



THE SUNRISE CITY  
**FORT PIERCE**  
PURCHASING  
DEPARTMENT

*Florida*

TO: Elizabeth Woodruff, Grants Administration Manager

THROUGH: Gelencia Carter, Purchasing Manager *GM*

FROM: Georgia Montgomery, Purchasing Specialist *Georgia Montgomery*

SUBJECT: RFQ No. 2018-015 ~ Professional Architectural Services Continuing Contract

DATE: April 12, 2018

Attached is the tabulation sheet for the above referenced proposal along with copies of all proposals submitted. The file is available for review in the Purchasing Division.

**The invitation was sent to 802 vendors. Twenty Six (26) vendors requested specifications with five (5) responding (19.23 %) 0 "No Bid" (19.23 % total response).**

The next step in this process is to meet with the Purchasing Manager to determine members of the Evaluation Committee (if not previously done) and assign roles to the Evaluation Committee. The following are roles that need to be assigned, if applicable to the project scope of work:

1. **Project Manager** - the person or representative from department involved in service and coordinates strategies, timetables, assigns roles, prepare recommendation to City Manager and City Commission.
2. **Financial Analyst** - this role should be filled by the Director of Finance or designee. This individual shall perform Price and Cost Analyst to compare proposals and check financial data.
3. **Technical Advisor(s)** - References, licensing, background checks, local preference, etc. This person will extract the Reference Check Form from the bid submittals and send to the reference company for completion. As instructed on the form, it shall be faxed or emailed to the Purchasing Division.
4. **Committee Member** - Evaluates the solicitation and will cast a vote.

As the end user department for this proposal, you would assume or assign the role as Team Leader. A representative from Purchasing, will serve as the *Committee Liaison*, and should be present for the meetings, including the initial start-up meeting.

Recommendation of award memo should be forwarded to the Purchasing Division, (copy to Finance Director) prior to submitting an agenda item. Expiration date is June 8, 2018. Commission approval must be completed by this date.

/gm

Attachment

cc: Jack Andrews, City Engineer  
Johnna Morris, Director of Finance  
Committee Members