- Six committee members, consisting of John Lamerato, Assistant City Manager/Finance; Cathleen Russ, Library Director; Mark Stimac, Building & Zoning Director; Kul Gauri, President of the Library Advisory Board; Maria Hunciag, Friends of the Troy Public Library; and Monica Irelan, City Intern, reviewed and evaluated the remaining seven (7) RFQ/RFPs.
- The top three (3) firms were interviewed by the full committee on Thursday, September 20, 2007.
- Based on the scoring criteria of 40% Proposal Score; 40% Price Score; and 20% Interview Score, the committee recommends awarding the contract to highest rated bidder, Fanning/Howey Associates, Inc.

Financial Considerations

- Funds for the project are available in the Library's Capital Account, #401790.7975.900.

September 24, 2007

To: Phillip L. Nelson, City Manager
Re: Best Value Award – Library Needs Analysis

Legal Considerations

- RFP-COT 07-30, Library Needs Assessment/Feasibility Study was competitively bid and opened with eight (8) bidders responding.
- All bidders were given the opportunity to respond with their level of interest in providing consultant services regarding the Troy Public Library's Needs Assessment/Feasibility Study.
- The contract award is contingent on the recommended bidder's submission of proper contract and supplemental documents, including insurance certificates, and all other specified requirements.

Policy Considerations

- Enhance the livability and safety of the community (Goal I)
- Maintain relevance of public infrastructure to meet changing public needs (Goal V)

Options

- City management recommends awarding a contract to perform the Needs Assessment/Feasibility Study for the Troy Public Library to the highest rated bidder, Fanning/Howey Associates, Inc., of Novi, Michigan, as a result of a best value process, for an estimated total cost of \$22,750.00.



EXECUTIVE SUMMARY

Library Needs Assessment and Feasibility Study

STATISTICS:

- ◆ **Two-hundred and seven (207) firms were notified via the MITN e-procurement website**
- ◆ **Eight (8) proposals were received**
- ◆ **Seven (7) firms met the pass/fail criteria**
- ◆ **Three (3) firms were interviewed**
- ◆ **Fanning/Howey Associates, Inc. received the highest score as a result of a best value process**

The following bidders submitted a proposal and received the indicated final scores:

Firm	SCORE
Fanning/Howey Associates, Inc.	93
Penchansky Whisler Architects	87
Luckenbach/Ziegelman Architects	83

Top 3 rated firms were invited to participate in an interview – Maximum interview score – 20 pts

Plante & Moran CRESA LLC	63
Fishbeck, Thompson, Carr & Huber, Inc	34
TMP Associates, Inc.	31
Niagara Murano	28

REQUEST FOR PROPOSALS – FIRMS ELIMINATED FROM FURTHER CONSIDERATION (BASED ON PASS/FAIL MINIMUM REQUIREMENTS AND INSURANCE REQUIREMENTS)

- David Milling Architect

Attachments:

- ✓ Weighted Final Scoring Including Proposal, Interview and Price Scoring
- ✓ Evaluation Process
- ✓ Original Tabulation



WEIGHTED FINAL SCORING

Library Needs Assessment and Feasibility Study

Final Score Calculation:

$$\begin{array}{r}
 20\% \times \text{Interview Score} \\
 40\% \times \text{Proposal Score} \\
 40\% \times \text{Price Score} \\
 \hline
 100\% \qquad \qquad \qquad = \text{Final Weighted Score}
 \end{array}$$

In order to equate the price to the weighted evaluation process scoring, the prices had to be converted into a score with the base of 100. **NOTE:** Vendors are listed in the order proposals were opened and in the order they were interviewed.

