




June 17, 2013

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Board of Trustees Selection Committee for Continuing Contract
Architectural Services

Item Description

This item requests the Board of Trustees to appoint an Architectural Selection Committee of three members in order to select two architectural firms for continuing contract architectural services. One firm will be selected for Leon County projects and one firm will be selected for Gadsden and Wakulla County projects. The current continuing contract architectural agreements will expire in October 2013.

Overview and Background

Board Policy 11-09 authorizes a selection process for professional architectural firms to be used for continuing contract/minor projects estimated to cost less than \$2,000,000. The College utilizes the Consultant's Competitive Negotiation Act, F.S, 287.055, to govern the selection process. Prior to advertisement, the Board Committee will be asked to review the Request for Qualifications documents and related selection criteria.

Vice President Teresa Smith will appoint a staff committee to conduct the initial review of the proposals and score each according to the established criteria. After the scoring process is complete, the three firms receiving the highest combined scores for each of the two districts will be recommended to the Board Committee for interviews.

The Board Committee will interview the two groups of firms and rank each group in order of preference. The recommendations are then forwarded to the full Board of Trustees for approval.

Past Actions by the Board

The Board of Trustees approved the current continuing architectural services contracts at the September 20, 2010 meeting.

Funding/Financial Implications

Project funds are available from the annual PECO appropriations, CO&DS funds, State Board of Education bond proceeds, and TCC local funds.

Staff Resource

Teresa Smith

Recommended Action

Appoint a Board Architectural Selection Committee of three members and authorize it to conduct interviews and recommend two firms to provide architectural services for projects in TCC's three county service area.