



## Travis County Commissioners Court Agenda Request

**Meeting Date:** November 18, 2014

**Prepared By/Phone Number:** Jesus Angel Gómez/854-1187; Marvin Brice, CPPB/854-9765

**Elected/Appointed Official/Dept. Head:** Cyd V. Grimes, C.P.M., CPPO

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

**Agenda Language:** Authorize Purchasing Agent to commence negotiations with the highest-ranked firm, CGL RicciGreene Design Group LLC, in reference to Request for Qualifications (RFQ) No. Q1406-010-AG, Juvenile Probation Department Needs Analysis and Master Plan Update.

- **Purchasing Recommendation and Comments:** Purchasing concurs with departments and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- On August 13, 2014, RFQ No. Q1406-010-AG was issued to seek qualification statements from firms to conduct a Juvenile Probation Department Needs Analysis and Master Plan Update, a two-phased planning effort. The first phase, the Needs Analysis, includes a review and analysis of current operations and a long-term forecast of growth in the juvenile court system, detention system, treatment programs, and administration.
- The results of this analysis will quantify data for the second phase, the Master Plan Update. During this phase, the forecast need for additional space will be translated into a physical plan for the use and reuse of the department's land and facilities, identifying how the department can continue to carry out its mission for the next 25 years. A comprehensive approach to redevelopment and renovation at the site will be needed in order to maintain current operations while construction of new and or replacement elements are developed.
- Subject RFQ was issued electronically to over 14,400 businesses nationwide, with approximately 79 businesses viewing the RFQ before it closed on September 10, 2014. Two (2) responses were received in response to the solicitation. The Evaluation Committee, supervised by the Purchasing Office, and comprised of representatives from the

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

Juvenile Probation Department and Planning and Budget Office, reviewed and scored the qualification statements based on the established evaluation criteria. Both firms were considered highly qualified and experienced from the review and scoring of the qualification statements.

- The Evaluation Committee conducted oral interviews with the two (2) firms on October 10, 2014. The firms were; CGL RicciGreene Design Group LLC; and Treanor Architects with Huskey Associates, Inc. After the interviews, the Evaluation Committee met to discuss the oral presentations and determine the final scores based upon the established oral presentation criteria. After deliberation and final scoring, the Evaluation Committee established a final ranking, selecting CGL RicciGreene Design Group LLC as the highest-ranked firm. Scoring matrices are attached for the Court's review.
- The Purchasing Agent requests authorization to begin formal negotiations with CGL RicciGreene Design Group LLC, including price, to finalize a contract for the Court's approval. Should negotiations be unsuccessful, the Purchasing Agent will request authorization to terminate negotiations with CGL RicciGreene Design Group LLC, and then commence negotiations with the next highest ranked firm.
- **Funding Information:**
  - Shopping Cart/Funds Reservation in SAP: 300001228
  - Comments: To Be Determined

**REQUIRED ACTION**

\_\_\_\_\_ Approved                      \_\_\_\_\_ Disapproved

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Samuel T. Biscoe                      Date  
County Judge

