

City of Dunnellon
Agenda Summary Form

Meeting Date: April 7, 2021

1. Responsible Department: City Clerk
2. Presenter: City Clerk
3. Recommended Action: Select Firm to Begin Negotiations

Subject: RFQ#2021-01 for Architectural Services

Request for Approval Summary Explanation & Background:

Request for Proposal RFQ#2021-01 was released on March 8, 2021 with a submission deadline of March 25, 2021. The RFP was posted on the City website and advertised in the Ocala Star Banner, Citrus County Chronicle and Riverland News.

Two proposals were received in order of preference as follows:

- (1) Partain Architecture
- (2) David P. King Jr. & Associates P.A.

Both firms are located in Ocala.

A review committee consisting of the City Clerk, Police Chief, Finance Officer and Public Works Manager met on March 30, 2021 to review the proposals to determine the order of preference based on qualifications and specific criteria outlined in the RFP.

Procurement Method: The Review Committee will submit a recommended order of preference to the City Council at the next convenient City Council meeting. City Council will make its selection. The City will then engage in competitive negotiation as provided by the CCNA based on the approved order of preference. After staff concludes negotiations with the firm selected by the City Council, staff will present the results of the negotiations to the City Council with its recommendation. If the City Council determines that staff is unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the City determines to be fair, competitive and reasonable, negotiations with that firm, or firms, shall be formally terminated. Should the City be unable to negotiate a satisfactory contract with the selected firm, the City may select additional firms in order of their competence and qualifications and continue negotiations until an agreement is reached.

Fiscal Information: \$56,000 budgeted

Department Head Approval: MR

Attorney Review: Yes