Shelby County Government

MARK H. LUTTRELL, JR.
MAYOR

June 20, 2016

Mr. John R. Pruett, Principal in Charge
John Pruett Architects
1869 Madison Avenue
Memphis, TN 38104

RE: RFQ #16-003-59, Countywide Architectural Design Services

Dear Mr. Pruett:

We are pleased to inform you that your firm has been selected to provide **Countywide Architectural Design Services**, which were issued on the above-described RFQ.

A contract for these services will be forwarded to your office for your review and approval. Until then, no work should begin on this project until you receive an official "Notice to Proceed," along with a fully negotiated and executed copy of the contract.

Thank you for your proposal and congratulations on your selection. Shelby County Government looks forward to the successful and timely delivery of this very important service and your company's efforts in reaching this goal.

If you have any questions regarding this letter, please contact Ms. Tosha Davenport @ (901) 222-2260.

Sincerely,

Clifton Davis
Administrator of Purchasing
Shelby County Government

CD/shw

cc: Cliff Norville, Support Services
Lee Rankin Hopson, Contracts Administrator
Tonya Blunt, Contracts Administration

Purchasing Department
160 N. Main, Suite 900
Memphis, TN 38103
(901) 222-2250
Fax: (901) 222-2064

Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Memorandum

To: Honorable Mark H. Luttrell, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator
Purchasing Department

Date: June 13, 2016

Re: RFQ #16-003-59 Countywide Architectural Design Services For Shelby County, Tennessee

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Shelby County Government solicited written proposals, on a competitive basis, from qualified vendors to provide Architectural consultants design services for RFQ 16-003-59 "Countywide Architectural Design Services For Shelby County, Tennessee" on behalf of Shelby County Support Services. In addition to being advertised on Shelby County Government's website, fifty two (52) notifications were sent directly to the vendors.

Nine (9) vendors submitted responses to RFQ 16-003-60 "Countywide Architectural Design Services For Shelby County, Tennessee". The recommendation was based on highest score card average. There were five (5) members on the recommendation committee reviewing and scoring this proposal.

Vendor	Local Business Y/N	LOSB	EOC	AVG SCORE
1. **John Pruett**	Y	Y	LOSB-S-0317-25166	91.6
2. **Self-Tucker**	Y	Y	LOSB-S-0816-24597	86.8
3. **Brg3S**	Y	Y	LOSB-CS-0716-24549	86.0
4. **Renaissance**	Y	Y	LOSB-S-0816-24598	85.8
5. **OTMA**	Y	N	EOC-S-1217-25791	79.0
6. **ANF**	Y	Y	LOSB-CS-0818-24662	78.2
7. **BRAGANZA**	Y	Y	LOSB-S-1016-24805	74.4
8. **MNBA**	Y	Y	LOSB-S-0217-25066	64.2
9. **ETFC**	Y	Y	LOSB-S-1216-24961	51.2

It is the recommendation of the Review Committee, with the concurrence of the Purchasing Department, that John Pruett and Self-Tucker be awarded contracts for RFQ 16-003-59 "Countywide Architectural Design Services For Shelby County, Tennessee", based on highest average scores.
A fee was not required as part of the response, but will be negotiated with the successful respondents upon approval of the recommendation by the Shelby County Mayor.

A copy of the department's recommendation letter is attached.

Please indicate your approval or disapproval of this selection in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 6-16-16

Mark H. Luttrell, Jr., Mayor

Cc: Cliff Norville, Support Service

Issued by: Tosha Davenport, Purchasing Specialist

RFQ 16-003-59