

Livonia Public Schools

Business Services Office

Date: May 23, 2013

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Discussion Related to Bond Issue Implementation

We would like to continue the discussion related to the bond issue implementation at the Building and Site Committee meeting on Tuesday, May 28, 2013.

We would like to talk about the criteria that will be used in the selection for professional services of the Architect/Engineering firm(s) for the 2013 bond. Attached is a preliminary draft from our Owner's Representative, Plante Moran CRESA outlining their initial recommendations and providing an opportunity for the Board of Education to discuss and deliberate the criteria. Please include this item on the agenda. Thank you.

LA/kp

Attachment

c: Board of Education

LPS BOND PROGRAM – ARCHITECT/ENGINEERING CRITERIA SELECTION PROCESS

The following is Plante Moran Cresa's recommendations relating to the architect and engineering selection criteria and weighted factors for each of the three (3) LPS Bond Program project types. Information from each firm's proposal will be reviewed and scored according to the criteria definitions as listed below each project type for reference. Firms must meet minimal qualifications established. Interviews will be conducted with the three (3) firms with the highest score for each project type. Once interviews are completed, the Quantitative Score (with a weighted factor of 85%) will be combined with the Interview Score (with a weighed factor of 15%). The firm with the highest score will be recommended for award for that particular project type.

LPS HIGH SCHOOL – ARCHITECT/ENGINEERING CRITERIA

LPS HIGH SCHOOL ARCHITECT/ENGINEERING CRITERIA	RANK (POINTS)	WEIGHT FACTOR	5 total points available WEIGHTED SCORE
	0 = No Info 1 = Least 5 = Best		
K-12 Auditorium and Fine Arts Experience	0	20.00	0.00
Proposed Concept Approach	0	5.00	0.00
Proposed Specialty Consultants	0	15.00	0.00
Firm Resource/Experience	0	10.00	0.00
Internal Staff Resource/Experience	0	15.00	0.00
Errors / Omissions Percentage	0	10.00	0.00
Insurance Liability / Limits	0	5.00	0.00
Proposed Fee	0	20.00	0.00
TOTAL		100.00	0.00
Quantitative Score	0	85.00	0.00
Interview Score	0	15.00	0.00
Total Score		100.00	

Plante Moran Cresa will review each AE firm proposal in relation to the scoring listed below. The scoring is to provide guidelines during the proposal review process and PMC will use its professional judgment and industry expertise for applying the score for each firm.

Notes / Clarifications for the LPS High School projects based on the RFP responses received:

Relevant K-12 Auditorium and Fine Arts Experience rank is based on the minimum of three (3) completed firm projects within the last 10 years with a construction value as follows; >\$5,000,000 = 5 pts.; \$4,000,000 = 4pts; \$3,000,000 = 3 pts.; \$2,000,000 = 2 pts.; \$1,000,000 = 1 pt.

Proposed Conceptual Plan and Description rank is based on the best approach to provide the least impact for operations and enhance the learning environment and : 5 points - best approach; 3 points = better approach; 1 point = good approach

Proposed Specialty Consultants Experience is based on having completed the following number of projects with the proposed consulting firm in the past 10 years : 6 or more projects = 5 pts.; 5 or more projects = 4pts; 4 or more projects = 3 pts.; 3 or more projects = 2 pt; 2 or more projects = 1 pt.

Proposed Firm Resources/Experience is based the firm having the capacity to meet the project schedule in comparison with the percentage of work in process in relation to available staff : >60% availability = 5 pts.; >50% availability = 4pts; >40% capacity = 3 pts.; >30% capacity = 2 pt; >20% capacity = 1 pt.

Internal Staff Resource Experience is based on the proposed key staff having collectively completed the following number of projects with the firm: 6 or more projects = 5 pts.; 5 or more projects = 4pts; 4 or more projects = 3 pts.; 3 or more projects = 2 pt; 2 or more projects = 1 pt.

Errors and Omissions is the proposed percentage of E/O caused Change Orders and is based on the following: <1.0% = 5 pts.; <1.5% = 4 pts.; <2.0% = 3 pts.; <2.5% = 2 pts.; <3.0% = 1 pt.; <3.5% = 0 pt.

Insurance Liability / Limits is based on the following aggregate: >\$5,000,000 = 5 pts.; = or >\$4,000,000 categories = 4pts; = or >\$3,000,000 = 3 pts.; = or >\$2,000,000 categories projects = 2 pt; = or >\$1,000,000 categories = 1 pt.

Proposed Fee is based on the following: = or <4.0% or less = 5 pts.; = or <4.5% = 4 pts.; = or <5.0% = 3 pts.; = or <5.5% = 2 pts.; = or <6.0% = 1 pt.; = or <6.5% = 0 pt.

Interviews are conducted by the Selection Committee (comprised of PMC and LPS representatives) with relation to the proposal review, team presentation, and individual presentation. Interviews are ranked based on the following: 5 points - best interview; 3 points = better interview; 1 point = good interview.

