


# MANATEE COUNTY GOVERNMENT

## INTENT TO NEGOTIATE

<b>SUBJECT</b>	Professional Planning Services	<b>DATE POSTED</b>	MC <input checked="" type="checkbox"/> SE 7/14/15 DS <input checked="" type="checkbox"/> SE 7/14/15 CC N/A
<b>PURCHASING REPRESENTATIVE</b>	Frank Lambertson, Ext. 3042	<b>DATE CONTRACT SHALL BE AWARDED</b>	July 21, 2015
<b>DEPARTMENT</b>	Building & Development Department and Neighborhood Services Department	<b>CONSEQUENCES IF DEFERRED</b>	None
<b>SOLICITATION</b>	RFP #15-1613FL	<b>AUTHORIZED BY DATE</b>	 July 14, 2015

### NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with KimleyHorn, Sarasota, FL; Littlejohn Engineering Associates, Orlando, FL; and Tindale Oliver, Tampa, FL (listed alphabetically) to provide to Manatee County professional planning services on a as required basis for the Building & Development Department and Neighborhood Services Department.

### ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

### BACKGROUND/DISCUSSION

#### PROJECT BACKGROUND:

The Manatee County Building and Development Services and Neighborhood Services Departments requires professional planning services to assist staff in a variety of planning related projects, as may arise on an on-call basis.

It is necessary for consultants to be multi-disciplinary to include land use planning, capital improvements planning, strategic planning, local government related planning (i.e. land development codes, comprehensive plans, etc.), engineering, architecture, historic preservation, environmental review, GIS, transportation planning and redevelopment and economic related services.

#### SOLICITATIONS:

The RFP was advertised on the Manatee County website, DemandStar, and was also provided to the Manatee County Chamber of Commerce for release to its members. Eleven (11) proposals were received.

#### Manatee County Firms that were directly solicited:

#### Manatee County Firms that submitted proposals:

Vanasse Hangen Brustlin, Inc., University Park, FL

#### Local firms that submitted proposals include:

Calvin, Giordano & Associates, Inc., Clearwater, FL

Cardno Inc., Clearwater, FL

KimleyHorn, Sarasota, FL

WadeTrim, Inc., Tampa, FL

Tindale Oliver, Tampa, FL

<b>ATTACHMENTS</b> (List in order of attached)	N/A	<b>FUNDING SOURCE</b> (Acct Number & Name)	<input type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
<b>COST</b>	N/A	<b>AMT/FREQ OF RECURRING COSTS</b> (Attach Fiscal Impact Statement)	N/A

**Other (non-local) firms that submitted proposals include:**

CivilSurv Design Group, Inc., Lakeland, FL  
Keith and Schnars, P.A., Fort Lauderdale, FL  
Littlejohn Engineering Associates, Inc., Orlando, FL  
Redevelopment Management Associates, Pompano Beach, FL  
Renaissance Planning, Orlando, FL

**EVAUATION COMMITTEE (VOTING) MEMBERS:****Name, Title, Department**

Ivan Groom, Community Redevelopment, Area Coordinator, Neighborhood Services Department  
Lisa Barrett, Planning Section Manager, Building and Development Services Department  
Frank Lambertson, Contracts Negotiator, Financial Management Department (chairperson)

**Non-Voting Members****Name, Title, Department**

Robin Meyer, Planning Section Manager, Building and Development Services Department  
Kathleen Thompson, Planning Section Manager, Building and Development Services Department

**EVALUATION RESULTS:**

The Evaluation Committee Meeting #1 convened on May 28, 2015 1:30 P.M. – 3:00 P.M. to discuss procedures and responsibilities of Evaluation Committee members and developed a shortlist for oral presentations.

Oral presentations were made to the Evaluation Committee on June 25 and 26, 2015 from 9:00 A.M. to 12:00 P.M. by the shortlisted firms.

The final Evaluation Committee Meeting was convened on June 26, 2015 11:30 A.M. to discuss the offers based on the RFP's requirements and the oral presentations, continuing the acquisition process with the Committee's recommendation to the County Administrator. The Committee selected three (3) of the four (4) shortlisted firms to be used on an as needed basis, and those firms are listed in alphabetical order with the Departments selecting the firm via work assignments to provide the necessary consulting services.

**KimleyHorn, Sarasota, FL** – KimleyHorn demonstrated exceptional qualification via their proposal and oral presentation. Additionally, the firm provides: a complete set of in house services that both Departments could take advantage of; community experience on various local projects; offers planning and redevelopment services; and public participation tailored to local project and understands the need for implementation after the writing of planning and develop codes.

**Littlejohn Engineering Associates, Inc., Orlando, FL** – Littlejohn's presentation supported their vast experiences and expertise as described in their proposal. Highlights of the evaluation committee comments include: understanding of the County's process; current performance for the County has provided good result; offers the necessary multi-disciplines for public sector organizations; code writing abilities are excellent and has no land use project conflicts,

**Tindale Oliver, Tampa, FL** – The firm's proposal and presentation were both well received by the Evaluation Committee. Of particular importance was: vast experience throughout the State of Florida with a nice mix of projects; have in house capabilities; host GIS for clients; public interaction when reviewing project; strong management and staff with the public sector expertise; and the ability to address difficult issues in front of governing board's as necessary.

**WadeTrim Inc., Tampa, FL (shortlisted but not selected)** – WadeTrim submitted a good proposal with satisfactory examples of past projects and their current abilities. The Evaluation Committee would have liked to hear from the firms selected subcontractors during the presentation. The Committee felt that WadeTrim was just not comparable to the other three firms selected to provide the necessary services and therefore was not selected.

**REMAINING RESPONDENTS:**

These remaining respondents, although well qualified, were not selected based on a comparison of capabilities of the selected firm.

Calvin, Giordano & Associates, Inc., Clearwater, FL  
Cardno Inc., Clearwater, FL  
CivilSurv Design Group, Inc., Lakeland, FL  
Keith and Schnars, P.A., Fort Lauderdale, FL  
Redevelopment Management Associates, Pompano Beach, FL  
Renaissance Planning, Orlando, FL  
Vanasse Hangen Brustlin, Inc., University Park, FL

**ESTIMATED COST OF SERVICES:**

Cost will be calculated on an as needed basis as a work assignment is generated.

**FUNDING:**

Funding account will be generated as work assignment are negotiated and approved.

*The above justifications are a generalized summary of major observations intended only to provide the County Administrator a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee's decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.*

The Evaluation Committee voted 3-0 to proceed with Professional Recovery Consultants, Inc., Durham, NC.

The resulting agreements will be managed by Lisa Barrett, Planning Section Manager, Building and Development Services Department and Ivan Groom, Community Redevelopment Area Coordinator, Neighborhood Services Department