

**AGENDA ITEM REPORT**

**DATE:** February 4, 2025  
**DEPARTMENT:** Procurement  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Annual Contract for Miscellaneous Architectural Services

**I. MOTION REQUESTED**

- A. Award Competitive Negotiation Request for Proposal No. CN240442KLB – Miscellaneous Architectural Services – Annual to the following eight firms: ADG Architecture; LLC, Burt Hill/Pollack Krieg Architects, Inc.; CPH Consulting, LLC; GMA Architects and Planners, LLC; Grace Hebert Curtis Architects, LLC; Harvard Jolly/PBK; Parker Mudgett Smith Architects, Inc.; and RG Architects, PA to provide architectural services for County projects or systems on an as-needed basis, for an initial term of three years as approved in the departments’ annual adopted budgets. Individual projects in excess of \$100,000.00 will be presented to the Board for approval.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the County Manager or designee the authority to renew the contracts for up to two additional one-year periods and to execute all associated documents, as approved in the departments’ annual adopted budgets, if doing so is in the best interest of Lee County.

**II. ITEM SUMMARY**

Awards annual contracts to provide architectural services for construction projects less than \$7.5M in accordance with Florida Statute 287.055, on an as-needed basis for an initial two-year term, to the following firms:

|                                     |  |                                       |                                  |
|-------------------------------------|--|---------------------------------------|----------------------------------|
| ADG Architecture, LLC               | Burt Hill/Pollack Krieg Architects, Inc. | CPH Consulting, LLC                   | GMA Architects and Planners, LLC |
| Grace Hebert Curtis Architects, LLC | Harvard Jolly/PBK                        | Parker Mudgett Smith Architects, Inc. | RG Architects, PA                |

Work under these contracts will be negotiated, authorized, scheduled, funded, and accounted by the issuance of a Supplemental Task Authorization (STA). Board approval is required for any STA \$100,000.00 or more. Total expenditures for Fiscal Year 23/24 were \$439,574.97 by the Facilities and Human Services departments.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

Procurement Management obtained proposal for the project known as Competitive Negotiation Request for Proposal No. CN240442KB – Miscellaneous Architectural Services – Annual. On the proposal deadline of August 21, 2024, Procurement Management received sixteen proposals. At the first evaluation meeting on October 23, 2024, the Evaluation Committee short-listed eight firms to return for presentations and a question-and-answer session.

On November 13, 2024, at the second evaluation meeting, the Evaluation Committee provided a final ranking of the firms and recommendation to begin negotiations with the top eight ranked firms, ADG Architecture; LLC, Burt Hill/Pollack Krieg Architects, Inc.; CPH Consulting, LLC; GMA Architects and Planners, LLC; Grace Hebert Curtis Architects, LLC; Harvard Jolly/PBK; Parker Mudgett Smith Architects, Inc.; and RG Architects, PA. Negotiations with all eight firms were successful and staff recommends awarding contacts for use on an as-needed basis for an initial three-year period.

**IV. FINANCIAL INFORMATION**

Current Year Dollar Amount: See Comments below.  
 Included in the Current Budget?: Yes  
 Fund: Various department funds.  
 Comments: Expenditures will be on an as-needed basis, as approved in departments’ annual adopted budgets.

Is this a revenue or expense item? Expense  
Is this Discretionary or Mandatory? Discretionary  
Will this item impact future budgets?  
Program:  
Project:  
Account Strings:  
Fund Type?

**V. RECOMMENDATION**

Approve

**ATTACHMENTS:**

PSA - ADG Architecture - CN240442KLB, PSA - Burt Hill - CN240442KLB, PSA - CPH Consulting - CN240442KLB, PSA - GMA - CN240442KLB, PSA - Grace Hebert Curtis Architects - CN240442KLB, PSA - Harvard Jolly -PBK - CN240442KLB, PSA - PMSA - CN240442KLB, PSA - RG Architects - CN240442KLB

**REVIEWERS:**

Angela Lamontagne, Procurement  
Mary Tucker, Procurement  
Anne Henkel, Budget Services  
Robert Holborn, County Attorney  
Peter Winton, County Manager

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