



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS MEETING

### “Blue Sheet” AGENDA ITEM INFORMATION

**AGENDA CATEGORY:** New Business ITEM 8A  
**AGENDA ITEM:** Ratification & Approval of Architectural Services Firm  
**SUBJECT:** Facility Construction Project  
**OTHER:** N/A

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#### **ACTION**

[Introduction/Presentation/Public Input/Discussion/Approval](#)

#### **PURPOSE**

For recommended Architectural Services Firm to provide a presentation and details of services to the Board for the facility construction project.

#### **HISTORY**

The District purchased property located at 2545-2555 Estero Boulevard on July 30, 2020 for the purpose of building a new Fire Station 31 and Headquarters facility. The first step in the construction process is to engage firms specializing in commercial architecture and engineering/site plan development.

On September 23, 2020 the Board of Commissioners authorized the Fire Chief to solicit Requests for Qualifications (RFQ) for professional services and form a committee to facilitate the RFQ process. The committee was formed shortly thereafter and developed the scope of services and criteria by which to evaluate responding firms.

The RFQ Committee evaluated responses from architectural firms on December 10, 2020 and established a short list of the top three (3) firms. These architectural firms were invited to present their qualifications in person to the Committee on January 27, 2021. The Committee evaluated each firm, ranked them numerically and submitted a Notice of Intended Decision to the Fire Chief on January 29, 2021.

After review of the Committee’s findings and supporting documentation, the Fire Chief provided the Notice of Intended Decision to the Board of Fire Commissioners for review and ratification on March 10, 2021.

#### **RECOMMENDATION**

Review the information provided, consider presentation by the top listed firm, ask questions, and if in agreement with the Notice of Intended Decision, ratify the list. Authorize the Fire Chief to enter the negotiation process with the top ranked firm. In addition, approval of the Fire Chief to move to the next firm on the list in sequential order should negotiations not succeed with the previous.

#### **RECOMMENDED MOTION**

Motion to ratify the RFQ Committee and Fire Chief’s recommendations (Notice of Intended Decision) in the attached list of Architectural Services Firms, and to approve the Fire Chief to enter negotiations with the top ranked firm, as well as move to the next firm on the list in sequential order should negotiations not succeed with the previous. Once completed, the Fire Chief will provide the proposed contract to the Board of Fire Commissioners for approval.