



City of Indian Harbour Beach Staff Report

City Council Agenda Item

Approval of the negotiated contract with Gale Associates, Inc. for the initial design of the Expansion of Algonquin Sports Complex (RFQ 2022-02) at a cost not to exceed \$96,000.00.

Meeting Date: September 13, 2022

Attachments:

Proposal from Gale Associates, Inc. and contract

Staff Recommendation:

Approve a contract with Gale Associates, Inc. for the initial design of the expansion of Algonquin Sports Complex (RFQ 2022-02) using State Local Fiscal Relief Funds.

Background Information:

In accordance with Florida Statute 287.055, "Consultants' Competitive Negotiation Act", the City invited, under RFQ #2022-02, advertised on May 31, 2022, Florida Licensed Professional Architectural/Engineering Firms to present their qualifications pertaining to professional engineering services to design the expansion of the Algonquin Sports Complex based on a citizen-driven master plan.

On June 30, 2022, the City received one Statement of Qualifications from Gale Associates, Incorporated. On July 6, 2022, the evaluation committee met and voted to recommend to the City Council for Staff to negotiate a contract with Gale Associates, Inc. Due to the current uncertainty of what will eventually be constructed on the vacant land, the vendor requested to bifurcate the design into two phases; initial [up to approval of conceptual site plan] and secondary [construction plans and construction administrative services]). Hence, Staff negotiated a contract costing \$91,176.00 (plus reimbursable expense) for the following scope of services:

Phase One

1. Facilities Evaluation and Assessment (4-5 weeks)
2. Program Development and Site Planning 3-4 weeks)
3. Schematic Design (3-4 weeks)

Additionally, an optional Subsurface Utility Designation and Verification service was quoted at \$11,409.00. Due to the uncertainty of amenities and locations, staff recommends this service be deferred until the first phase of the design work is completed.

Exhibit B (Statement of Qualifications received in response to the Request for Qualifications) is not attached due to the size of the document. Said attachment will be included in the executed contract.

Per advice of City Attorney Bohne, Staff will be issuing a second RFQ for the Phase II design work later this calendar year.

Staff recommends approval of the contract.