



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

---

**TO:** City Council Regular Session **MEETING DATE:** January 7, 2025  
**FROM:** Mike Null, Asst. City Manager  
**SUBJECT:** Approval of task order to Forefront Architecture and Engineering in the amount of \$105,000.00 for the RFQ No. 2024-06 – CDBG-CV Cafetorium Architectural Services project. *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.

Council approved award of the RFQ to Forefront at the December 10, 2024 council meeting and directed staff to return with a task order for approval. Attached is a task order for Forefront to complete the necessary design to complete the project, assist in permitting and provide construction engineering services for this project. The proposed amount is \$105,000 for this project, which staff feels is reasonable.

### FISCAL IMPACT

This project is 100% grant funded. This task order is \$105,000.00 of the \$1,397,600.00 grant.

### RECOMMENDATION

Approve task order to Forefront Architecture and Engineering in the amount of \$105,000.00 for the RFQ No. 2024-06 – CDBG-CV Cafetorium Architectural Services project.