Interview Score: 20%

RATERS	1	2	3	4	5	6	AVERAGE
Vendors:							
Penchansky Whisler Architects	81	82	93	84	68	100	85
Fanning/Howey Associates, Inc.	88	67	95	78	94	76	83
Luckenbach/Ziegelman Architects	41	55	91	69	63	41	60

Weighted Average Score for Proposals: 40%

Raters:	1	2	3	4	5	6	AVERAGE
Vendors:							
Luckenbach/Ziegelman Architects	92	66	99	80	85	45	78
Penchansky Whisler Architects	96	91	96	72	88	95	90
Niagara Murano	84	52	95	71	50	75	71
TMP Associates, Inc.	90	59	74	82	65	90	77
Fishbeck, Thompson, Carr & Huber, Inc	91	78	84	95	99	60	85
Fanning/Howey Associates, Inc.	93	85	94	90	99	85	91
Plante & Moran CRESA LLC	75	48	82	70	70	90	73

Weighted Average Score for Price: 40% -

RATERS	Weighted Criteria - Difference in Costs {1-(Proposal price - lowest price)/low price} x available points
Vendors:	
Luckenbach/Ziegelman Architects	{1-(23,000.00-22,750.00)/22,750.00} x 100 = 99
Penchansky Whisler Architects	{1-(26,075.00-22,750.00)/22,750.00} x 100 = 85
Niagara Murano	{1-(67,300.00-22,750.00)/22,750.00} x 100 = 0
TMP Associates, Inc.	{1-(67,500.00-22,750.00)/22,750.00} x 100 = 0
Fishbeck, Thompson, Carr & Huber, Inc	{1-(65,050.00-22,750.00)/22,750.00} x 100 = 0
Fanning/Howey Associates, Inc.	{1-(22,750.00-22,750.00)/22,750.00} x 100 = 100
Plante & Moran CRESA LLC	{1-(26,000.00-22,750.00)/22,750.00} x 100 = 86



FINAL WEIGHTED SCORE:

VENDORS:	Fanning/ Howey Associates Inc **	Penchansky Whisler Architects	Luckenbach/ Ziegelman	Plante & Moran CRESA LLC	Fishbeck, Thompson ,Carr & Huber, Inc	TMP Associates Inc.	Niagara Murano
Score							
Interview Score: (x .20) =	83 x .20 = 17	85 x .20 = 17	60 x .20 = 12	x .20 =	x .20 =	x .20 =	x .20 =
Proposal Score: (x .40) =	91 x .40 = 36	90 x .40 = 36	78 x .40 = 31	73 x .40 = 29.2	85 x .40 = 34	77 x .40 = 31	71 x .40 = 28
Price Score: (x .40) =	100 x .40 = 40	85 x .40 = 34	99 x .40 = 40	86 x .40 = 34.4	0 x .40 = 0	0 x .40 = 0	0 x .40 = 0
Final Score:	93	87	83	64	34	31	28

** HIGHEST RATED VENDOR – RECOMMENDED AWARD



SELECTION PROCESS

CRITERIA FOR SELECTION

The identified City Committee will review the proposals. The City of Troy reserves the right to award this proposal to the consultant considered the most qualified based upon a combination of factors including but not limited to the following:

- A. Compliance with qualifications criteria
- B. Completeness of the proposal
- C. Financial strength and capacity of the consultant
- D. Correlation of the proposals submitted to the needs of the City of Troy
- E. Any other factors which may be deemed to be in the City's best interest
- F. Evaluation Process

Phase 1: Minimum Qualifications Evaluation

Firms will be required to meet minimum established criteria in order to go to the second phase of the process.

Phase 2: Evaluation of Proposals

Each City Committee member will independently use a weighted score sheet to evaluate the proposals; each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each firm for this phase of the process.

Phase 3: Interview Score

The City, at its option, will invite at least the top three (3) rated firms to participate in an interview. If less than three (3) candidates remain in the process, all will be interviewed. Each City Committee Member will independently use a weighted score sheet to evaluate the Interview; each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each firm for this phase of the process. Those being interviewed may be supplied with further instructions and requests prior to the interview. Persons representing the firm at the interview must be the personnel who will be assigned to this project.

