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**Title:** AUTHORIZATION TO NEGOTIATE CONTINUING SERVICES AGREEMENTS FOR ARCHITECTURAL SERVICES WITH THE TOP FOUR RANKED FIRMS

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**TO:** Margate CRA Chair and Members of the Board

**FROM:** Cale Curtis, CRA Executive Director

**DATE:** April 14, 2021

AUTHORIZATION TO NEGOTIATE CONTINUING SERVICES AGREEMENTS FOR ARCHITECTURAL SERVICES WITH THE TOP FOUR RANKED FIRMS

**BACKGROUND:** The MCRA’s Five-Year Capital Improvement Plan includes several projects that will require architectural services. These include a variety of capital projects, infrastructure, streetscape and park improvements within the MCRA district as well as the future City Center development.

In February, 2021, the MCRA issued a Request For Qualifications (RFQ) for architectural services on a continuing contract basis. Ten (10) firms responded and were ranked by a Selection and Evaluation Committee consisting of the MCRA Assistant Executive Director Larry Vignola, DEES Assistant Director Randy Daniel, DEES Project Manager Cotter Christian, Finance Budget Manager Decia Burke, and Purchasing Supervisor Wylene Sprouse.

The top six ranked firms were invited to make presentations to the Committee, and a final ranking was conducted. The results are as follows:

Firm	Total Points
Stiles Architectural Group	461 points
Walters-Zackria Associates	458 points

CPZ Architects, Inc.	448 points
Saltz Michelson Architects	448 points
Synalovski Romanik Saye, LLC	422 points
Alfonso Hernandez Architect, LLC	416 points

The next step in the process is to negotiate agreements with the top four ranked firms to provide the MCRA with architectural services for a period of two (2) years, with up to three (3) one-year renewals (maximum of 5 years). The agreements will be brought back to the MCRA Board for approval.

**RECOMMENDATION:** Authorization to negotiate with the four top ranked firms - Stiles Architectural Group, Walters-Zackria Associates, CPZ Architects, Inc., and Saltz Michelson Architects.

**FISCAL IMPACT:** Funds have been appropriated in the MCRA’s capital accounts to cover architectural fees for planned projects. No costs will be incurred until services are utilized.

**CONTACT PERSON:** Cale Curtis, CRA Executive Director