



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** April 20, 2021
FROM: Mike Null, Assistant City Manager
SUBJECT: Award of RFQ LC 2021-04 for Electrical Engineering Services for Overhead and Underground Facilities

BACKGROUND

Staff advertised an RFQ for qualified electrical engineers to apply for continuing services contracts. Three firms responded: Patterson & Dewar, Pond and Tocol. The review team consisted of Mike Null, Assistant City Manager, Andy Yeager, Director of Electric Utilities and Scott Schultz, Assistant Water Utilities Director. Each member scored the proposals independently then the team met together to discuss. The overall score tabulation is attached for review.

Staff recommends awarding continuing contracts to Patterson & Dewar and Tocol. A draft professional services agreement is attached. Staff is also requesting approval for the Mayor to sign agreements similar in form with all attachments with each firm. The agreements will be for a one-year term with the option to renew for four (4) additional one-year terms.

FISCAL IMPACT

Task Orders will be issued as needed within the confines of the annual approved Electric Department budget.

RECOMMENDATION

Award RFQ LC 2021-04 for Electrical Engineering Services for Overhead and Underground Facilities to Patterson & Dewar and Tocol; Authorize the Mayor to execute a professional services agreement with each firm.