

MANATEE COUNTY GOVERNMENT

SOURCE SELECTION

SUBJECT	Evaluation and Appraisal Report (EAR)	DATE POSTED	July 9, 2010 ¹³ 7/9/2010
PURCHASING REPRESENTATIVE	Blair C. Getz x 3053	DATE CONTRACT SHALL BE AWARDED	To be determined after Negotiations
DEPARTMENT	Financial Management Dept./Purchasing Div.	CONSEQUENCES IF DEFERRED	Delay in acceleration of project
SOURCE RECOMMENDATION	Request for Proposals #10-1632BG	AUTHORIZED BY DATE	R.C. Cuthbert, CPM, CPPO July 9, 2010
ACTION DESIRED			
Authorization to enter into negotiations with Kimley-Horn and Associates, Inc., Sarasota, Florida; to provide an Evaluation and Appraisal Report .			
ENABLING/REGULATING AUTHORITY			
Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)			
Manatee County Purchasing Ordinance, Chapter 2-26, Article IV, Source Selection; Section 2-26-40 Policies			
BACKGROUND/DISCUSSION			
<ul style="list-style-type: none"> • As required by state statute, a new EAR is necessary to assess the County's Comprehensive Plan to guide future growth while protect resources, promote the economy, and guide investment in community services and infrastructure. Manatee County is located along the Gulf of Mexico, between Tampa (to the north) and Sarasota (to the south). There are five (5) municipalities in Manatee County: Bradenton, Bradenton Beach, Palmetto, Anna Maria, and Holmes Beach. The County's total area is 893 square miles of which 152 square miles is water. • Funding Source for this project is: Comprehensive Planning Division / other Contractual services • See page 2 for further details 			
SUMMARY	Authorization to enter into negotiations with the selected firms to provide an Evaluation and Appraisal Report.		
ATTACHMENTS: (List in order as attached)	INSTRUCTIONS TO BOARD RECORDS:		
• Email dated 6/??/2010	N/A		
COST	To be determined through Negotiations	SOURCE (ACCT# & NAME)	1070006301534000
COMMENTS	N/A	AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT)	N/A

- The County competitively solicited the needed services using a Request For Proposal to select the best qualified firm. Consequently, the Planning Department developed the Scope of Services for the Request For Proposal #10-1632BG/Professional Planning Services for an Evaluation and Appraisal Report (EAR) of Manatee County's Comprehensive Plan .
- 5/1/2010 – 5/24/2010 the appropriate proposal procedures were followed. The Request For Proposal (RFP) was broadcast to one thousand four hundred sixty two (1462) professional firms; forty five (45) firms downloaded the RFP and five (5) firms submitted Proposals.
- Local firms that were directly contacted and made aware of this Request for Proposal were:
 - Wilson Miller, Inc. – Palmetto
 - URS Corporation – Bradenton
 - ZNS, Inc. – Bradenton
- Although notified, none of these local firms chose not to respond.
- The firms that submitted Proposals were:
 - Kimley – Horn and Associates, Inc. – Sarasota
 - CHP Engineers, Inc. – Sarasota
 - Renaissance Planning Group, Inc. - Sarasota
 - The Mellgren Planning Group, Inc. – Ft. Lauderdale
 - Wade Trim, Inc. - Tampa
- The Selection Committee (Voting Members) consisted of:
 - John Osbourne, Director, Planning Department
 - Robert Schmitt, Planning Department, Planning Division Manager
 - Blair Getz, Contracts Negotiator, Purchasing Division, Financial Management Department
- The Selection Committee met June 14, 2010 to review and short list firms from the five (5) proposals received. The three proposers that were perceived to have the highest potential direct economic benefit to Manatee County, the best technical and operational capabilities, plus the most experience with similar projects as detailed in the selection criteria were chosen for interviews. During the term of this engagement the employment, subcontracting, and support services contracting as economic stimulus directly benefiting Manatee County that may be generated were specifically identified as criteria for evaluation of the offers.
- The Committee after considerable deliberation short listed the following firms to provide oral presentations which are recorded below in Alphabetical order:
 - CHP Engineers, Inc. – Sarasota
 - Kimley – Horn and Associates, Inc. – Sarasota
 - Renaissance Planning Group, Inc. - Sarasota
- June 28, 2010 oral presentations took place from the selected firms.

