

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

DATE: December 27, 2023

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator
Kristin Daniels, Director, Office of Management and Budget
Jennifer Hyde, Purchasing Manager

FROM: Shelby Ball, Purchasing Specialist

SUBJECT: Award of RFP 2024014 for Jones' Pier Conservation Area Design & Fabrication of Interpretive Center Exhibits and Authorization to Negotiate

BACKGROUND:

On behalf of the Parks, Recreation and Conservation Department, a Request for Proposals ("RFP") was issued seeking qualified firms to provide design and fabrication services for environmental exhibits planned for the Interpretive Center at the Jones' Pier Conservation Area. One firm, Ritacco & Chan Architecture, LLC submitted a proposal.

DISCUSSION:

A selection committee comprised of Wendy Swindell, Conservation Lands Manager, Beth Powell, Parks, Recreation and Conservation Director and Ashley Lingwood, Conservation Lands Program Coordinator, independently reviewed and verified the firm is both responsive and responsible. The committee then met with Ritacco & Chan to discuss designs and exhibit specifications. After the discussion, the committee declared its intent to move forward with the sole proposing firm. Staff is prepared to begin negotiations with Ritacco & Chan and bring the final agreement to the Board at a future meeting.

FUNDING:

Funding for work performed under the agreement will come from the Land Acquisition Series 2004 Referendum Fund/ Land Acquisition/ Construction in Progress/ Jones Pier Improvements account, number 14514639-066510-18010.

RECOMMENDATION:

Staff recommends the Board award the RFP to Ritacco & Chan Architecture, LLC, and authorize negotiations with the firm.