




February 18, 2013

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Board of Trustees Architectural Selection Committee

Item Description

This item requests the Board of Trustees to appoint an Architectural Selection Committee of three members in order to select an Architectural/Engineering team for the first building at the Wakulla Environmental Institute. The Board should authorize this committee to receive the recommendations of the College's staff committee, conduct interviews of the top three firms, and make a recommendation to the full Board of Trustees.

Overview and Background

Board Policy 11-09 calls for selection of an Architectural/Engineering team for each construction project with a value over \$2,000,000. The College utilizes the Consultant's Competitive Negotiation Act, F.S. 287.055, to conduct the selection process. This requires the College to prepare a Request for Proposal and advertise for professional services, a process which is now underway.

Vice President Teresa Smith will appoint a staff committee to conduct the initial review of the proposals and score each according to the established criteria, which include: Related Experience to the Project, Current Workload, Financial Condition and Fee Structure, and the criteria listed below. Each member of the staff committee shall score the proposals, and the three firms receiving the highest combined scores will be recommended to the Board Committee for an interview.

The Board Committee typically conducts a half-hour interview with each of the firms and scores them based on the following criteria: Management and Professional staff assigned to the project; Location of Corporate office, References from Educational Clients; and Special Services unique to the firm. Once the Board Committee makes a selection, the recommendation is forwarded to the full Board of Trustees for approval.

Past Actions by the Board

This process was previously utilized to select the continuing service architectural firms for projects at all College locations.

Funding/Financial Implications

Funding for this project is available from Public Education Capital Outlay (PECO) funds appropriated by the Legislature in 2012.

Staff Resource

Teresa Smith

Recommended Action

Appoint a Board Architectural Selection Committee of three members and authorize it to conduct interviews and recommend a firm to provide architectural/engineering services for the Wakulla Environmental Institute to the full Board of Trustees