**Evaluation Matrix for Statement of Qualifications**

**RFQ1406-010-AG, Juvenile Probation Department Needs Analysis and Master Plan Update**

FIRMS:		TREANOR			CGL		
		Weighted Factor	Raw Score (1 to 5)	Total Score	Weighted Factor	Raw Score (1 to 5)	Total Score
<b>1. CRITERION ONE: Experience of Staff</b>	Respondent must have sufficiently experienced current full-time staff, both registered professionals in the applicable field and technical and administrative support staff, to competently and efficiently perform the work. Categories should add up to 40%.						
	Managerial Staff: years and relevance of experience	10%	4	0.40	10%	4	0.40
	Juvenile Detention and Court-specific staff: years and relevance of experience	20%	3	0.60	20%	4	0.80
	Other technical staff: years and relevance of experience	10%	3	0.30	10%	3	0.30
<b>2. CRITERION TWO: Written Technical Plan</b>	The Technical Plan will be evaluated in four (3) categories, each weighted with the percentage indicated. All four categories add up to 40%.						
	Project Knowledge	15%	5	0.75	15%	5	0.75
	Completeness	15%	3	0.45	15%	4	0.60
	Clarity	10%	4	0.40	10%	4	0.40
<b>3. CRITERION THREE: Prime Firm's Comparable Project Experience</b>	The prime firm (or Joint Venture Firm) identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions.	10%	3	0.30	10%	5	0.50
<b>4. CRITERION FOUR: Sub-Consultant's Comparable Project Experience</b>	Demonstrated experience of the firm in providing similar consulting services on comparable projects.	10%	4	0.40	10%	3	0.30
<b>TOTAL SCORE</b>		<b>100%</b>	<b>29</b>	<b>3.60</b>	<b>100%</b>	<b>32</b>	<b>4.05</b>
EVALUATOR #1							

FIRMS:		TREANOR			CGL		
		Weighted Factor	Raw Score (1 to 5)	Total Score	Weighted Factor	Raw Score (1 to 5)	Total Score
<b>1. CRITERION ONE: Experience of Staff</b>	Respondent must have sufficiently experienced current full-time staff, both registered professionals in the applicable field and technical and administrative support staff, to competently and efficiently perform the work. Categories should add up to 40%.						
	Managerial Staff: years and relevance of experience	10%	5	0.50	10%	5	0.50
	Juvenile Detention and Court-specific staff: years and relevance of experience	20%	4	0.80	20%	5	1.00
	Other technical staff: years and relevance of experience	10%	4	0.40	10%	5	0.50
<b>2. CRITERION TWO: Written Technical Plan</b>	The Technical Plan will be evaluated in four (3) categories, each weighted with the percentage indicated. All four categories add up to 40%.						
	Project Knowledge	15%	3	0.45	15%	5	0.75
	Completeness	15%	4	0.60	15%	5	0.75
	Clarity	10%	5	0.50	10%	3	0.30
<b>3. CRITERION THREE: Prime Firm's Comparable Project Experience</b>	The prime firm (or Joint Venture Firm) identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions.	10%	4	0.40	10%	5	0.50
<b>4. CRITERION FOUR: Sub-Consultant's Comparable Project Experience</b>	Demonstrated experience of the firm in providing similar consulting services on comparable projects.	10%	4	0.40	10%	5	0.50
<b>TOTAL SCORE</b>		<b>100%</b>	<b>33</b>	<b>4.05</b>	<b>100%</b>	<b>38</b>	<b>4.80</b>
EVALUATOR #2							

FIRMS:		TREANOR			CGL		
		Weighted Factor	Raw Score (1 to 5)	Total Score	Weighted Factor	Raw Score (1 to 5)	Total Score
<b>1. CRITERION ONE: Experience of Staff</b>	Respondent must have sufficiently experienced current full-time staff, both registered professionals in the applicable field and technical and administrative support staff, to competently and efficiently perform the work. Categories should add up to 40%.						
	Managerial Staff: years and relevance of experience	10%	3	0.30	10%	4	0.40
	Juvenile Detention and Court-specific staff: years and relevance of experience	20%	3	0.60	20%	4	0.80
	Other technical staff: years and relevance of experience	10%	3	0.30	10%	4	0.40
<b>2. CRITERION TWO: Written Technical Plan</b>	The Technical Plan will be evaluated in four (3) categories, each weighted with the percentage indicated. All four categories add up to 40%.						
	Project Knowledge	15%	4	0.60	15%	4	0.60
	Completeness	15%	3	0.45	15%	4	0.60
	Clarity	10%	3	0.30	10%	4	0.40
<b>3. CRITERION THREE: Prime Firm's Comparable Project Experience</b>	The prime firm (or Joint Venture Firm) identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions.	10%	3	0.30	10%	4	0.40
<b>4. CRITERION FOUR: Sub-Consultant's Comparable Project Experience</b>	Demonstrated experience of the firm in providing similar consulting services on comparable projects.	10%	4	0.40	10%	4	0.40
<b>TOTAL SCORE</b>		<b>100%</b>	<b>26</b>	<b>3.25</b>	<b>100%</b>	<b>32</b>	<b>4.00</b>
EVALUATOR #3							

