



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** December 10, 2024
FROM: Mike Null, Asst. City Manager
SUBJECT: Award of RFQ No. 2024-06 – CDBG-CV Cafetorium Architectural Services to Forefront Architecture and Engineering, and authorization to proceed in developing a design task order. *Mike Null*

BACKGROUND

Since 2021, the City has advertised for a firm to provide architectural services to design the rehab of the Cafetorium building at the Augusta Savage Arts and Community Center. The first two advertisements yielded zero proposals. Staff then worked for a period of time with the State to hopefully allow us to use a design-build approach. However, this has never been done in the CDBG program and they were unwilling to move forward in that direction.

This third advertisement yielded two responses from Forefront Architecture and Engineering, and Jerel McCants Architecture, Inc. The selection committee met on December 3 to review the proposals. The committee consisted of Steve Kennedy, City Manager, Mike Null, Asst. City Manager, and Greg Bauer, Asst. Public Works Director. They unanimously selected Forefront as the top respondent.

Staff is requesting that Council award the RFQ to Forefront Architecture and Engineering, and authorize staff to negotiate a task order with them for Council approval at a future meeting. Attached for reference are the solicitation, the responses from each respondent, and the score sheets of the selection committee.

FISCAL IMPACT

This project is 100% grant funded. Cost of design is TBD.

RECOMMENDATION

Award RFQ No. 2024-06 – CDBG-CV Cafetorium Architectural Services to Forefront Architecture and Engineering, and authorize to proceed in developing a design task order for Council approval.