

City of Dunnellon
Agenda Summary Form

Meeting Date: April 7, 2021

1. Responsible Department: City Clerk/Police
2. Presenter: City Clerk/Police Chief
3. Recommended Action: Consider Proposal Submitted by Partin Architecture

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.

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.

During the April 12, 2021 City Council Meeting, Council accepted Staff's recommendation to engage in competitive negotiation with Partin Architecture. As a result, the attached proposal is being provided to Council for consideration.

If accepted, staff will work with Partin Architecture and legal counsel to develop an agreement for services. Council may consider a motion to authorize the Mayor to sign said agreement upon acceptance of the proposal contingent upon review and approval by the City Attorney.

Procurement Method: RFQ#2021-01 for Architectural Services

Fiscal Information: \$56,000 budgeted

Department Head Approval: MR

Attorney Review: n/a



June 1, 2021

Mandy Roberts, City Clerk
City of Dunnellon
20750 River Drive
Dunnellon, Florida 34431

Re: City of Dunnellon Police Department - Renovations
Project Location - 11818 N. Ohio Street, Dunnellon, Florida 34431

Ms. Roberts,

In accordance with our recent conversations and correspondence, this letter is to serve as our proposal for professional services for the referenced project. The general scope of work is to include the following:

- Professional Architectural and Engineering services supporting the renovations to the existing church building to be used for the City of Dunnellon Police Department. The existing 6,500sf building will be reconfigured to provide new restrooms, interior finishes, offices and support spaces as required by the owner's functional program to meet their current and future needs. Our scope will also include a new frestanding structure to house the department's trailer and ancillary vehicles. This shall be located over the existing impervious paving.
- MEP - The building will receive a new electrical service with emergency generator, new or re-use existing HVAC; new plumbing, and new site lighting if required. We include low voltage system coordination (i.e., access controls, cctv, surveillance, telecom/data). These system will be designed/specified by the Owner's vendor.
- Structural - It is our understanding that the existing structure shall require hold down straps at the existing roof truss to the existing masonry load bearing walls. The owner is not requiring the building to meet a Risk Category III or IV structure as an Emergency Operations Center. Scope of work includes a site visit to investigate the existing structure.
- It is our understanding that this project shall not require a site development plan or code minimum landscape plan for the change of use and certificate of occupancy. Our scope of work does not include

Architectural/Engineering Basic Services		
•	Code Research	included
•	Project/Team Coordination	included
•	Architectural	\$17,715.00
•	Structural Engineering	\$6,985.00
•	Mechanical Engineering	\$7,150.00
•	Electrical Engineering	\$7,150.00
•	Schematic Design	included
•	Design Development	included
•	Construction Documents	included
•	Bidding/Negotiation	included
•	Submittal Reviews	included
Subtotal		\$39,000.00

Architectural/Engineering Additional Services		
•	Measured Drawings	included
•	Site Lighting	included
•	Emergency Generator Design	included
Additional Services TBD		
•	3D Models/Colored Renderings	not included
•	Public Presentation/Hearing	not included

