



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#19-0644**

---

**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Chris Lagerbloom, ICMA-CM, City Manager

**DATE:** July 9, 2019

**TITLE:** Motion to Approve Negotiated Fee Schedule and Continuing Contracts for  
Architectural Consultant Services – Various Consultants - \$500,000 -  
**(Commission Districts 1, 2, 3 and 4)**

---

**Recommendation**

It is recommended that the City Commission approve the ranking of firms and award two-year continuing contracts, in substantially the forms attached, for Architectural Consultant Services with the top five ranked firms: Acai Associates, Inc., CPZ Architects, Inc., Gallo Herbert Architects, LLC, Walters Zackria Associates, PLLC, and Wolfberg/Alvarez and Partners, Inc. in the estimated aggregate, two-year amount of \$500,000. This amount is to be distributed among the consultants following the normal task order approval process. Staff also requests approval for the City Manager to approve three, one-year renewal options contingent upon appropriation of funds.

**Background**

The City of Fort Lauderdale solicited consulting engineering firms to provide architectural consulting services for projects throughout the City, including but not limited to, comprehensive architectural landscape services as outlined below:

1. Space Planning
2. Programming
3. Specifications
4. Architectural Design
5. Contract Administration
6. Cost Estimating, Planning and Scheduling
7. Architectural 3D Rendering and Animation Services
8. Interior Design
9. Landscape Architecture
10. ADA (Americans with Disabilities Act) Analysis and Design
11. Sustainable Design
12. Building Performance Analysis
13. Historical Preservation
14. LEED (leadership in energy and environmental design)
15. Structural Design
16. Mechanical, Electrical, Plumbing Design

The timeline of the solicitation process includes the following:

- December 17, 2018 – Request for Qualifications (“RFQ”) 12210-696 was issued for architectural consultant services, continuing contract.
- January 18, 2019 – The RFQ closed with a total of twenty-eight (28) firms submitting proposals. Seventeen of the 28 consultants that responded are either a Minority Owned Business Enterprise, Women Owned Business Enterprise, or Small Business Enterprise.
- March 14, 2019 – The Evaluation Committee (“Committee”) met to evaluate the proposals. The firms were ranked based on the evaluation criteria shown in the table below. The top seven firms selected for presentations were M.C. Harry & Associates, Southeast Design Associates, Inc., CPZ Architects, Inc., Gallo Herbert Architects, LLC, Walters Zackria Associates, PLLC, Acai Associates, Inc., and Wolfberg/Alvarez and Partners, Inc.

<b>Evaluation Criteria</b>	<b>Weight (%)</b>
Qualifications of Firm	25
Qualification of Project Team	25
Approach to Scope of Work	25
Previous Similar Projects; References	25
<b>TOTAL</b>	<b>100</b>

- May 2 and 3, 2019 – The Committee met with Maureen Lewis to evaluate the presentations of the seven selected firms. The firms’ presentations were ranked based on the evaluation criteria shown in the table above and, after careful consideration, the Committee decided to select five firms.

The Committee has reviewed the submissions and presentations from each vendor and determined that the selected vendors listed below meet the criteria specified in the published RFQ. Negotiations with five firms have been completed and staff recommends contract award to all five firms at the hourly rates identified in Exhibit B of each contract.

<b>CONSULTANT</b>	<b>RANK</b>
Walters Zackria Associates, PLLC	1
CPZ Architects, Inc.	2
Wolfberg/Alvarez and Partners, Inc.	3
Acai Associates, Inc.	4
Gallo Herbert Architects, LLC	5

### **Resource Impact**

There will be a current fiscal impact to the City in the amount of \$250,000. Funds for this item are available in the FY 2019 Community Investment Plan in the accounts listed below. Future year expenditures are contingent upon the approval and appropriation of the annual budget.

<i>Funds available as of June 14, 2019</i>					
<b>ACCOUNT NUMBER</b>	<b>INDEX NAME (Program)</b>	<b>CHARACTER CODE/ SUB-OBJECT NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AVAILABLE BALANCE (Character)</b>	<b>AMOUNT</b>
PBS040101-3199	Engineering Administration	Services & Material / Other Professional Services	\$ 438,550	\$ 92,793	\$ 50,000
PBS041001-3199	Project Management	Services & Material / Other Professional Services	\$ 521,632	\$ 318,543	\$ 75,000
PBS060101-3199	Utilities Engineering Operations	Services & Material / Other Professional Services	\$ 3,499,361	\$ 1,582,045	\$ 125,000
<b>TOTAL →</b>					<b>\$ 250,000</b>

### **Strategic Connections**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Public Places Cylinder of Excellence, specifically advancing:

- Goal 3: Be a community that finds opportunities and leverages partnerships to create unique, inviting, and connected gathering places that highlight our beaches, waterways, urban areas, and parks.
  - Objective 2: Enhance the City's identity and appearance through well-maintained green space, parks, corridors, gateways, and medians.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Here*.

### **Attachments**

Exhibit 1 – Evaluation Tabulation  
Exhibit 2 – Acai Associates, Inc. Contract  
Exhibit 3 – CPZ Architects, Inc. Contract  
Exhibit 4 – Gallo Herbert Architects, LLC Contract  
Exhibit 5 – Walters Zackria Associates, PLLC Contract  
Exhibit 6 – Wolfberg/Alvarez and Partners, Inc. Contract  
Exhibit 7 – Solicitation

---

Prepared by: Irina Tokar, Public Works  
Maureen Lewis, Finance  
Linda Blanco, Finance

Department Directors: Paul Berg, Public Works  
Linda Short, Finance