



## Memorandum

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**File #:** 16-00326

City Council

1/12/2017

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### **LEGISLATIVE ACTION ITEM**

**SPONSOR:** Ashton J. Hayward, III, Mayor

**SUBJECT:**

Award of Contract to Caldwell Associates Architects, Inc. for RFQ #16-024 for Architectural and Engineering Services for the Construction of Bayview Community Resource Center.

**RECOMMENDATION:**

That City Council award contract to Caldwell Associates Architects, Inc. of Pensacola for RFQ # 16-024 for Architectural and Engineering Services for the Construction of a Community Resource Center at Bayview Park, for an agreed upon fee of 7.00% of construction costs, estimated at \$315,828, plus eligible reimbursable expenses and additional services estimated at \$404,500, for a total estimated cost of \$720,328. Further, that Council authorize the Mayor to execute all contracts and related documents and take all related actions necessary to complete the project.

**AGENDA:** Consent

Public Hearing Required: No Hearing Required

**SUMMARY:**

On February 11, 2016, Council approved the expenditure of funds in the amount of \$9,350,000 for the rebuilding of Fire Station #3 (\$3,300,000) and Bayview Community Resource Center (\$6,050,000) from the One-Cent Local Government Infrastructure Surtax extension from January 1, 2018 through December 31, 2028 (LOST Series IV).

In April 2016, the City issued a Request for Qualifications (RFQ) for Architectural and Engineering services for the new Bayview Community Resource Center. Thirteen firms responded to the RFQ. A selection committee was appointed to review the responses, comprised of 1) Kim Carmody, City of Pensacola Parks and Recreation; 2) Steven Shelly, East Neighborhood Heights Association; 3) Bill Healy, UWF Recreation Department; 4) Juliette Moore, former Recreation Director of the University of Arizona; and 5) Pablo Mirabal, private citizen.

The selection committee reviewed the responses and invited the following four firms to make oral presentations: Caldwell Associates Architects, DAG Architects, Quina Grundhoefer Architects, and Bay Designs Associates Architects. These four top firms made oral presentations to the selection committee on October 24, 2016, and upon completion of the presentations, the committee ranked the firms in the following order:

- 1) Caldwell Associates
- 2) DAG Architects
- 3) Quina Grundhoefer Architects
- 4) Bay Design Associates Architects

Staff has negotiated a contract with Caldwell Associates and a basic design fee of 7% for this project. This design fee is consistent with the State of Florida A&E Fee Service Schedule recommendation. The total A&E fee for the Bayview Community Resource Center is a combination of the Design Fee, Additional Services, and Estimated Reimbursable items for the project.

**PRIOR ACTION:**

February 11, 2016 - City Council authorized the funding for the rebuilding of Fire Station #3 and Bayview Resource Center.

**FUNDING:**

Budget:     \$6,050,000.00

Actual:     \$4,500,000.00 Estimated Construction Cost  
              450,000.00 10% Contingency  
              315,828.00 7% Design Fee  
              404,500.00 Additional A&E Services and Soft Costs  
              279,000.00 Miscellaneous Expenses  
              100,672.00 Project Management & Inspection  
              \$6,050,000.00 Total

**FINANCIAL IMPACT:**

Funding is available in the Local Option Sales Tax Fund.

**CITY ATTORNEY REVIEW:** Yes

1/3/2017

**STAFF CONTACT:**

Eric W. Olson, City Administrator  
Brian Cooper, Parks and Recreation Director  
Robbie McGuire, Building Construction and Facilities Manager  
George Maiberger, Purchasing Manager

**ATTACHMENTS:**

- 1) Fee Proposal
- 2) Tabulation Sheet

- 3) Oral Presentation Ranking Matrix
- 4) Final Vendor Reference List

**PRESENTATION:** No