



Office of the  
Town Manager

535 Park Avenue  
Lake Park, FL 33403  
Phone: (561) 881-3304  
Fax: (561) 881-3314

[www.lakeparkflorida.gov](http://www.lakeparkflorida.gov)

## NOTICE OF INTENT TO NEGOTIATE

Notice is hereby given by the Town of Lake Park of the intent to negotiate a contract for Architectural/Engineering Services for Kelsey & Lake Shore Park Restrooms & Tennis Court Lighting Improvements pursuant to RFP No. 104-2015 with the following firm:

### CPZ Architects, Inc.

The authorization to negotiate a contract shall be effective upon approval by the Town Commission at its regular August 5, 2015 meeting, which will be held in the Commission Chamber, Lake Park City Hall, 535 Park Avenue, Lake Park, Florida 33403, commencing at 6:30 p.m.

This Notice of Intent to Negotiate, along with the evaluation matrix, shall be posted by the Town Clerk on the Town of Lake Park's official website five (5) business days prior to the August 5, 2015 Commission meeting.

All protests must be filed in accordance with Section 15-Protests of RFP 104-2015 referencing the Palm Beach County Purchasing Code and the Town of Lake Park.

Issued by: Town of Lake Park

Office of the Town Manager

July 22, 2015

Bambi McKibbon-Turner  
Human Resources Director

*ACTION*  
*TOWN MANAGER*

Attachment

**EVALUATION MATRIX**

**RFP 104-2015**

**KELSEY & LAKE SHORE PARKS RESTROOMS & TENNIS COURT LIGHTING**

<b>EVALUATION COMMITTEE MEMBERS</b>	<b>*CPZ ARCHITECTS</b>	<b>WEST ARCHITECTURE + DESIGN</b>	<b>ARCHITECTS DESIGN COLLABORATIVE</b>
Dave Hunt, Public Works Director	3	1	2
Brandon Selle, Seacoast Utility Authority Capital Proj.	3	2	1
Hoa Hoang, Information Technology Officer	2	3	1
Kathleen Carroll, Recreation Manager.	3	2	1
Richard Pittman, Project Manager	3	1	2
<b>TOTAL POINTS</b>	<b>14</b>	<b>9</b>	<b>7</b>

**Methodology:**

Each member of the evaluation committee reviewed the submittal package submitted by the firms.

Using the evaluation criteria stated in the RFP, each member determined their 1<sup>st</sup> and 2<sup>nd</sup> choices.

1<sup>st</sup> choice = 3 points

2<sup>nd</sup> choice = 2 points

3<sup>rd</sup> choice = 1 point

\*The firm with highest number of points is determined to be the most qualified and is recommended for negotiation of contract.