



MEMORANDUM

City of Venice

Finance Department

TO: Edward Lavalley, City Manager

FROM: Peter Boers, Procurement Manager

THROUGH: Linda Senne, Finance Director

DATE: February 8, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: February 26, 2019

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Approval of an Agreement with Sweet Sparkman Architects in the Amount of \$995,761 for Professional Architectural and Engineering Services for Fire Station 1 and the City Hall Expansion

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 and the top three (3) firms, Sweet Sparkman Architects, Wilder Architecture, and Dewberry Architects, Inc. were invited in for interviews/presentations on November 8, 2018. 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 proposers were ranked: #1 - Sweet Sparkman Architects, and #2 Wilder Architecture.

On November 27, 2018, City Council approved the ranking of the top two (2) firms and authorized staff to negotiate an agreement with the top ranked proposer, Sweet Sparkman Architects.

Staff has negotiated an Agreement with Sweet Sparkman Architects. This fee includes \$930,761 for Professional Fees, plus an Allowance of \$15,000 for Reimbursable Expenses, and a Design Contingency of \$50,000 for a total of \$995,761. The standard American Institute of Architects (AIA) Document B101-2017 is attached for your reference.

The City Hall Expansion portion of the design fee is to be funded through the Building Fund Reserves from collected fees, as this expansion will serve the Building Department's space needs. The attached conceptual rendering shows a potential layout for the City Hall Expansion. In addition to the necessary

office space expansion, this proposed layout will provide several benefits to the City Hall Campus, including a designated Building & Cashiers Department entrance, streetscape improvements along Harbor Dr. mirroring the new Downtown design, increased internal and external security for City Hall, and connectivity to the Fire Station for shared space use.

Requested Action: Approval of an Agreement with Sweet Sparkman Architects, in the amount of \$995,761 for Professional Architectural and Engineering Services for Fire Station 1 and the City Hall Expansion.

City Attorney Review/Approved: Yes

Risk Management Review: Yes

Finance Department Review/Approved: Yes

Funds Availability (account number): One Cent Sales Tax Fund #110 Building Reserves
Building Fund #116 Reserves
Fire Impact Fees Fund #311
and a Bridge Loan will be used to fund the project

ORIGINAL(S) ATTACHED: Conceptual Rendering, AIA B101-2017

Cc: Shawn Carvey, James Clinch, Jeff Shrum