

## Legislation Text

---

**File #:** 17-0233, **Version:** 1

---

### Summary

To: Town Commission  
From: Cathy DeKarz, Management Analyst  
Date: 11/8/2017

---

**Subject:**

Intent to Award RFP ADM17-1: Architectural/Historical Inventory Update

**Summary:**

After completing a request for proposal (RFP), and reviewing and interviewing applicants, the selection committee for ADM17-1 recommends awarding the project to Johnson, Mirmiran, and Thompson, Inc. (JMT). Attached to this summary for Commission review is the RFP for the project and JMT's submittal.

**Previous Commission Action:** Near the end of the previous fiscal year, the Commission approved staff to issue an RFP for ADM17-1: Architectural/Historical Inventory Update.

**Background/Problem Discussion:** In July of this year, staff was informed by the State of Florida Division of Historical Resources that Belleair had been awarded a \$50,000 grant to update the Town's historic survey and inventory report (which was first completed in 1997). However, since a project of this scope requires expertise in the field of historic preservation, architecture, and planning, the Town decided to generate an RFP in order to select a highly-qualified contractor to complete the work.

After thirty days of being out to bid, the RFP returned five applications. A committee of four staff members and one Historic Preservation Board member then interviewed three of these applicants and finally selected architectural/engineering firm, Johnson, Mirmiran & Thompson, Inc. (JMT) for the project.

JMT's historic preservation section has completed historic inventory studies and reports nationwide for cities and counties of all sizes, perhaps most notably for the City of Savannah, Georgia earlier this year. The selection committee collectively believes that JMT is the best candidate for this project, and, upon Commission approval, looks to execute a contract with the company within the next week and to begin work in mid-to-late November.

**Expenditure Challenges** This project is fully funded by the State of Florida Division of Historical Resources, which will reimburse the Town of Belleair quarterly for all expenses incurred.

**Financial Implications:** None.

**Recommendation:** Staff recommends awarding ADM17-1: Architectural/Historical Inventory Update to JMT.

**Proposed Motion** I make a motion to award ADM17-1: Architectural/Historical Inventory Update to Johnson, Mirmiran & Thompson.