LPS UPPER / MIDDLE SCHOOLS AND ELEMENTARY SCHOOLS – ARCHITECT/ENGINEERING CRITERIA SELECTION PROCESS

0 = No Info
1 = Least
5 = Best
5 total points available

LPS UPPER/MIDDLE SCHOOL ARCHITECT/ENGINEERING CRITERIA	RANK (POINTS)	WEIGHT FACTOR	WEIGHTED SCORE
K-12 Renovation Project Experience	0	20.00	0.00
Office / Cafeteria Area Renovation Projects	0	15.00	0.00
Professional Engineering Staff	0	10.00	0.00
Firm Resource/Experience	0	10.00	0.00
Internal Staff Resource/Experience	0	10.00	0.00
Errors / Omissions Percentage	0	10.00	0.00
Insurance Liability / Limits	0	5.00	0.00
Proposed Fee	0	20.00	0.00
TOTAL		100.00	0.00
Quantitative Score	0	85.00	0.00
Interview Score	0	15.00	0.00
Total Score		100.00	

0 = No Info
1 = Least
5 = Best
5 total points available

LPS ELEMENTARY SCHOOL ARCHITECT/ENGINEERING CRITERIA	RANK (POINTS)	WEIGHT FACTOR	WEIGHTED SCORE
K-12 Renovation Project Experience	0	20.00	0.00
Office / Security Entrance Renovation Projects	0	15.00	0.00
Professional Engineering Staff	0	10.00	0.00
Firm Resource/Experience	0	10.00	0.00
Internal Staff Resource/Experience	0	10.00	0.00
Errors / Omissions Percentage	0	10.00	0.00
Insurance Liability / Limits	0	5.00	0.00
Proposed Fee	0	20.00	0.00
TOTAL		100.00	0.00
Quantitative Score	0	85.00	0.00
Interview Score	0	15.00	0.00
Total Score		100.00	

Notes:

Plante Moran Cresa will review each AE firm proposal in relation to the scoring listed below. The scoring is to provide guidelines during the proposal review process and PMC will use its professional judgment and industry expertise for applying the score for each firm.

Notes / Clarifications for the LPS Elementary/Upper Elementary/Middle School projects based on the RFP responses received:

Relevant K-12 renovation experience rank is based on the minimum of three (3) completed firm projects with a construction value as follows; >\$5,000,000 = 5 pts.; \$4,000,000 = 4pts; \$3,000,000 = 3 pts.; \$2,000,000 = 2 pts.; \$1,000,000 = 1 pt.

Relevant Office, Cafeteria, and Security Entrance renovation experience rank is based on the minimum of three (3) completed firm projects with a construction value as follows; >\$5,000,000 = 5 pts.; \$4,000,000 = 4pts; \$3,000,000 = 3 pts.; \$2,000,000 = 2 pts.; \$1,000,000 = 1 pt.

Proposed Engineering Experience is based on having completed the following number of projects with the proposed consulting firm in the past 10 years : 6 or more projects = 5 pts.; 5 or more projects = 4pts; 4 or more projects = 3 pts.; 3 or more projects = 2 pt; 2 or more projects = 1 pt.

Proposed Firm Resources/Experience is based the firm having the capacity to meet the project schedule in comparison with the percentage of work in process in relation to available staff : >60% availability = 5 pts.; >50% availability = 4pts; >40% capacity = 3 pts.; >30% capacity = 2 pt; >20% capacity = 1 pt.

Internal Staff Resource Experience is based on the proposed key staff having collectively completed the following number of projects with the firm: 6 or more projects = 5 pts.; 5 or more projects = 4pts; 4 or more projects = 3 pts.; 3 or more projects = 2 pt; 2 or more projects = 1 pt.

Errors and Omissions is the proposed percentage of E/O caused Change Orders and is based on the following: <1.0% = 5 pts.; <1.5% = 4 pts.; <2.0% = 3 pts.; <2.5% = 2 pts.; <3.0% = 1 pt.; <3.5% = 0 pt.

Insurance Liability / Limits is based on the following aggregate: >\$5,000,000 = 5 pts.; = or >\$4,000,000 categories = 4pts; = or >\$3,000,000 = 3 pts.; = or >\$2,000,000 categories projects = 2 pt; = or >\$1,000,000 categories = 1 pt.

Proposed Fee is based on the following: = or <4.0% or less = 5 pts.; = or <4.5% = 4 pts.; = or <5.0% = 3 pts.; = or <5.5% = 2 pts.; = or <6.0% = 1 pt.; = or <6.5% = 0 pt.

Interviews are conducted by the Selection Committee (comprised of PMC and LPS representatives) with relation to the proposal review, team presentation, and individual presentation. Interviews are ranked based on the following: 5 points - best interview; 3 points = better interview; 1 point = good interview.