

CONSULTANT APPROVAL FORM

CPO: If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)

CSA: If Construction is under \$4,000,000;

OR for study activity if consultant fee is under \$500,000- FS 287.055(CCNA))

CPO/CSA #: 2021-032-04 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 8/30/2023 Division: Facilities Management Division

Project Manager's Name: Rob Williams Phone #: 863-534-5568

Project Name: Lakeland Hills EMS – New Station

Total Project Budget: \$2,000,000.00 Project # 2800023

Estimate of Construction Cost: \$1,722,650.00

Proposed Consultant: CMHM Architects Fee: \$ 213,700.00

Master Consultant Agreement # 2021-032

Attach Scope of Services Proposed by the Consultant (Exhibit "A")

Approved By: [Signature] Date 8/30/23
Division Director/Designee

*See W4 file
6/12/24*

[Signature] 6/12/24

Procurement Division

Date Received: 6/12/24 Date Reviewed by Analyst: 6/12/24 **TR**

Approved by: [Signature]
(Procurement Director/Designee)

County Attorney's Office (Required for all CSA's)

Date Received: 6/19/24 Date Reviewed: 6/19/24

Approved by: [Signature]
(County Attorney Office Signature)

County Manager's Office (Required if consultant fee is greater than \$100,000)

Date Received: 2024 June 20 Date Reviewed: 2024 June 20

Approved by: [Signature]
(County Manager Office Signature)

Additional Attachments: number of days to complete project, not to exceed/lump sum amount, justification for consultant selected, fee schedule, and Professional Liability COI (COI applicable to CSA only, description field must be project specific (contract requirement)).

Selection Procedure for Consultants with Continuing Contracts

Division: Facilities Management Division

Project Manager: Rob Williams

Step 1:

Review list for appropriate Expertise, Experience, and Personnel (List all consultants awarded a master agreement under the RFP)

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
Borrelli & Partners, Inc.	Yes	Yes	Yes	N	Yes
Clemons, Rutherford & Associates, Inc.	Yes	Yes	Yes	N	Yes
Furr & Wegman	Yes	Yes	Yes	Y	Yes
Heery International, Inc.	Yes	Yes	Yes	N	Yes
Kirk Curtis Mundy Hunnicutt Associates, Inc. dba Curtis Mundy Hunnicutt Associates Architects, Inc.	Yes	Yes	Yes	Y	Yes
Lunz Prebor Fowler	Yes	Yes	Yes	Y	Yes
Straughn Trout Architects	Yes	Yes	Yes	Y	Yes

State justification for each firm not elevated and why:

Step 2:

Past performance on similar projects satisfactory (List all consultants elevated from Step 1)

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
Borrelli & Partners, Inc.	Yes	Yes
Clemons, Rutherford & Associates, Inc.	Yes	Yes
Furr & Wegman	Yes	Yes
Heery International, Inc.	Yes	Yes
Kirk Curtis Mundy Hunnicutt Associates, Inc. dba Curtis Mundy Hunnicutt Associates Architects, Inc.	Yes	Yes
Lunz Prebor Fowler	Yes	Yes
Straughn Trout Architects	Yes	Yes

State justification for each firm not elevated and why:

Step 3:

Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.

Consultant	Contracted Amount	Elevated (Y/N)
Borrelli & Partners, Inc.	93,218.25	N
Clemons, Rutherford & Associates, Inc.	\$56,620.00	N
Furr & Wegman	\$117,006.00	N
Heery International, Inc.	\$38,000.00	N
Kirk Curtis Mundy Hunnicutt Associates, Inc. dba Curtis Mundy Hunnicutt Associates Architects, Inc.	\$330,855.00	Y
Lunz Prebor Fowler	\$28,080.00	N
SLAM Collaborative, Inc.	\$38,000.00	N
Straughn Trout Architects	\$28,600.00	N

Step 4:

State justification, if the chosen consultant does not have the least amount of contract obligation.

Recommendation: Consideration to approve CMHM to provide architectural and related engineering services for a new EMS (Lakeland Hills) building prototype due to prior known experience and expertise of staff to provide practical, budget-conscious, and comprehensive design. The recommended design consultant assignment is further based on the firms experience and expertise with emergency response station compared to the other term agreement firms.

