



## Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM  
Town Manager

# MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, ICMA-CM, CFM, Town Manager

**Date:** June 20, 2018

**Re:** Award of RFQ # 18-03 Architectural Services

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING FERGUSON GLASGOW SCHUSTER SOTO, INC. PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 18-03 FOR ARCHITECTURAL SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

The Town Council on March 21, 2018 via Resolution No. 18-18 authorized staff to issue a Request for Qualifications ("RFQ") No. 18-03: Architectural Services. The RFQ was advertised in a newspaper of general circulation (*Attachment "A"*) which, complies with the Town's Code Chapter 24, Article II. A "Mandatory" pre-RFQ meeting was held on April 24, 2018 at 10:00 a.m., at which time, thirteen (13) potential respondents participated (*Attachment "B"*). The RFQ had a due date and time of May 22, 2018 at 2:00 p.m. The Town received seven (7) sealed bid packages, from potential contractors which, were publicly opened at Town Hall.

A comprehensive RFQ submittal review was completed by the Town's Selection Committee for RFQ 18-03 (*Attachment "C"*) which resulted in the recommendation of Ferguson Glasgow Schuster Soto Inc. as the "most responsible and responsive" proposer.

A copy of proposer: Ferguson Glasgow Schuster Soto, Inc. RFQ submittal is attached as (*Attachment "D"*).

Per Section III, Section 2.5, Compensation, of the RFQ, the vendor's compensation will be based on the discrepancies found that the Town chooses to move forward with and the vendor is only compensated on findings the Town approves and actually receives. In the event the Town declines to move forward with any or all discrepancies, the Town will not pay for any of the services performed.





## **RECOMMENDATION**

Based on the Selection Committee's evaluation and recommendation of the "most responsible and responsive" proposer: Ferguson Glasgow Schuster Soto, Inc., it is recommended that the Town Council approve the attached Resolution.

## **ATTACHMENTS**

- Attachment "A" – Advertisement – Daily Business Review (*April 3, 2018*)
- Attachment "B" – Mandatory Pre-Bid Meeting Sign-in Sheet (*April 24, 2018*)
- Attachment "C" – Town Selection Committee's Recommendation (*June 5, 2018*)
- Attachment "D" – Bidder's Submittal Package

