



**Interoffice Memorandum**

April 15, 2019

**TO:** Mayor Jerry L. Demings  
and the Board of County Commissioners

**FROM:** Carrie Mathes, Manager, Procurement Division

**CONTACT:** Sara Flynn-Kramer, Manager, Capital Projects Division  
(407) 836-7971

**SUBJECT:** Approval of Purchase Order M95819, Design and Construction  
Administration Services for New Fire Station #80

**ACTION REQUESTED:**

Approval of Purchase Order M95819, Design and Construction Administration Services for New Fire Station #80, with Architects Design Group, in the amount of \$189,908.90.

**PROCUREMENT:**

This purchase order will provide design and construction administration services for the new Fire Station #80 which will be located in District 5.

**FUNDING:**

Funding is available in account 1009 034 0797 6210.

**APPROVALS:**

The Capital Projects Division concurs with this recommendation.

**REMARKS:**

On March 15, 2016, the Board approved Architects Design Group to provide design services for fire station prototypes. The building design is a prototype that has been used in many projects. While another firm could replicate the new design, the associated cost and time would be substantial. In addition, using the prototype designer will minimize the impact to the design deliverable schedule.

Price reasonableness has been established by confirming that all billable rates, multipliers, terms, and conditions are consistent with the aforementioned design contract.