

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: October 5, 2018

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Ranking of Firms and Authorization to Negotiate – RFQ 2018063 Continuing Architectural Services

BACKGROUND:

On behalf of the Parks Division and in accordance with FS 287.055, Requests for Qualifications (RFQs) were solicited for architectural services on a continuing contract basis. The County does not currently have continuing consulting agreements in place for architectural services, but staff identified the need for such agreement, in the immediate term to facilitate pending conservation land projects. Other departments such as Community Development and Public Works are expected to benefit from the availability of these continuing agreements, as well. Term of award is anticipated to be three years with two one-year renewal options available.

RFQ RESULTS:

Advertising Date: June 3, 2018 and July 25, 2018
RFQ Opening Date: June 26, 2018 and August 22, 2018
DemandStar Broadcast to: 252 Subscribers
RFQ Documents Requested by: 22 Firms
Replies: 7 Firms

ANALYSIS:

Two responses were received to the original solicitation. A selection committee comprised of Beth Powell, Conservation Lands Manager, William Johnson, P.E., Roadway Production Manager, and Steven Hitt, Senior Environmental Planner independently evaluated and scored the received statements of qualifications in accordance with FS 287.055 and the County Purchasing Manual. Those firms were ranked as follows:

1. Donadio and Associates, Architects, P.A.
2. EDB Architects & Associates, P.A.

In order to comply with the FS 287.055 requirement to “select in order of preference no fewer than **three** firms deemed to be the most highly qualified to perform the required services,” the Purchasing Division attempted to locate other recent architectural firm qualifications on hand for the committee to consider. No comparable qualifications were found, and, therefore, the

committee decided to request additional responses via Demandstar, with a due date of August 22, 2018. Three additional responses were received, reviewed and subsequently ranked by the committee. The ranking of supplemental firms developed by the committee is:

1. CPZ Architects
2. Tsark Architecture, LLC
3. Architectural Building Corp.

All five firms were invited to participate in the interview phase. At the conclusion of the interviews, each committee member listed his or her overall ranking of firms, and a final ranking was established by the committee. All five firms are recommended for award, based on anticipated volume of work and the varied types of capabilities offered by the firms. Final agreements will be presented to the Board at a later date for approval.

The final ranking established by the committee is:

Responding Firm	Location
1. CPZ Architects, Inc.	Jupiter
2. EDB Architects & Associates, P.A.	Vero Beach
3. Donadio and Associates, Architects, P.A.	Vero Beach
4. Tsark Architecture, LLC	West Melbourne
5. Architectural Building Corp.	Jupiter

FUNDING:

Funding for work orders under these agreements will vary, based on project and department.

RECOMMENDATION:

Staff recommends the Board approve the committee's final ranking and authorize negotiations with all five of the responding firms in accordance with FS 287.055, Consultant's Competitive Negotiation Act.

For October 16, 2018