AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

FROM: Brenda L. Bryant, City Manager

SUBJECT: Approval of Ranked firms for Continuing Architectural and Engineering Services (RFQ 2026-01)

DATE: October 27, 2026

EXECUTIVE SUMMARY

This item requests Commission approval of the top-ranked firms for Continuing Architectural and Engineering (A&E) Services under RFQ 2026-01, and requests authorization for the City Manager to negotiate and execute continuing services agreements with the selected pool of firms in accordance with Florida's Consultants' Competitive Negotiation Act (CCNA).

GENERAL SUMMARY & BACKGROUND

On September 4, 2026, the City of Pahokee issued a Request for Qualifications ("RFQ") 2026-01 to solicit qualified architectural, engineering, and related professional consulting firms. The objective is to establish a pre-qualified pool of vendors capable of supporting various municipal projects on an ongoing, as-needed basis.

In full compliance with Florida Statutes 287.055 (CCNA), an Evaluation Committee was formed to assess all submittals. Each member independently scored the proposals using a standardized, weighted evaluation matrix to ensure an objective and uniform evaluation process.

The timeline and key milestones for RFQ 2026-01 were as follows:

- **RFQ ISSUED:** September 9, 2026
- **Proposals Received:** September 29, 2026
- **Evaluation Committee Meeting:** October 20, 2026

During the October 20th public meeting, committee members reviewed each firm's technical capabilities, project approach, and alignment with the City's goals. Based on composite scores and rankings, the committee established a shortlist of ranked firms by category.

BUDGET IMPACT:

Approval of the ranked shortlists carries **no direct fiscal impact**. Project-specific scope, fees, and task orders will be negotiated with the selected firm(s) as individual needs arise, and contracts exceeding administrative approval thresholds will be brought before the City Commission for formal authorization.

LEGAL NOTE:

This item has been reviewed for legal sufficiency. Any additional legal advice will be deferred to the City Attorney as necessary.

STAFF RECOMMENDATION:

Staff recommends approval of this item.

ATTACHMENTS:

- Resolution 2026-73 – Approving the Ranking and Selection of Qualified Firms for Continuing Engineering and Architectural Services
- Evaluation Committee Master Scoring Sheet