



MEMORANDUM

City of Venice

Finance Department

TO: Edward Lavallee, City Manager

FROM: Peter Boers, Procurement Manager

THROUGH: Linda Senne, Finance Director

DATE: November 9, 2018

COUNCIL APPROVAL: Yes

MEETING DATE: November 27, 2018

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Approval of the ranking of proposers for RFQ 3089-18 for Professional Architectural and Engineering Services for the City of Venice Fire Station #1 and authorize staff to begin negotiations with the top ranked firm.

Background:

Request for Qualifications (RFQ) 3089-18 Professional Architectural and Engineering Services for the City of Venice Fire Station 1 was distributed on September 1, 2018. Four (4) proposals were received on October 5, 2018. On October 22, 2018, an evaluation committee met to review, discuss, and score the proposals received. The four (4) proposals were ranked in the following order and the top three (3) firms were invited in for interviews/presentations on November 8, 2018.

Rank	Proposer	Sum of Rankings
1	Sweet Sparkman Architects	5
2	Wilder Architecture	7
3	Dewberry Architects, Inc.	12
4	Carlson Studio Architecture	16

The third ranked firm, Dewberry Architects, Inc., withdrew from consideration on November 2, 2018.

On November 8, 2018, the evaluation committee met again to hear oral presentations and conduct interviews with the remaining two (2) shortlisted proposers. The proposer's were ranked in the following order:

Rank	Proposer	Sum of Ranks
1	Sweet Sparkman Architects	4
2	Wilder Architecture	8

Based upon the final scores and ranking, the evaluation committee recommends authorization for staff to negotiate an agreement with the top ranked proposer, Sweet Sparkman Architects. In the event that the City is unable to come to terms with the top ranked proposer, staff will end negotiations with that firm and begin negotiations with the next ranked firm until a suitable agreement can be reached.

Requested Action:

Approval of the ranking of proposers for RFQ 3089-18 for Professional Architectural and Engineering Services for the City of Venice Fire Station #1 and authorize staff to begin negotiations with the top ranked firm.

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: N/A

Funds Availability (account number): Not applicable at this time.

ORIGINAL(S) ATTACHED: Evaluation score sheets from the first evaluation meeting and presentations.

Cc: Shawn Carvey, Fire Chief



PROCUREMENT DEPARTMENT - CITY OF VENICE, FLORIDA
RESPONSE SHEET
RFQ 3089-17 PROFESSIONAL ARCHITECTURAL AND
ENGINEERING SERVICES FOR CITY OF VENICE FIRE STATION #1
DUE: OCTOBER 5, 2018 @ 2:00 PM

#	Firm Name	Address	Phone #	Fax #	Contact
1	Carlson Studio Architecture	205 N. Orange Ave. Suite 202 Sarasota, FL 34236	942-362-4312		Sean Williams, AIA, NCARB, LEED BD+C Principal
2	Dewberry Architects, Inc.	800 N. Magnolia Avenue Suite 1000 Orlando, FL 32803	407-843-5120	407-649-8664	Jim Beight, AIA, LEED AP Principal
3	Sweet Sparkman Architects	2168 Main Street Sarasota, FL 34237	941-952-0084	941-952-0201	Todd M Sweet, AIA, LEED AP Principal
4	Wilder Architecture, Inc.	1315 East Seventh Avenue Suite 106 Tampa, FL 33605	813-242-6677		John W. Thompson, AIA Principal

NOTICE OF MEETING

Members of the City of Venice staff shall meet on Monday, October 22, 2017 beginning at 10:00 a.m. in Conference Room 106 of Venice City Hall, 401 West Venice Avenue, Venice, Florida 34285; to evaluate, discuss and rank the submittals received by the city in response to the Request for Qualifications 3089-18: "Professional Architectural and Engineering Services for City of Venice Fire Station 1".

The public is invited to attend this meeting and observe the City's staff member's work.

No stenographic record by a certified court reporter is made of this meeting nor will a verbatim record be prepared. Minutes will be written for the public record.

If you are disabled and need assistance, please contact the City Clerk's office at least 24 hours prior to the meeting.

Cc: bid file

Summary Score Sheet

[illegible]



CITY OF VENICE
401 W. Venice Avenue Venice, FL. 34285
NOTICE OF ACTION

REQUEST FOR QUALIFICATIONS (RFQ) # 3089-18

RFP TITLE: Construction Management at Risk Services for City of Venice
Public Safety Facility

SUBMITTAL DEADLINE: October 5, 2018

SUBJECT: Notice of Shortlist

Based on Evaluation Committee's review of proposals on October 22, 2018. The City of Venice (City) has ranked proposers responding to the above referenced RFQ as follows:

Rank	Proposer	Total of Rankings
1	Sweet Sparkman Architects	5
2	Wilder Architecture	7
3	Dewberry Architects, Inc.	12
4	Carlson Studio Architecture	16

The top three (3) ranked firms (**in bold font above**) will be invited for presentations and interviews as the next step in the process.

By: 
Peter A. Boers, Procurement Manager

Date: 10/23/2018

Request for Qualifications 3089-18
Summary Ranking from Presentations / Interviews

	Rank Evaluator 1	Rank Evaluator 2	Rank Evaluator 3	Rank Evaluator 4	Total of Rankings Evaluator	Rank
Dewberry Architecture						
Sweet Sparkman Architects	1	1	1	1	4	1
Wilder Architecture	2	2	2	2	8	2



CITY OF VENICE
401 W. Venice Avenue Venice, FL. 34285

NOTICE OF ACTION

REQUEST FOR POPOSALS (RFQ) # 3089-18

RFP TITLE: Professional Architectural and Engineering Services for City of Venice Fire Station #1

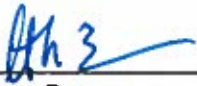
SUBMITTAL DEADLINE: October 5, 2018

SUBJECT: NOTICE OF RECOMMENDED AWARD

Based on Evaluation Committee's ranking of proposals on November 8, 2018. The City of Venice (City) has ranked proposers responding to the above referenced RFQ as follows:

Firm	Sum of Ranks	Rank
Sweet Sparkman Architecture	4	1
WilderArchitecture, Inc.	8	2

It is the City's intent to initiate contract negotiations with the top ranked firm (**in bold font above**).

By: 
Peter A. Boers, Procurement Manager

Date: 11/09/2018