



## Legislation Details (With Text)

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**Title:** AUTHORIZING THE ADMINISTRATION TO NEGOTIATE A CONTINUING SERVICES AGREEMENT WITH CPZ ARCHITECTS, INC. AS THE NUMBER ONE RANKED ARCHITECTURAL FIRM FOR THE REQUEST FOR QUALIFICATIONS (RFQ) 2016-012 - ARCHITECTURAL SERVICES.

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Date	Ver.	Action By	Action	Result
5/18/2016	1	Regular City Commission Meeting		

**TO:** Mayor and City Commission

**FROM:** Douglas E. Smith, City Manager

**DATE:** May 18, 2016

AUTHORIZING THE ADMINISTRATION TO NEGOTIATE A CONTINUING SERVICES AGREEMENT WITH CPZ ARCHITECTS, INC. AS THE NUMBER ONE RANKED ARCHITECTURAL FIRM FOR THE REQUEST FOR QUALIFICATIONS (RFQ) 2016-012 - ARCHITECTURAL SERVICES.

**BACKGROUND:** The Parks and Recreation Department has several budgeted projects that will require professional architectural design services. These projects include a dugout renovation at the Sports Complex, replacement of a concession building at Southeast Park, and a new restroom facility with storage at Veterans' Memorial Park. In anticipation of these projects, and the potential for additional City projects in the coming years, a Request for Qualifications (RFQ) for architectural firms to provide design and construction administration services on a continuing contract basis was released. Five (5) firms responded and three (3) of those firms were short listed by a Selection and Evaluation Committee (SEC). The shortlisted firms of CPZ Architects, Inc., Synalovski, Romanik, Saye, LLC, and Williamson Dacar Associates, Inc., were invited to make presentations to the SEC, and a final ranking was conducted. The ranking results are:

1. CPZ Architects, Inc. 490 points
2. Synalovski, Romanik, Saye, LLC 480 points
3. Williamson Dacar Associates, Inc. 398 points

The SEC recommends authorization by the City Commission to negotiate an agreement with the top ranked firm for architectural services for a period of three (3) years, with an option to renew annually for up to two (2) additional one-year periods (maximum of 5 years). If authorization to negotiate is approved, a negotiated agreement with those terms stipulated will be brought back to the City Commission for consideration at a later date.

**RECOMMENDATION:** Select the top ranked firm of CPZ Architects, Inc. and direct staff to negotiate an agreement for continuing architectural services.

**FISCAL IMPACT:** Funds have been appropriated in the Parks & Recreation capital accounts to cover design fees for planned projects.

**CONTACT PERSON:** Michael A. Jones, CPRP, Director of Parks and Recreation  
Spencer L. Shambray, CPPB, Purchasing Manager