



# City of Pembroke Pines, FL

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## Agenda Request Form

**Agenda Number: 11.**

**File ID:** 17-0506

**Type:** Bid

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 07/19/2017

**Short Title:** Award RFQ # PD-17-01 - Design Criteria Professional  
for the Police Department HQ

**Final Action:** 08/02/2017

**Title:** MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFQ # PD-17-01 "DESIGN CRITERIA PROFESSIONAL- TO PREPARE THE DESIGN CRITERIA PACKAGE (DCP) FOR A NEW POLICE DEPARTMENT HQ (HEADQUARTERS)" TO ARCHITECTS DESIGN GROUP/ ADG, INC. AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

### Internal Notes:

**Attachments:** 1. Meeting Minutes and Score Summary - Evaluation Committee Meeting (2017-06-27), 2. PD-17-01 - Bid Tabulation, 3. Submittal from Architects Design Group, Inc., 4. PD-17-01 - Design Criteria Professional - To Prepare the DCP for a New Police Department HQ

1 City Commission 08/02/2017 approve

Pass

**Action Text:** A motion was made to approve on the Consent Agenda

Aye: - 5 Ortis, Castillo, Shechter, Schwartz, and Siple

Nay: - 0

### Text of Legislative File 17-0506

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFQ # PD-17-01 "DESIGN CRITERIA PROFESSIONAL- TO PREPARE THE DESIGN CRITERIA PACKAGE (DCP) FOR A NEW POLICE DEPARTMENT HQ (HEADQUARTERS)" TO ARCHITECTS DESIGN GROUP/ ADG, INC. AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

### SUMMARY EXPLANATION AND BACKGROUND:

1. On February 15, 2017, the City Commission authorized the advertisement of RFQ # PD-17-01 "Design Criteria Professional - to prepare the Design Criteria Package (DCP)

for a new Police Department HQ", which was advertised on February 21, 2017.

2. The purpose of this solicitation was to obtain statements of qualifications from Design Criteria Professionals to prepare the Design Criteria Package (DCP) for the construction of a Police Department Headquarters that would replace the existing headquarters located at 9500 Pines Boulevard, Pembroke Pines, FL 33024.

3. On March 21, 2017, the City opened three (3) proposals from the following vendors:

**Vendor Name**

Architects Design Group, Inc.  
Synalovski Romanik Saye, LLC  
Walter Zackria Associates, PLLC

4. On June 27, 2017, the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the RFQ documents and listed below:

- Experience and Ability (40%)
- Project Team/Staff Qualifications (15%)
- Understanding of the Program and Project Requirements (40%)
- Local Vendor Preference/Veteran Owned Small Business Preference (5%)

5. At the June 27, 2017 meeting, the evaluation committee ranked the vendors as shown below:

<b>Rank</b>	<b>Vendor Name</b>
1	Architects Design Group, Inc.
2	Walter Zackria Associates, PLLC
3	Synalovski Romanik Saye, LLC

6. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award RFQ # PD-17-01 "Design Criteria Professional - to prepare the Design Criteria Package (DCP) for a new Police Department HQ" to the first ranked vendor Architects Design Group, Inc., and to direct the City Manager to enter into a contract for services.

7. Architects Design Group, Inc. has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

8. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award RFQ # PD-17-01 "Design Criteria Professional - to prepare the Design Criteria Package (DCP) for a new Police Department HQ" to Architects Design Group, Inc. and to direct the City Manager to negotiate a contract for services.

**FINANCIAL IMPACT DETAIL:**

- a) **Initial Cost:** Unknown. This solicitation was governed by the rules of Florida Statute 287.055 whereby the City must first select the most qualified firm and then engage in competitive negotiations. If this award is approved by Commission, the City Manager will engage in negotiations with the vendor and bring back to Commission a contract that will include price.
- b) **Amount budgeted for this item in Account No:** None.
- c) **Source of funding for difference, if not fully budgeted:** Funds are not currently budgeted for this item. After a cost has been determined, Administration will provide a recommendation on the funding source.
- d) **5 year projection of the operational cost of the project:** None. This will result in a one-time fee that will be brought back to Commission for approval.
- e) **Detail of additional staff requirements:** Not Applicable.