

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers
FROM/PHONE: Herb Hyman-(954) 797-1016
SUBJECT: Resolution

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING VARIOUS ARCHITECTURAL AND ENGINEERING FIRMS TO PERFORM CONTINUING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

REPORT IN BRIEF:

F.S.S. 287.055 defines “continuing services” as any study where the professional fee is less than \$25,000 or any construction project where the cost of construction is less than \$500,000. The Town anticipates many projects that will fall in this category over the next few years. A competitive solicitation was conducted for six different architectural and engineering disciplines. The Town sent out forty-four (44) Requests for Proposal. Additionally, the RFP was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town’s web site. The Town received fifteen (15) responses. A selection committee reviewed proposals and heard oral presentation from short listed firms. The selection committee feels that an award to two firms in each discipline will allow the Town maximum flexibility and availability of resources to accomplish projects in the most expeditious and economical fashion. The recommendation of these firms is listed in Attachment “A”. The initial contract is a two (2) year agreement with an option to renew for an additional two (2) year term by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

PREVIOUS ACTIONS:

Not applicable.

CONCURRENCES:

The recommended award is the composite votes of all selection committee members.

FISCAL IMPACT:

Has request been budgeted? yes

 If yes, expected cost-dependent on projects authorized and budget availability.

 Account Name: Various operating and capital improvement accounts

 Additional Comments: Not applicable

RECOMMENDATION(S):

Motion to approve the resolution.

Attachment(s):

 Resolution

 Procurement Authorization

 Selection Committee Recommendation

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING VARIOUS ARCHITECTURAL AND ENGINEERING FIRMS TO PERFORM CONTINUING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

WHEREAS, the Town has various projects that will fall into the "continuing services" category as defined by F.S.S. 287.055; and

WHEREAS, the Town solicited sealed proposals for such services; and

WHEREAS, the selection committee has selected the top two firms in each discipline; and

WHEREAS, it is in the Town's best interest to execute contracts for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of the firms identified in Attachment "A" as the firms best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate agreements for such services and present those contracts for approval at a future meeting date. Should the Town find it necessary to terminate any of the agreements during the contract term, the Town will negotiate an agreement with the next highest ranked firm so that the Town has agreements with two firms in each discipline for the entire term of the contract.

SECTION 2. The initial contract term is two (2) years with an option to extend the contract for an additional two(2) year term by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001

MEMORANDUM

Department of Budget and Finance

To: Mayor and Town Council

From: Herb Hyman, CPPB, Procurement Manager 

Through:  Carol Menke, Deputy Budget and Finance Director

Subject: Miscellaneous Architectural/Engineering Services

Date: March 22, 2001

The Town has a need for continuing services contracts with architects and engineers. It is the desire of the Town to award contracts to two (2) firms in each discipline. Florida State Statutes defines continuing services" as any study where the costs for professional services is less than \$25,000 or any construction project where the cost of construction is less than \$500,000. Listed below are the selection committee's recommendation which was arrived at after reviewing proposals and hearing oral presentations from short listed firms.

Architectural Services

Robert Walters Architects
PBS & J

Civil Engineering Services

Chen & Associates
Craven Thompson

Environmental Engineering Services

Chen & Associates
URS

Traffic Engineering Services

URS
Calvin Giordano

Civil Engineering Inspection Services

Craven Thompson
Williams Hatfield & Stoner

Surveying Services

Miller Legg & Associates
Stoner & Associates

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

<u>ACCOUNT NUMBER</u>	<u>BUDGET ITEM & DESCRIPTION</u>	<u>APPROXIMATE COST</u>
Operating Budget of Each Using Department	Request for Qualifications for Town wide A/E Consulting Services	To Be Determined

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding
 Piggyback on Contract Number _____
 Sole Source
 Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed [Signature]
 Department Head

Have Funds been Reserved A/A

Date 2/12/01 Signed [Signature]
 Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
CRAVEN THOMPSON STONER + ASSOC.		
CALVIN GORDMAN		
TAMARA PEACOCK		SEE ATTACHMENT "A"
ROBERT WALTERS		
MILLER LEGG		
URS		
CHEN + ASSOC.		
PBS + J		
WILLIAMS HATFIELD + STONER		
PICAR CONSULTANTS		
R.J. BEHARL + CO.		
DE ROSE + SLOPEY		
GGB ENGINEERING AMERICAN ENG. CONST.		

Signed [Signature]
 Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION

<u>Vendor</u>	<u>Cost</u>
SEE ATTACHMENT "A"	CONTRACTS TO BE NEGOTIATED

Signed _____
Town Administrator