

**CITY OF OAKLAND PARK, FLORIDA
CITY COMMISSION AGENDA ITEM REPORT**

AGENDA ITEM NO. 7

MEETING DATE: 10/17/2018

PREPARED BY: Jennifer Frastai,
Director
Engineering &
Community
Development

DEPARTMENT HEAD APPROVAL: ECD Engineering and Building Services

SUBJECT: Resolution authorizing the award of Request for Proposal #030218-0-2018/MT "General Planning Services Consultants" to Provide General Planning Services For the City.

1. BACKGROUND/HISTORY

Issue Statement: The City periodically requires planning services from consultants for the preparation of specialized reports, studies, comprehensive assessments of projects that due to size, impacts and complexity require multiple city, county and state actions/approvals and require reports and studies of a specialized nature. As the City does not currently have an approved list of planning service providers, each work authorization must be procured separately, sometimes causing unnecessary delays and increased cost. On February of 2018, the City issued a Request for Proposals (RFP) to secure a list of qualified consultants for these services.

Due to a lack of time June 6, 2018, the City Commission tabled this item to June 20, 2018. At the June 20, 2018 City Commission meeting, the item was pulled after discussion to bring back with further information.

Recommended Action: City Commission authorize execution of Continuing Contracts with the eight responsible and responsive proposers to provide general planning services in response to City's Request for Proposal #030218-0-2018/MT "General Planning Services Consultants":

- Calvin Giordano & Associates
- Corradino Group
- Keith and Associates
- Keith & Schnars
- Kimley-Horn
- Leigh Robinson Kerr & Associates
- Mellgren Planning Group
- Tindale-Oliver and Associates

2. CURRENT ACTIVITY

On February 8, 2018, a Request for Proposal for General Planning Services Consultants was released. Responses were received on March 2, 2018. The evaluation committee, consisting of Stephen Scott, Assistant Director of the Engineering and Community Development Department, Rick Buckeye, Senior Planner, and Andrew Thompson, Director of Financial Services, met on April 3, 2018 and determined that all eight respondents met the minimum qualifications and ranked them accordingly.

The responders were ranked on their firm qualifications, qualifications and experience of the project team, proposed costs, and quality of proposal.

The ranking memorandum is attached, and a copy of the proposals are on file with the City Clerk's Office.

The intent of the solicitation is to award continuing contracts with all proposers, with the City Commission approving proposed rates. The Schedules of Hourly Rates that are approved in each of these contracts will be used to develop all future work authorizations with these firms for services falling under this solicitation. As work becomes available in the future, staff will select a provider from this list and execute a work authorization with a scope of services specific to the task involved.

These agreements would still be subject to all procurement requirements related to continuous contracts. As a continuous contract, aggregate vendor spending would be allowed to exceed of \$25,000 but purchasing authority thresholds would apply to individual work authorizations and those in excess of \$25,000 would be submitted to the City Commission for approval.

The sample contract that will be used for these engagements and the cost sheets excerpted from each vendor's proposals are attached. The initial contract term is for a three-year (3) period. The City has the option to extend the contracts for two (2) additional two-year periods, at terms and conditions mutually acceptable to both parties. Award of any contract is contingent upon appropriation of sufficient budgeted funds.

Consultant Client Representation:

As a follow-up to June 20, 2018 City Commission meeting discussion, each firm was requested to provide clarification regarding their client representation. The following is a summary of their response:

Company Name	Representation of Planning Client in OP
Calvin, Giordano & Associates, Inc. (CGA)	While under contract With Oakland Park, firm will not represent any private clients in the City of Oakland Park.
The Corradino Group	Only Represents Government Clients
Keith & Associates, Inc.	Public & Private
Keith & Schnars	While under contract with Oakland Park, firm will not represent any private clients in the City of Oakland Park.
Kimley Horn	Public & Private
Leigh Robinson Kerr & Associates, Inc.	While under contract with Oakland Park, firm will not represent any private clients in the City of Oakland Park.
The Mellgren Planning Group	While under contract with Oakland Park, firm will not represent any private clients in the City of Oakland Park.
Tindale Oliver	Only Represents Government Clients

Conflict of Interest check with other Clients:

The City's contract requires the Contractor to agree to not to accept employment during the time this Agreement (Contract) is in effect from any builder, land developer, utility company or others performing development or related activities within the corporate limits of the City of Oakland Park which is determined by the City as a conflict of interest with the Contractor's work for the City.

In addition, prior to engagement of any planning work for the City, the City will require written documentation by the firm that a conflict check was performed, and no such conflict exists.

3. FINANCIAL IMPACT

The approval of this award has no immediate financial impact; however, should the contracts be approved, the cost of future work authorizations will utilize the approved rates with the selected firms as shown in the attached rate sheets. Issuance of any work authorizations would be contingent upon the availability of budgeted funds.

4. RECOMMENDATION

Staff recommends that the City Commission adopt a resolution awarding of Request for Proposal #030218-0-2018/MIT "General Planning Services Consultants" to the list of eight responsive and responsible firms and authorize the execution of continuing contracts with the listed firms to provide consultant services.

ATTACHMENTS:

[Resolution](#)
[Procurement Memo](#)
[Sample Contract](#)
[Billing Rates](#)
[CGA Letter](#)
[Corradino Ltr](#)
[Keith & Associates Letter](#)
[Keith & Schnars Letter](#)
[Kimely-Horn Letter](#)
[Leigh Kerr Letter](#)
[Mellgren Letter](#)
[Tindale Oliver Letter](#)