FIRMS:		TREANOR			CGL		
		Weighted Factor	Raw Score (1 to 5)	Total Score	Weighted Factor	Raw Score (1 to 5)	Total Score
<b>1. CRITERION ONE: Experience of Staff</b>							
Respondent must have sufficiently experienced current full-time staff, both registered professionals in the applicable field and technical and administrative support staff, to competently and efficiently perform the work. Categories should add up to 40%.							
Managerial Staff: years and relevance of experience		10%	3	0.30	10%	4	0.40
Juvenile Detention and Court-specific staff: years and relevance of experience		20%	4	0.80	20%	3	0.60
Other technical staff: years and relevance of experience		10%	3	0.30	10%	4	0.40
<b>2. CRITERION TWO: Written Technical Plan</b>							
The Technical Plan will be evaluated in four (3) categories, each weighted with the percentage indicated. All four categories add up to 40%.							
Project Knowledge		15%	4	0.60	15%	3	0.45
Completeness		15%	3	0.45	15%	4	0.60
Clarity		10%	3	0.30	10%	4	0.40
<b>3. CRITERION THREE: Prime Firm's Comparable Project Experience</b>							
The prime firm (or Joint Venture Firm) identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions.		10%	3	0.30	10%	4	0.40
<b>4. CRITERION FOUR: Sub-Consultant's Comparable Project Experience</b>							
Demonstrated experience of the firm in providing similar consulting services on comparable projects.		10%	4	0.40	10%	4	0.40
<b>TOTAL SCORE</b>		<b>100%</b>	<b>27</b>	<b>3.45</b>	<b>100%</b>	<b>30</b>	<b>3.65</b>
EVALUATOR #4							

FIRMS:		TREANOR			CGL		
		Weighted Factor	Raw Score (1 to 5)	Total Score	Weighted Factor	Raw Score (1 to 5)	Total Score
<b>1. CRITERION ONE: Experience of Staff</b>							
Respondent must have sufficiently experienced current full-time staff, both registered professionals in the applicable field and technical and administrative support staff, to competently and efficiently perform the work. Categories should add up to 40%.							
Managerial Staff: years and relevance of experience		10%	4	0.40	10%	4	0.40
Juvenile Detention and Court-specific staff: years and relevance of experience		20%	3	0.60	20%	4	0.80
Other technical staff: years and relevance of experience		10%	3	0.30	10%	4	0.40
<b>2. CRITERION TWO: Written Technical Plan</b>							
The Technical Plan will be evaluated in four (3) categories, each weighted with the percentage indicated. All four categories add up to 40%.							
Project Knowledge		15%	3	0.45	15%	4	0.60
Completeness		15%	3	0.45	15%	4	0.60
Clarity		10%	3	0.30	10%	3	0.30
<b>3. CRITERION THREE: Prime Firm's Comparable Project Experience</b>							
The prime firm (or Joint Venture Firm) identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions.		10%	3	0.30	10%	4	0.40
<b>4. CRITERION FOUR: Sub-Consultant's Comparable Project Experience</b>							
Demonstrated experience of the firm in providing similar consulting services on comparable projects.		10%	4	0.40	10%	4	0.40
<b>TOTAL SCORE</b>		<b>100%</b>	<b>26</b>	<b>3.20</b>	<b>100%</b>	<b>31</b>	<b>3.90</b>
EVALUATOR #5							

