

To: TERRENCE BAILEY, DIRECTOR OF PUBLIC WORKS

Through: ALTHEA PEMSEL, PROCUREMENT DIRECTOR - **AP**

From: GLENDORA WILLIAMS, BUYER - **GW**

Date: OCTOBER 15, 2020

Subject: **RECOMMENDATION: RFQ 1006-20-4 ARCHITECTURAL SERVICES**

Background:

Solicitation Requested By: Public Works Department
Drafted By: Public Works and Procurement

Consistent with the City of Riviera Beach **Code of Ordinance (MUNICODE Section 16.5)**, a Request for Qualifications (RFQ) was advertised in the “**Legal Notices**” section of the Palm Beach Post on **August 16, 2020**, to solicit firms for Architectural Services for the City of Riviera Beach.

To provide additional exposure and ensure maximum competition for city projects, it was also advertised on the City’s internet web page on **August 17, 2020**. The City received six (6) proposals on **September 14, 2020**, and all six firms are from Palm Beach County.

Proposers/Respondents/Bidders:

Firm	Location	S/W/MBE Responses	Type of Work and Percentage for S/W/MBE
Alphonso Hernandez Architect, LLC	West Palm Beach, FL	SBE – 100% WBE – 100% MBE – 100%	100%
Architects Design Collaborative	Boynton Beach, FL	SBE – N/A WBE – N/A MBE – 100%	100%
REG Architects, Inc.	West Palm Beach, FL	SBE – 100% WBE – N/A MBE – 100%	100%
Slattery and Associates	Boca Raton, FL	SBE – 100% WBE – 100% MBE – 100%	100%
Song & Associates, Inc.	West Palm Beach, FL	SBE – 100% WBE – 100% MBE – 100%	100%
West Architecture & Design, LLC	Lantana, FL	SBE – 100% WBE – MBE –	100%

Evaluation Committee:

On September 21, 2020 an evaluation committee meeting was held with the team below.

Committee Member	Department
Terrence Bailey, Interim Director of Public Works	Public Works
John Curd, Interim Fire Chief	Fire
Jonathan Batista, Assistant Director of Utility Special District	Utility Special District

Firms were evaluated and ranked based on the criteria established in the City's RFQ. Scores for the written proposals (**Phase 1**) were tallied, and based upon a measure of average score, the firms ranked as follows:

FIRM	SHORTLIST	AVERAGE SCORE
REG Architects, Inc.	1	92.67
Song & Associates, Inc.	2	87.67
Alphonso Hernandez Architect, LLC	3	86.00
West Architecture & Design	4	81.00
Slattery & Associates	5	77.00
Architect Design Collaborative	6	45.33

The evaluation process validated proposals submitted by REG Architects, Inc.; Song & Associates, Inc.; Alphonso Hernandez Architect, LLC; and West Architecture & Design satisfies the requirements established in the RFQ, and the firms are qualified to be awarded a contract for the services identified in RFQ #1006-20-4.

These firms specialize in providing Architectural Services and have substantial experience in providing the types of services required by the City.

Accordingly, and consistent with the provisions of the solicitation, it is the consensus of the evaluation committee that the top four (4) ranked firms be recommended to provide Architectural Services for the City of Riviera Beach.

Attachments