






**MEMORANDUM
FINANCE DEPARTMENT**

TO: Ed Lavallee, City Manager 
THRU: Linda Senne, Finance Director 
FROM: Peter Boers, Procurement Manager 
DATE: January 23, 2018
MEETING DATE: January 12, 2018
SUBJECT: Approval of Ranking for RFQ 3075-17 Professional Architectural and Engineering Services for the City of Venice Public Safety Facility

Background:

Request for Qualifications (RFQ) 3075-17 for Professional Architectural and Engineering Services for the City of Venice Public Safety Facility was distributed on November 18, 2017. Six (6) proposals were received on December 18, 2017. On December 29, 2017, an evaluation committee met to review, discuss, and score the proposals received. The six (6) proposals were ranked in the following order and the top four (4) firms were invited in for interviews/presentations on January 12, 2018. The fourth ranked firm, Clemmons, Rutherford, and Associates, Inc., withdrew from consideration on January 8, 2018.

| Firm | Sum of Ranks | Rank |
|-----------------------------------------------------|---------------------|-------------|
| Harvard Jolly Architecture | 4 | 1 |
| Architects Design Group | 13 | 2 |
| Dewberry Architects, Inc. | 13 | 2 |
| Clemmons, Rutherford, & Associates, Inc. | 14 | 4 |
| Sweet Sparkman Architects | 17 | 5 |
| Fawley Bryant Architecture | 20 | 6 |

On January 12, 2018, the evaluation committee met again to hear oral presentations and conduct interviews with the remaining shortlisted proposers. The proposer's were ranked in the following order:

- 1) **Dewberry Architects, Inc.**
- 2) Harvard Jolly Architecture
- 3) Architects Design Group

Based upon the final scores and ranking, the evaluation committee recommends authorization for staff to negotiate an agreement with the top ranked proposer, Dewberry Architects, Inc.

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 3075-17 for Professional Architectural and Engineering Services for the City of Venice Public Safety Facility and authorize staff to begin negotiations with the top ranked firm.

City Attorney Review:

Not Applicable at this time.

Risk Management Review:

Not Applicable at this time.

Request for Qualifications 3075-17
Summary Ranking from Presentations / Interviews

| | Rank Evaluator 1 | Rank Evaluator 2 | Rank Evaluator 3 | Rank Evaluator 4 | Total of Rankings Evaluator | Rank |
|-------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------------|------|
| | | | | | | |
| Harvard Jolly | 2 | 2 | 2 | 2 | 8 | 2 |
| Architects Design Group | 3 | 3 | 3 | 3 | 12 | 3 |
| Dewberry Architects | 1 | 1 | 1 | 1 | 4 | 1 |
| | | | | | | |

Summary Score Sheet

[illegible]