FIRMS:		TREANOR			CGL		
		Weighted Factor	Raw Score (1 to 5)	Total Score	Weighted Factor	Raw Score (1 to 5)	Total Score
<b>1. CRITERION ONE: Experience of Staff</b>							
Respondent must have sufficiently experienced current full-time staff, both registered professionals in the applicable field and technical and administrative support staff, to competently and efficiently perform the work. Categories should add up to 40%.							
Managerial Staff: years and relevance of experience		10%	3	0.30	10%	4	0.40
Juvenile Detention and Court-specific staff: years and relevance of experience		20%	4	0.80	20%	3	0.60
Other technical staff: years and relevance of experience		10%	3	0.30	10%	4	0.40
<b>2. CRITERION TWO: Written Technical Plan</b>							
The Technical Plan will be evaluated in four (3) categories, each weighted with the percentage indicated. All four categories add up to 40%.							
Project Knowledge		15%	3	0.45	15%	4	0.60
Completeness		15%	3	0.45	15%	4	0.60
Clarity		10%	3	0.30	10%	3	0.30
<b>3. CRITERION THREE: Prime Firm's Comparable Project Experience</b>							
The prime firm (or Joint Venture Firm) identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions.		10%	3	0.30	10%	4	0.40
<b>4. CRITERION FOUR: Sub-Consultant's Comparable Project Experience</b>							
Demonstrated experience of the firm in providing similar consulting services on comparable projects.		10%	4	0.40	10%	3	0.30
<b>TOTAL SCORE</b>		<b>100%</b>	<b>26</b>	<b>3.30</b>	<b>100%</b>	<b>29</b>	<b>3.60</b>
EVALUATOR #6							

<b>EVALUATION COMMITTEE - SOQ AVERAGE SCORES</b>				<b>3.48</b>	<b>4.00</b>
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**Evaluation Matrix for RFQ No. Q1406-010-AG, Juvenile Probation Department Needs Analysis and Master Plan Update**

**ORAL PRESENTATION AND INTERVIEW - FINAL SCORES**

Firm Name:		TRENOR			CGL		
Criteria	Weighted Factor	Raw Score	Total Score	Weighted Factor	Raw Score	Total Score	
Project Knowledge of staff	40%	3	1.20	40%	4	1.60	
Completeness of answers	40%	4	1.60	40%	4	1.60	
Clarity of responses	20%	5	1.00	20%	5	1.00	
<b>TOTAL SCORE</b>	100%		3.80	100%		4.20	
<b>EVALUATOR #1</b>		bp					

Firm Name:		TRENOR			CGL		
Criteria	Weighted Factor	Raw Score	Total Score	Weighted Factor	Raw Score	Total Score	
Project Knowledge of staff	40%	3	1.20	40%	5	2.00	
Completeness of answers	40%	5	2.00	40%	5	2.00	
Clarity of responses	20%	4	0.80	20%	5	1.00	
<b>TOTAL SCORE</b>	100%		4.00	100%		5.00	
<b>EVALUATOR #2</b>		mg					

Firm Name:		TRENOR			CGL		
Criteria	Weighted Factor	Raw Score	Total Score	Weighted Factor	Raw Score	Total Score	
Project Knowledge of staff	40%	4	1.60	40%	3	1.20	
Completeness of answers	40%	4	1.60	40%	3	1.20	
Clarity of responses	20%	3	0.60	20%	3	0.60	
<b>TOTAL SCORE</b>	100%		3.80	100%		3.00	
<b>EVALUATOR #3</b>		bc					

Firm Name:		TRENOR			CGL		
Criteria	Weighted Factor	Raw Score	Total Score	Weighted Factor	Raw Score	Total Score	
Project Knowledge of staff	40%	4	1.60	40%	3	1.20	
Completeness of answers	40%	4	1.60	40%	3	1.20	
Clarity of responses	20%	3	0.60	20%	3	0.60	
<b>TOTAL SCORE</b>	100%		3.80	100%		3.00	
<b>EVALUATOR #4</b>		db					

