



**MEMORANDUM  
FINANCE DEPARTMENT**

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**TO:** Ed Lavallee, City Manager

**THRU:** Linda Senne, Finance Director

**FROM:** Peter Boers, Procurement Manager

**DATE:** March 7, 2018

**MEETING DATE:** March 13, 2018

**SUBJECT:** Approval of an Agreement with Dewberry Architects, Inc. In The Amount of \$870,257 for Professional Architectural and Engineering Services for the City of Venice Public Safety Facility

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**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.

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, and 3) Architects Design Group.

On January 23, 2018, City Council approved the ranking of the top three (3) firms and authorized staff to negotiate an agreement with the top ranked proposer, Dewberry Architects, Inc.

Staff has negotiated an Agreement with Dewberry Architects, Inc. This fee includes \$840,257 for Basic Design Services, plus an Allowance of \$30,000 for Reimbursable Expenses, for a total of \$870,257, which is congruent with the Owner's Representative's estimate of \$873,838, based on the [Florida DMS Fee Curve for A/E](#) with adjustments for additional scopes. The standard American Institute of Architects (AIA) Document B133-2014 has been attached for your reference.

**Requested Action:**

Approval of an Agreement with Dewberry Architects, Inc. in the amount of \$870,257 for Professional Architectural and Engineering Services for the City of Venice Public Safety Facility.

**City Attorney Review:**

The City Attorney has reviewed and approved this Agreement.

**Risk Management Review:**

The Risk Manager has reviewed and approved this Agreement.

**Funds Availability:**

Funding is available from Bond Proceeds for the Public Safety Facility in the Building Capital Projects fund #303.

Cc: Tom Mattmuller  
Robert Goodson