- The Selection Committee held a meeting after the last presenter to discuss what firms would bring the most value and expertise to the project. The Committee after considerable deliberation and discussion a vote was taken as to the firm with which the County wishes to enter into negotiations.
- The Selection Committee concluded that it is in the best interest of the County to enter into negotiations with the top ranked firm Kimley – Horn and Associates of Sarasota, FL.
- The Firms are Ranked as follows:
- **Ranked 1 Kimley – Horn and Associates, Inc.**

The headquarters for this company are located in Sarasota, Florida. This firm has previous history with Manatee County having worked on several successful projects. Kimley – Horn's staff is familiar with County policies and procedures. This firm has a lengthy history of successfully preparing EAR's throughout state of Florida, including Pasco County, Marion County, City of Maitland, Haines City and the City of Bradenton. The team has in-house expertise in all elements of Comprehensive Plan (from planning, transportation, infrastructure and energy efficiency to economic development/redevelopment). They have local contacts/office in Sarasota. Their presentation and proposal were well outlined and organized, with solid understanding of requirements and process of completing an EAR. They also provided a sound approach on issues and using the EAR to further the County's vision and encourage economic development. They also proved that they have an excellent working relationship with Dept. of Community Affairs as one of the team members for the Manatee County project was chosen by DCA to serve on a special committee to improve the EAR process. They proved that they have extensive knowledge of Manatee County with several team members residing here. The only sub-consultant on the team, AECOM (formally Glatting Jackson) of Tampa, Frances Marino, Principal was the principal that developed Manatee County's Community Character and Compatibility Study, which will be the guiding document for many future Comp Plan and LDC changes. The proposed cost for the project before negotiations is \$115,000.

- **Ranked 2 CHP Engineers, Inc.**

The headquarters for this firm is located in Sarasota, Florida. This team was recognized for their experience with a variety of planning and engineering endeavors around the state. However, the sub-consultant, **LDI of Winter Park**, Tracy Crowe, President seemed to have the most experience preparing EARs. When asked to provide a percentage breakdown of work assigned to all firms involved, the diminished role of the principal was confirmed. The principal firm, CPH, appeared to have limited experience with EARs, other than Manatee County's 2004 EAR as the project manager, Troy Salisbury was employed by Manatee County as a Planner, in the Planning Department at that time. The final sub-consultant proposed was **Cobb Cole of Daytona**, Mark Watts Esquire, shareholder and his group would perform Comprehensive Planning/State Review. The proposed cost for the project before negotiations is \$95,742. The Selection Committee considered all of the stated criteria in determining that this proposal should be ranked second to the offer from Kimley-Horne and Associates, Inc.

- **Ranked 3 Renaissances Planning Group, Inc.**

The headquarters for this company is located in Orlando, Florida with a local office in Sarasota, FL. This firm has had a previously successful history with Manatee County. The oral presentation and proposal was not as well organized or as thought through in comparison to CPH or Kimley-Horn in terms of communicating a solid understanding of the requirements, approach, coordinating with DCA, etc. It was the opinion of the Selection Committee that the four (4) sub-consultants proposed, **Cardno TBE Group, of Sarasota**, Larry Mau, PE, **Karin Murphy Planning Consultant of Lakewood Ranch**, Karin Murphy, President, **Thomas Point Associates, Inc. of Annapolis Maryland**, Thomas Flynn, President, **Quest Ecology of Wimauma**, Vivienne Handy, President were entirely to many for this Manatee County project. The planning sub consultant, Karin Murphy Planning & Consulting, Inc. is local, however when asked to provide a percentage breakdown of work assigned to all firms involved, this firm had a very minor role in process. The primary proposer stated that Karin Murphy Planning & Consulting, Inc. had only five (5) percent of the overall work. The Selection Committee felt that this sub-consultant should have a major role in this project and probably has the most land-use planning experience in Manatee County. The proposed cost for the project before negotiations is \$165,750.

- The firms not selected and listed alphabetically below, may have strengths in the Request for Proposal criteria that were not related to the potential economic stimulus for Manatee County. However, as stated in the solicitation document, all of the criteria specified in the Request for Proposals were utilized in making the selection determination.

Firms: The Mellgren Planning Group, Inc. – Ft. Lauderdale; and, Wade Trim, Inc. - Tampa

- This project will be managed by the Planning Department