



## Legislation Text

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**File #:** 2019-913, **Version:** 1

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Placement: Consent Agenda

Action Requested: Motion / Vote

**Approve Shortlisted Firms and Begin Negotiations for Request For Qualifications (RFQu) #20190101 for Design Services for a New City Building.**

Submitted By: June Raymond, Agent I, Procurement Management Department (PMD).

Strategic Plan Link: The City's Goal of high-quality infrastructure and facilities.

Executive Summary (General Business): The City seeks certified architectural design professionals for the design of an ADA compliant, one-story, concrete block, stucco structure that will be used as office space.

Presentation Information: N/A.

Staff Recommendation: Move that the Council approve to start negotiations with the firms shortlisted and ranked by the evaluation committee as follows:

1. CPZ Architects, Inc.,
2. EDB Architects,
3. West Architecture + Design, LLC.

If City staff is unable to negotiate an acceptable contract with the number one ranked firm, approve to continue the process and negotiate with the next highest ranked firm until an acceptable agreement is reached.

Alternate Recommendations:

1. Move that the Council reject E-RFQu 20190101 and provide staff with direction.

Background: The Project consists of constructing approximately 3,500 square feet of a single-story building and will be designed to have a metal roof, impact glass windows and a painted exterior. The interior of the Project will have the following characteristics; 4 offices, 2 bathrooms with standup showers, a large common area and a kitchenette. All floors will be tiled. The HVAC system will be designed to provide adequate cooling and heating.

The final concept of the project shall reflect the following:

- The Consultant shall provide all architectural design services as necessary to develop a complete set of architectural drawings that are suitable for all permitting, utility work and construction required to complete the Project.
- The Consultant shall develop proposal specifications and a work scope suitable to support a Bid for the

Project. The Consultant will be available to support the City of Port St Lucie in evaluating proposals for the Project.

- The Consultant shall provide a detailed construction cost estimate for the Project.

Issues/Analysis: An RFQ was advertised on DemandStar on July 30, 2019, with a proposal due date of August 30, 2019. During the advertisement period, 980 suppliers were notified, 47 of those downloaded plans and 5 submitted proposals. On September 11, 2019, PMD held a public meeting where the committee members met to review and discuss their individual scores. The committee voted to have discussion on October 1, 2019 with CPZ Architects, Inc., EDB Architects, and West Architecture + Design, LLC. The Evaluation Committee has reviewed and scored all proposals and the rankings are as follows: (1) CPZ Architects, Inc. (2) EDB Architects and (3) West Architecture + Design, LLC. The discussions were based on the firm's approach and workplan for completing this project. The committee has selected CPZ Architects, Inc. because of their overall capacity to bring this project to fruition in a timely manner.

Financial Information: Funds are available in the FY 2019-2020 Budget.

Special Consideration: N/A.

Location of Project: Due to the Critical Infrastructure Sector of the Homeland Security Act, no location map is provided for this new City building.

**Attachments:**

1. Consolidated Scoresheet.
2. Recommended Proposal.
3. Bid Documents.

*NOTE: All of the listed items in the "Attachment" section above are in the custody of the City Clerk. Any item(s) not provided in City Council packets are available upon request from the City Clerk.*

**LEGAL SUFFICIENCY REVIEW:**

Approved as to Legal form and sufficiency by James D. Stokes, City Attorney. (Reference Legistar database for authorizing City Attorney representative.)