

**Lee County Board Of County Commissioners**  
**Agenda Item Summary**

Blue Sheet No. 20040831

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Concur with the ranking of Consultants by the Competitive Negotiations Committee for CN-04-08, TAX COLLECTOR PROTO TYPICAL BRANCH OFFICE DESIGN, in the following order of ranking, and authorize contract negotiations to commence with the number one ranked firm: (1) Parker/Mudgett/Smith Architects, Inc.; (2) BSSW Architects, Inc.; (3) Titsch & Associates Architects, Inc.

**WHY ACTION IS NECESSARY:** Board approval required.

**WHAT ACTION ACCOMPLISHES:** Provides the County with a Consultant to provide programming, design and preparation of construction documents and construction contract administration for an approximately 8,000 square foot, single story office building to serve the Lee County Tax Collector. Professional services will include the design of site and building infrastructure to include truck, public and staff parking, storm water improvements, site lighting, landscaping and walks.

**2. DEPARTMENTAL CATEGORY:**

**COMMISSION DISTRICT #:**  
 02 Construction and Design

*C2A*

**3. MEETING DATE:**

*07-27-2004*

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
*(Specify)*

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-4
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT Construction & Design
- C. DIVISION
- BY: Jim Lavender, Director

**7. BACKGROUND:**

Letters of Interest were solicited on behalf of the Board of County Commissioners for professional services for the Tax Collector Proto Typical Branch Office Design.

The deadline for receipt of Letters of Interest was May 18, 2004. A total of ten (10) Letters of Interest were received by the established deadline. All ten (10) Letters of Interest were considered at the Competitive Negotiations Committee meeting held on June 8, 2004. The Competitive Negotiations Committee consisted of the following staff members: Jim Lavender, Public Works Director as Chairman; Dan Cruz, Construction and Design, Project Manager, Larry Hart, Office of the Tax Collector. Based on the information submitted by the Consultants in their Letters of Interest, it was the consensus of the Committee to invite the following three (3) firms for interviews/presentations: Parker/Mudgett/Smith Architects, Inc.; Titsch & Associates Architects, Inc.; BSSW Architects, Inc.

On the basis of the information submitted by the firms in their Letters of Interest and written materials, and after conducting the interviews/presentations on June 21, 2004, with the "short list" firms, the Committee agreed to recommend to the Board the following order of ranking of Consultants: (1) Parker/Mudgett/Smith Architects, Inc.; (2) BSSW Architects, Inc.; (3) Titsch & Associates Architects, Inc.

The negotiated agreement will be brought back to the Board for approval.

Attachment: Committee Over Ranking Sheets.

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

| A<br>Department<br>Director   | B<br>Purchasing<br>or Contracts | C<br>Human<br>Resources | D<br>Other | E<br>County<br>Attorney       | F<br>Budget Services          |                               |                               | G<br>County Manager           |
|-------------------------------|---------------------------------|-------------------------|------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
|                               |                                 | N/A                     |            |                               | OA                            | OM                            | Risk                          | GC                            |
| <i>[Signature]</i><br>6-24-04 | <i>[Signature]</i>              |                         |            | <i>[Signature]</i><br>6/24/04 | <i>[Signature]</i><br>6/28/04 | <i>[Signature]</i><br>6/25/04 | <i>[Signature]</i><br>6/25/04 | <i>[Signature]</i><br>6-24-04 |

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

**Rec. by CoAtty**  
 Date: *6/27/04*  
 Time: *2:50 PM*  
 For forwarded To:  
*[Signature]*  
*6/25/04*

RECEIVED BY  
 COUNTY ADMIN:  
*6/25/04*  
 10:40 am  
 COUNTY ADMIN  
 FORWARDED TO:  
*7/1/04*  
*12:30 pm*

**COMPETITIVE NEGOTIATIONS COMMITTEE  
OVERALL RANKING SHEET  
INTERVIEWS/PRESENTATIONS  
FOR  
CN-04-08 TAX COLLECTOR PROTO TYPICAL BRANCH OFFICE DESIGN  
JUNE 21, 2004  
1:30 p.m.**

| <u>COMPANY NAME</u>                             | <u>NUMBER RANKED</u> |
|---|----------------------|
| <u>BSSW Architects, Inc.</u>                    | <u>2</u>             |
| <u>Parker/Mudgett/Smith Architects, Inc.</u>    | <u>1</u>             |
| <u>Titsch &amp; Associates Architects, Inc.</u> | <u>3</u>             |

COMMITTEE MEMBER  
(PROJECT MGR) SIGNATURE:

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal line extending to the right, positioned over a horizontal line.

**COMPETITIVE NEGOTIATIONS COMMITTEE  
OVERALL RANKING SHEET  
FOR  
CN-04-08 TAX COLLECTOR PROTO TYPICAL BRANCH OFFICE DESIGN  
JUNE 8, 2004  
1:30 P.M.**

| COMPANY NAME   | NUMBER RANKED |
|--|---------------|
| <u>Architectural Concepts, Inc.</u>                    | 2             |
| <u>Avalon Engineering, Inc.</u>                        | 2             |
| <u>BRPH Companies, Inc.</u>                            | 2             |
| <u>BSSW Architects, Inc.</u>                           | 1             |
| <u>Harvard Jolly, Inc.</u>                             | 2             |
| <u>Heery International, Inc.</u>                       | 2             |
| <u>Parker/Mudgett/Smith Architects, Inc.</u>           | 1             |
| <u>Rowe Architects, Inc.</u>                           | 2             |
| <u>Starmer Ranaldi Planning and Architecture, Inc.</u> | 2             |
| <u>Titsch &amp; Associates Architects, Inc.</u>        | 1             |

 6/8/04  
\_\_\_\_\_  
**COMMITTEE MEMBER  
(PROJECT MGR) SIGNATURE:**