



# MEMORANDUM

## City of Venice

### Finance Department

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TO: Edward Lavalley, City Manager

THROUGH: Linda Senne, Finance Director

FROM: Peter A. Boers, Procurement Manager

DATE: September 23, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: October 8, 2019

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Approval of an Agreement with Willis A. Smith Construction, Inc., in the Amount of \$85,000 for Preconstruction Services for the City of Venice Fire Station #1 and City Hall Expansion

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Background: Request for Qualifications (RFQ) 3100-19 for Construction Management at Risk Services for the City of Venice Fire Station #1 and City Hall Expansion was distributed on May 15, 2019. Nine (9) proposals were received on June 15, 2019.

On July 18, 2018, an evaluation committee met to review, discuss, and score the proposals received. The nine (9) proposals were ranked in the following order and the top four (4) firms were invited in for interviews and presentations on August 12 and 13, 2019.

On August 12 and 13, 2019, the evaluation committee met again to hear oral presentations and conduct interviews with the top four (4) shortlisted proposers. The proposers were ranked in the following order: 1) Willis A. Smith Construction, Inc., 2) Jon F. Swift Construction, 3) Ajax/Tandem Construction (a Joint Venture), and 4) Magnum Builders, Inc.

On August 27, 2019, City Council approved the ranking of the top four (4) firms and authorized staff to negotiate an agreement with the top ranked proposer, Willis A. Smith Construction, Inc..

Staff has negotiated an Agreement with Willis A. Smith Construction, Inc. for Preconstruction Services in the amount of \$85,000. Preconstruction Services include Cost Estimating, Scheduling, and Constructability Review for Schematic Design, Design Development, and Construction Documents.

The executed American Institute of Architects (AIA) Document A133-2009 is attached for your reference.

Requested Action: Approval of an Agreement with Willis A. Smith Construction, Inc., in the Amount of \$85,000 for Preconstruction Services for the City of Venice Fire Station #1 and City Hall Expansion

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: Yes

Risk Management Review: Yes

Finance Department Review/Approved: Yes

Funds Availability (account number): The cost for Preconstruction Services will be split between the One Cent Sales Tax (110) and the Building (116) Funds

**ORIGINAL(S) ATTACHED:** AIA Document A133-2009, AIA Document A201-2017

Cc: Shawn Carvey, James Clinch