

Memo

To: Board of Trustees
From: Devin Stephenson
Date: November 28, 2017
Re: Selection of Architectural Design Services Firm

On November 7, 2017, the Architectural Design Services Firm Selection Committee, comprised of Board of Trustee Chairman, Mr. Brian Pennington, selected staff (Sam Jones, Ozzie Falk, and Katherine St. Onge) selected three proposals out of a total of seven to make presentations to the committee. A list is attached identifying these firms.

On the afternoon of November 15th, the three short-listed firms made presentations to the selection committee. At 4:00 PM that same afternoon, the selection committee met with the purpose of ranking the three firms. After consideration all information available (written proposals, reference checks and presentations), the committee voted and ranked the firms as follows:

1. Bay Design Associate Design Services, PL
2. Florida Architects. Inc.
3. STOA Architects

RECOMMENDATION:

The Board of Trustee approve the ranking of the top firm in accordance with the Section 287.055, Florida Statutes.

Bay Designs Associate Design Services, PL

And authorize the Northwest Florida State College President to negotiate terms and contract with the first firm. If a contract can be reached, the President is authorized to negotiate terms with the second and third firms, if necessary.

President

Date

RFQ 2017-2018 01 Architectural Design Services

Bid Opening: Thursday, November 2, 2017 @ 2:00 PM CST

Oral Presentations: Wednesday, November 15, 2017

Building 410/ Conference Room 118

	Company	Proposed Project Team, Staff Functions 30	Project experience, approach methodology 30	Knowledge NWFSC Design & Construction Standards 20	Time & Budget 10	Support of NWFSC Mission 10	Combined Committee Total
1	Bay Design Associate Architectural Design Services, PL Pensacola, FL	120	116	80.0	40	40	396
2	Florida Architects, Inc. Panama City, FL	119	117	75	37	37	385
3	STOA Architects Pensacola, FL	116	113	74	35	37	375

	Company	Project Compatibility 5	Distance from College 5	Diversity 10	Firm's Professional Experience Profile 30	Related Experience 30	LEED Certified Projects 10	Contract Work NWFSC 5	Disputes Litigations Defaults 5	Total
1	Bay Design Associate Architectural Design Services, PL Pensacola, FL	18	15	34.5	110	101	34	15	20	347.50
2	Caldwell Associate Architects, Inc. Pensacola, FL	19	14	10	101	105	36	5	14	304
3	Florida Architects, Inc. Panama City, FL	17	12	25	100	100	38	5	20	317
4	STOA Architects Pensacola, FL	16	15	38	98	94	36	5	17	319
5	Sam Marshall Architects Pensacola, FL	19	15	10	104	109	24	11	20	312
6	Townes & Architects Pensacola, FL	8	15	10	80	40	25	5	20	203
7	VBA Design, Inc. Panama City, FL	10	11	40	77	62	-	5	20	225

RFQ 2017-2018 01 Architectural Design Services Short List:

1. Bay Design Associate Architectural Design Services, PL
2. STOA Architects
3. Florida Architects, Inc.

MEMORANDUM

TO: Dr. Devin Stephenson
FROM: Sam Jones
Facilities Director
DATE: November 17, 2017
SUBJECT: RFQ Evaluation Committee Recommendation
RFQ 2017-2018 01 Architectural Design Services

Proposals were received as follows:

- Bay Design Associate Architectural Design Services, PL
- Caldwell Associate Architects, Inc.
- Florida Architects, Inc.
- STOA Architects
- Sam Marshall Architects
- Townes & Architects
- VBA Design, Inc.

Recommendation: The Evaluation Committee will recommend the following firm for Architectural Design Services to the Board of Trustees of Northwest Florida State College for review and approval. This recommendation is not final until the Board of Trustees of Northwest Florida State College review this recommendation and take action.

Bay Design Associate Architectural Design Services, PL



Director of Purchasing

11/17/17

Date