Phase 4: Price

Points for price will be calculated as follows:

$$\text{FORMULA} \quad - \{1 - (\text{Proposal Price} - \text{Low Price}) / \text{low price}\} \times \text{available points}$$

Phase 5: Final Scoring and Selection

The firm with the highest final weighted score will be recommended to the Troy City Council for Award.

20% Interview Score (100 point base)
40% Proposal Score (100 point base)
40% Price Score (100 point base)
100%

Note: The City of Troy reserves the right to change the order or eliminate an evaluation phase if deemed in the City's best interest to do so.

FIRM NAME:	** Fanning/Howey Associates, Inc.	Luckenbach/ Ziegelman Architects	Plante & Moran CRESA LLC
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PROPOSAL: TO PROVIDE PROFESSIONAL CONSULTANT SERVICES TO CONDUCT A COMPREHENSIVE NEEDS ASSESSMENT AND FEASIBILITY STUDY FOR THE TROY PUBLIC LIBRARY

VENDOR QUESTIONNAIF (Yes or No)	Yes	Yes	Yes
SEVEN (7) COPIES (Yes or No)	Yes	Yes	Yes
INSURANCE: Can Meet	XX	XX	XX
Cannot Meet			
Signed Y or N	Yes	Yes	Yes
PROPOSAL: Schedule of Values	NOT TO EXCEED	NOT TO EXCEED	NOT TO EXCEED
Cost for Scope of Work as Stated:	\$ 22,750.00	\$ 20,000.00	\$ 25,000.00
Reimbursable Estimated Expenses:	\$ -	\$ 3,000.00	\$ 1,000.00
COMPLETE FOR THE SUM OF:	\$ 22,750.00	\$ 23,000.00	\$ 26,000.00
Project should be Completed in:	85 workg days or 2/1/08	50 working days	114 Days
SCHEDULE OF VALUES: (Hourly Rates)	UNIT PRICE	UNIT PRICE	UNIT PRICE
SERVICES:	Prin. - \$195.00/hr	LZA - \$150.00/hr	Blended Staff - \$150/hr
	Proj Mgr - \$170.00/hr	ALC - \$125.00/hr	
	Architect - \$145.00/hr	Proj Mgr - \$95.00/hr	
	Techical - \$145.00/hr	Tech. - \$70.00	
	Clerical - \$45.00/hr	Support - \$45.00	
ADDITIONAL SERVICES:	Site Select - \$1,000 per site	3 Dim. C Mod - T.B.D.	Research - \$14,000.00
	Preliminary - \$3,500.00	3 Dim. B & S Mod - T.B.D	Blended Staff - \$145/hr
	Travel - at cost +15%		Site Select - \$150 etc.
REMIBURSEABLES:		24 x 36 Plot - \$10.00	Due Diligence - \$150/Hr
		Faxes & copies - \$1.10 /sht	Travel/Printing - TBD
		Long Dist.travel & Phone-cost	capped at \$1,000
COMPLETION BY 2/1/08 Can meet	XX	XX	XX
Cannot meet			
TERMS:	N/A	30 Days	Blank
EXCEPTIONS:	Blank	Blank	Blank
ACKNOWLEDGEMENT: Y or N	Yes	Yes	Yes
ADDENDUM #1 Y or N	Yes	Yes	Yes

DMS:
 David Milling Architect - Did not include Insurance Certificate or letter from insurer with proposal, as specified (\$22,825.00)

