



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 03, 2025

Originating Department: Public Works

Agenda Title: Resolution 56-09-25 – Evaluation Committee Ranking and Authorization to Negotiate (RFQ #109-2025) – Professional Architectural Design and Consulting Services – Evergreen House Restoration

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$ 0.00 **Funding Source:** N/a

Account Number: N/a **Finance Signature:** Barbara A. Gould

Advertised:

Date: _____ **Newspaper:** _____

Attachments:

1) Resolution 56-09-25 Authorizing Public Works to Negotiate for Architectural Services

2) Evaluation Committee Meeting Minutes for RFQ #109-2025

Please initial one:

_____ Yes, I have notified everyone.

X Not applicable in this case

Summary Explanation/Background:

The Public Works Department recommends that the Town Commission approve the evaluation committee's ranking for the Request for Qualifications RFQ #109-2025, for Professional Architectural Design and Consulting Services for the Evergreen House Restoration, issued on June 02, 2025, and closed on July 10, 2025.

Following the closing of the RFQ, the Town received qualification packages from the following firms:

RJ Heisenbottle Architects
Baker Design-Build
The Tamara Peacock Company

ACi Architects

The RFQ was publicly advertised in accordance with the Town's Purchasing Code and Florida's Consultants' Competitive Negotiation Act (CCNA), Ch. 287.055, F.S. The evaluation committee reviewed and scored all submittals based on the published criteria (Attached are the Evaluation Committee Meeting Minutes, which include the Committee member evaluation and scoring sheets and an overall scoring as calculated by the Town Clerk's office).

The final ranking is as follows:

RJ Heisenbottle Architects
Baker Design-Build
The Tamara Peacock Company

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including, but not limited to, Notice to Negotiate, final scoring matrix, RFQ 109-2025, and published addenda and the RFQ Advertisement, as required.

Approval of this action will authorize staff to negotiate a scope of services and fee with R.J. Heisenbottle Architects, the Top-Ranked Firm, for subsequent presentation to the Town Commission.

Recommendation:

I move to approve Resolution 56-09-25 accepting the evaluation committee's ranking of firms for RFQ #109-2025 and authorizing the Public Works Director to negotiate with R.J. Heisenbottle Architects for Professional Architectural Design and Consulting Services.