

# MANATEE COUNTY GOVERNMENT

## INTENT TO NEGOTIATE

<b>SUBJECT</b>	Manatee County Parks, Recreation and Open Space Master Plan	<b>DATE POSTED</b>	MC <u>1/27/16</u> X SE DS <u>1/27/16</u> X SE CC <u>N/A</u>
<b>PURCHASING REPRESENTATIVE</b>	Frank Lambertson, Ext. 3042	<b>DATE CONTRACT SHALL BE AWARDED</b>	February 2, 2016
<b>DEPARTMENT</b>	Parks and Natural Resources Department	<b>CONSEQUENCES IF DEFERRED</b>	None
<b>SOLICITATION</b>	RFP 16-0078FL	<b>AUTHORIZED BY DATE</b>	Melissa Wendel, CPPO Purchasing Official January 26, 2016

### NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Kimley-Horn & Associates, Sarasota, FL to provide professional services for a Manatee County Parks, Recreation and Open Space Master Plan for the Parks and Natural Resources 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 development of a Parks Master Plan is a crucial component in improving quality of life for our community. Manatee County recognizes that communities that continuously rank in the top "best places to live" have invested significantly in parks and recreational assets. The tremendous return on the investment for communities with great parks and recreational opportunities has been known for years. This return includes tourism, business investment, reduced crime and many other positives that improve the quality of life.

The County shall enter into a contractual agreement with the qualified consulting firm for the production of a county-wide Parks, Recreation and Open Spaces (PROS) Master Plan for a specified period of time not to exceed eighteen months or until adoption of the plan by the County.

#### 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. Five (5) proposals were submitted:

AECOM, Orlando, FL  
KimleyHorn, Sarasota, FL  
Sand County Studios, Smyrna, GA  
Stantec, Sarasota, FL  
Tindale Oliver, Tampa, FL

#### EVAUATION COMMITTEE (VOTING) MEMBERS:

##### Name, Title, Department

Charlie Hunsicker, Director, Parks and National Resources Department

<b>ATTACHMENTS</b> (List in order of attached)	N/A	<b>FUNDING SOURCE</b> (Acct Number & Name)	<input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
<b>COST</b>	\$250,000.00	<b>AMT/FREQ OF RECURRING COSTS</b> (Attach Fiscal Impact Statement)	None



John Osborne, Planning Official, Building and Development Services Department  
Frank Lambertson, Contracts Negotiator, Financial Management Department (chairperson)

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

Mike Whelan, Recreation Division Manager, Parks and Natural Resources Department  
Danny Hopkins, Recreation Center Director, Parks and Natural Resources Department

**EVALUATION RESULTS:**

The Evaluation Committee Meeting #1 convened on December 14, 2015 9:00 A.M. – 10:00 A.M. to discuss procedures and responsibilities of Evaluation Committee members and developed a shortlist for oral presentations. The shortlist included: AECOM, Orlando, FL; KimleyHorn, Sarasota, FL; and Stantec, Sarasota, FL.

Oral presentations were made to the Evaluation Committee on January 15, 2016 from 12:00 P.M. to 5:00 P.M. by the shortlisted firms. The three firms were evaluated after the oral presentation and the following is a summation of the findings of the evaluation committee.

**KimleyHorn, Sarasota, FL** – KimleyHorn demonstrated exceptional qualification via their proposal and oral presentation. Additionally, the firm: clearly understood the dynamics of our area and the direction the County's Park and Natural Resources Department is headed; approach to the project was sound yet flexible; provided some creative solutions for funding parks projects; and had successfully completed the County's Evaluation; Appraisal Report (EAR) which added to their background knowledge of being able to work with the county.

**AECOM, Orlando, FL** – AECOM presentation supported their experiences and was comprehensive at times the presentation seemed to be disjointed. The evaluation committee felt that the firm lacked an adequate understanding of our parks system and/or situation, and there was a concern of adequate personnel being available to perform the project. While impressed at times the committee perceived the higher ranked firm to have a preferred approach for the project.

**Stantec, Sarasota, FL** – The firm's presentation was satisfactory and seemed to have a limited staff available for discussions. The evaluation committees concerns included: a concentration on the athletic and sports tourism aspect for the County; firm seemed to be too reliant on Parks and Natural Resources staff doing a portion of the work as a way to reduce the cost; and an approach that appeared to minimize the importance of a "Statistically Valid Survey". Stantec was ranked third by the committee.

The Evaluation Committee voted 3-0 to proceed with KimleyHorn, Sarasota, FL.

The resulting agreement will be managed by the Parks and Natural Resources Department.

Sand County Studios, Smyrna, GA and Tindale Oliver, Tampa, FL were not selected based on a comparison of capabilities of the selected firms.

**ESTIMATED COST OF SERVICES:**

\$250,000.00

**FUNDING:**

107 0015700 531000 General County Unincorporated

*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.*