Firm Name:		TRENOR			CGL		
Criteria	Weighted Factor	Raw Score	Total Score	Weighted Factor	Raw Score	Total Score	
Project Knowledge of staff	40%	4	1.60	40%	4	1.60	
Completeness of answers	40%	3	1.20	40%	4	1.60	
Clarity of responses	20%	3	0.60	20%	4	0.80	
<b>TOTAL SCORE</b>	100%		3.40	100%		4.00	
<b>EVALUATOR #5</b>		crm					

Firm Name:		TRENOR			CGL		
Criteria	Weighted Factor	Raw Score	Total Score	Weighted Factor	Raw Score	Total Score	
Project Knowledge of staff	40%	3.6	1.44	40%	3.8	1.52	
Completeness of answers	40%	4	1.60	40%	3.8	1.52	
Clarity of responses	20%	3.6	0.72	20%	4	0.80	
<b>TOTAL SCORE AVERAGE</b>	100%		3.76	100%		3.84	

Evaluation Instructions: Each factor above is worth up to 5 points. Evaluate each proposal against the criteria and assign points (1-5) for each factor, based on the following scale:

- 5 - Excellent
- 4 - Significant Above Acceptable
- 3 - Slightly Above Acceptable
- 2 - Acceptable
- 1 - Minimally Acceptable

e.g. 30% x 4 = 1.2

**EVALUATION COMMITTEE RECOMMENDATION**

**CGL 3.84**



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704  
Phone: (512)854-7000 Fax: (512)854-7097

**ESTELA P. MEDINA**  
Chief Juvenile Probation Officer

**TO:** Cyd Grimes  
Purchasing Agent

**FROM:** Estela P. Medina  
Estela P. Medina  
Chief Juvenile Probation Officer

**RE:** **RFQ:** Master Plan & Needs Analysis  
Request for Authorization from Commissioner's Court &  
Recommendation to Commence Negotiations

**DATE:** October 30, 2014

The Travis County Juvenile Probation Department would like to request that the Purchasing Office proceed with a recommendation requesting authorization from Commissioner's Court to commence negotiations with CGL Ricci Greene for consulting services for the above referenced Request for Qualifications (RFQ) for a Master Plan and Needs Analysis. The consulting group was the higher ranked team of the two that were evaluated and interviewed for this project.

This recommendation is based on review of the vendor's experience in working with Juvenile facilities, the technology and understanding of juvenile programs, as well as the strategies displayed through the interview process. Also considered were the individual and composite scores received for this consulting group.

The Master Plan and Needs Analysis will help the department identify both short and long term strategies that will assist the department and our Travis County community in making the maximum use of our facilities; and in providing cost effective programming and services to meet growing community needs.

The Juvenile Probation Department supports the recommendation of CGL Ricci Greene as the potential provider for the Needs Analysis and Master Plan project.

Thank you for your assistance regarding this request.

**CC:**  
Darryl Beatty, Deputy Chief, TCJPD  
Britt Canary, Deputy Chief, TCJPD  
Sylvia Mendoza, Financial Manager, TCJPD  
Belinda Powell, Strategic Planning Manager, PBO  
Mark Gilbert, Sr. Planner, PBO  
Jesus (Angel) Gomez, Purchasing Agent Asst. IV, Purchasing Office

# Funds Reservation 300001228

General Data			
Document type	FC	Document type	030
Company code	1000	Document date	07/11/2014
FM area	1000	Posting date	07/11/2014
Controlling area	1000	Currency	USD/ 1.00000
Statistics			
Entered by	WILLIAM1	Created on	07/11/2014
Last changed by		Last changed	
More Data			
Text	Juvenile Probation building master plan project		
Reference			
Overall Amount	320,000.00 USD		

Document item 001			
Text	TCJPD master plan		
Commitment item	511890	Funds center	1458000001
Fund	0001	G/L account	511890
Cost center	1458000001	Due on	
Vendor		Customer	
Amount	320,000.00 USD		