NO BIDS: **** DENOTES HIGHEST RATED BIDDER AS A RESULT OF A BEST VALUE PROCESS**

Straub Pettitt Yaste

ATTEST:
 Diane Fisher
 Lynne Lambert
 Linda Bockstanz

 Susan Leirstein CPPB
 Purchasing Director

FIRM NAME:		Penchansky Whisler Architects	Fishbeck, Thompson, Carr & Huber, Inc (FTC&H)	Niagara Murano
PROPOSAL: TO PROVIDE PROFESSIONAL CONSULTANT SERVICES TO CONDUCT A COMPREHENSIVE NEEDS ASSESSMENT AND FEASIBILITY STUDY FOR THE TROY PUBLIC LIBRARY				
VENDOR QUESTIONNAIRE (Yes or No)		Yes	Yes	Yes
SEVEN (7) COPIES (Yes or No)		Yes	Yes	Yes
INSURANCE:		Can Meet	XX	XX
Cannot Meet		XX + \$400.00		
Signed Y or N		Yes	Yes	Yes
PROPOSAL: Schedule of Values		NOT TO EXCEED	NOT TO EXCEED	NOT TO EXCEED
Cost for Scope of Work as Stated:		\$ 24,600.00	\$ 55,500.00	\$ 58,500.00
Reimbursable Estimated Expenses:		\$ 1,475.00	\$ 9,550.00	\$ 8,800.00
COMPLETE FOR THE SUM OF:		\$ 26,075.00	\$ 65,050.00	\$ 67,300.00
Project should be Completed in:		No later than 120 days	123 days	90 business days
SCHEDULE OF VALUES: (Hourly Rates)		UNIT PRICE	UNIT PRICE	UNIT PRICE
SERVICES:		P. Architect \$100.00/hr	Need Assmt - \$16,880	Prin. - \$150.00/hr
		Proj Mgr \$80.00/hr	Feasib. Stdy - \$35,020	Lib. Con - \$187.50/hr
		Architect \$70.00/hr	Final Rept - \$3,600	Proj Mgr/Archit - \$95.00/hr
		Arch/Design \$60.00/hr		Senior Architect - \$90.00/hr
		Clerical \$45.00/hr		Clerical- \$45.00/hr etc.
ADDITIONAL SERVICES:		Phase #1 - #5 = \$24,200.00	Site Analysis - \$1,500	Any reimbursable expenses
		Options A - H = \$24,920.00	Cpreh Assesmt - \$8,000	shall be reimb at cost with no mark up
REMIBURSEABLES:		Travel costs etc-\$1,475	Travel - \$7,450.00	Travel, Rental/Hotel - \$6,800
			Printg/Material - \$2,100	Printing Costs - \$2,000
COMPLETION BY 2/1/08		Can meet	XX	XX
Cannot meet				
TERMS:		Payment due 30 days after Invoice date	Net 30	Net 30
EXCEPTIONS:		None	None	Blank
ACKNOWLEDGEMENT:		Y or N	Yes	Yes
ADDENDUM #1		Y or N	Yes	Yes

FIRM NAME:	TMP Associates, Inc.		

PROPOSAL: TO PROVIDE PROFESSIONAL CONSULTANT SERVICES TO CONDUCT A COMPREHENSIVE NEEDS ASSESSMENT AND FEASIBILITY STUDY FOR THE TROY PUBLIC LIBRARY

VENDOR QUESTIONNAIRE: (Yes or No)	Yes		
SEVEN (7) COPIES (Yes or No)	Yes		
INSURANCE: Can Meet Cannot Meet Signed Y or N	XX		
	Yes		
PROPOSAL: Schedule of Values	NOT TO EXCEED		
Cost for Scope of Work as Stated:	\$ 66,000.00		
Reimbursable Estimated Expenses:	\$ 1,500.00		
COMPLETE FOR THE SUM OF:	\$ 67,500.00		
Project should be Completed in:	120 calendar days		
SCHEDULE OF VALUES: (Hourly Rates)	UNIT PRICE		
SERVICES:	P/Proj M. \$150.00/hr		
	Proj Des. \$100.00/hr		
	Architect \$75.00/hr		
	Lib. Const. \$110.00/hr		
ADDITIONAL SERVICES:			
REIMBURSEABLES:	1.1 (one point one) times actual expense incurred		
COMPLETION BY 2/1/08 Can meet Cannot meet	XX		
TERMS:	Net 30 days		
EXCEPTIONS:	Blank		
ACKNOWLEDGEMENT: Y or N	Yes		
ADDENDUM #1 Y or N	Yes		