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CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: December 18, 2024

SUBMITTED BY: Erin Jones, Purchasing

ITEM TYPE: Miscellaneous

AGENDA SECTION: CONSENT AGENDA

SUBJECT: Recommendation for Award for RFQ-24-026EJ Public Works Master Planning Services

SUGGESTED ACTION: Authorize award and pursue a contract with Sweet Sparkman Architects.

Is this item Quasi-Judicial?

No

Does this item require a public hearing?

No

EXPLANATION:

On August 21, 2024, the City of Bradenton advertised Request for Qualifications (RPQ) 24-026EJ Public Works Master Planning Services. Notice of this RFQ was made through DemandStar and an outreach email. 1,631 vendors were notified, 68 vendors viewed the solicitation, and 9 vendors submitted proposals. The RFQ process was used in accordance with Florida Statutes Section 287.055.

On October 29, 2024, a three (3) member evaluation committee consisting of representatives from Administrations, Public Works, and Capital Projects reviewed and scored each of the proposals based on the ability of professional personnel, proposer's past performance & experience, and project approach.

Following scoring, four (4) proposers were shortlisted to participate in a presentation followed by a question-and-answer sessions on November 13, 2021. After invitations to the shortlisted firms were sent and prior to presentations, Bently Group, Inc. withdrew their proposal from consideration.

After the presentations the Committee reconvened and discussed each firms' presentations and shared their perspectives. Following the discussion, the

committee members independently ranked each short-listed proposer. Purchasing announced the rankings and recommended award to Sweet Sparkman Architects.

FINANCIAL IMPACT:

N/A - Financial impact will be included in the proposed contract that will be brought before Council once negotiations are completed.

ATTORNEY REVIEW/RECOMMENDATION:

Attorney Rudacille will be sent the contract for review once negotiated.

SUGGESTED MOTION:

Motion to authorize the award for RFQ 24-026EJ for Public Works Master Planning Services to Sweet Sparkman Architects and pursue a contract.

ATTACHMENTS:

[Notice of Recommended Award \(NORA\)](#)