



Meeting Date: 11/15/2011

Agenda Item # 8-D

CITY COUNCIL AGENDA ITEM

Contact Name: David Santiago **Department Director:** Alison Stettner
Department/Contact # 386-775-5418 **City Manager:** Jamie Croteau

Type of Item: Public Hearing Resolution
 Ordinance First Reading Discussion & Action
 Ordinance Second Reading Council Approval

Subject: Continuing General Professional Services for Planning Services, 11-SQ-001/DRS

BACKGROUND:

The City solicited statements of qualification 11-SQ-001/DRS from qualified firms to provide continuing general professional consulting services for Planning for the City.

The awarded Consultants will provide expertise and technical skills, on an as needed basis, to assist City staff in the implementation of the City’s Comprehensive Plan and Land Development Code and the fulfillment of the comprehensive work program activities to include public involvement.

General work assignments that may be performed by the consultant(s) under this agreement may include, but are not limited to:

General Planning and Urban Design

- Land Use/Growth Management Planning Studies
- Comprehensive Small Area Studies
- Urban Design Studies
- Facilities/Service Studies
- Economic Development
- Comprehensive Plan Amendments
- Plan Amendment Evaluations
- Intergovernmental Agreements
- Joint Planning Agreements
- Socio-Economic Data Estimates and Projections
- Land Development Code Regulations
- Ordinances
- GIS/Mapping/Graphic Art
- Preparation of Design Guidelines/Standards
- Review for Compliance to Design Standards/Code
- Provide expertise and technical skills as they relate to conservation and/or recreation planning
- Redevelopment
- Environmental Planning Studies, including studies of Springs and Springsheds
- “Green” Planning and Design Studies

- Trail/Pedestrian/Bicycle Master Planning
- Transportation Planning
- Other Planning Services as needed

Public Involvement

- Prepare and Present Presentations for various groups to include, but not limited to, the City Council, Advisory Boards, and Citizen Interest Groups.
- Prepare Public Involvement Materials
- Represent the City at Public Meetings

Anticipated Disciplines

- Land Use and Comprehensive Planner
- Economic Development Analyst
- Landscape Architecture and Urban Designer
- Graphics Designer
- GIS Specialist
- Transportation Planner

The City received eight (8) responses as indicated on the attached tabulation sheet. An evaluation committee comprised of Jamie Croteau, City Manager, Paul Johnson, Director of Public Works and Alison Stettner, Director of Development Services reviewed the proposals and ranked the firms as follows:

1. HHI Design
2. AECOM Technical Services
3. Miller Legg
4. Kimley-Horn & Associates, Inc.
5. TMH Consulting, Inc.
6. Ivey Planning Group, LLC
7. Ghyabi & Associates, Inc.
8. Morris-Depew Associates, Inc.

RECOMMENDATIONS:

The evaluation committee recommends the City Council review and approve the ranking list and authorize the City Manager to execute an agreement with the two (2) top ranked firms for a term of three (3) years with two (2) renewable terms not to exceed one (1) year each, exercisable at the option of the City. Authorization for the performance of services under these agreements shall be in the form of a written Work Authorization issued and executed by the City and signed by the Consultant. The work and dollar amount for each Work Authorization shall be negotiated on an as-needed basis for each project.

ATTACHMENTS:

(1) Tabulation Sheet, (2) Ranking Sheet

FINANCIAL IMPACT:

To be determined with each Work Authorization issued.

Reviewed by City Attorney

Reviewed by Finance Dept.

Reviewed by:

1st Discussion Date: 11/15/2011	2nd Discussion Date: date.	Third Discussion Date: date.	Other Dates: date.
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CITY OF ORANGE CITY, FL RSQ TABULATION SHEET

ALL PROPOSALS ACCEPTED BY THE CITY OF ORANGE CITY ARE SUBJECT TO THE CITY'S TERMS AND CONDITIONS. ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE RESPONDENTS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. RSQ DOCUMENTS FROM THE RESPONDENTS LISTED HEREIN ARE THE ONLY PROPOSALS RECEIVED TIMELY AS OF THE OPENING DATE AND TIME. ALL OTHER RSQ DOCUMENTS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE.

BID NUMBER: 11-SQ-001/DRS
BID TITLE: General Professional Consulting Services
 For Planning for the City of Orange City
OPENING DATE/TIME: August 1, 2011 at 2:00 P.M.

Response 1	Response 2	Response 3	Response 4
<p>AECOM Technical Services, Inc. 150 N. Orange Ave, Ste 200 Orlando, Florida 32801</p> <p>Sharon Lamantia, V. President (407) 843-6552 Phone (407) 839-1789 Fax Sharon.lamantia@aecom.com</p>	<p>Ghyabi & Associates, Inc. N. US Hwy 1, Ste 3 Ormond Beach, Florida 32801</p> <p>Walter Kloss, P.E., V. President (386) 677-5499 Phone (386) 677-5194 Fax wkloss@ghyabi.com</p>	<p>HHI Design 1021 E. Robinson St., Ste 300 Orlando, Florida 32801</p> <p>Virginia Corless, AICP (407) 422-1449 Phone gcorless@hhidesign.com</p>	<p>Ivey Planning Group, LLC 1349 S. International Pkwy, Ste 2441 Lake Mary, Florida 32746</p> <p>Joel Ivey, President (407) 660-8881 Phone (407) 660-8886 Fax joeli@iveyprg.com</p>
Response 5	Response 6	Response 7	Response 8
<p>Kimley-Horn & Associates, Inc. 3660 Maguire Blvd, Ste 200 Orlando, Florida 32803</p> <p>Jay Jackson, P.E., Sr. V. President (407) 898-1511 Phone (407) 894-4791 Fax Clif.tate@kimley-horn.com</p>	<p>Miller Legg 631 S. Orlando Ave, Ste 200 Winter Park, Florida 32789</p> <p>Kelly Eger, REM, Principal (407) 629-8880 Phone (561) 689-8108 Fax keger@millerlegg.com</p>	<p>Morris-Depew Associates, Inc. 408 W University Ave, Ste PH Gainsville, Florida 32601</p> <p>David Depew, PhD, AICP, President (850) 224-6688 Phone (352) 379-0385 Fax planning@m-da.com</p>	<p>TMH Consulting, Inc. 97 N. Saint Andrews Dr. Ormond Beach, Florida 32174</p> <p>Thomas Harowski, AICP, President (386) 316-8426 Phone (386) 677-1485 Fax tmhconsulting@cfl.rr.com</p>

Opened and tabulated by: David R. Santiago, CPPB (August 1, 2011)

Posted to the City Web site: August 1, 2011

Recommendation of Award: AECOM and HHI Design (November 7, 2011)

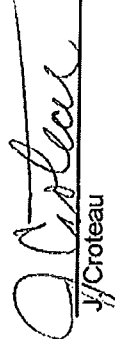
City Council Meeting Date: November 15, 2011

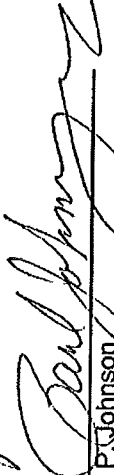
City of Orange City, Florida
 RSQ 11-SQ-001/DRS - General Professional Consulting Services for Planning for the City of Orange City


Committee Ballot Sheet

Meeting Time, Date, and Place: 3:00 p.m. on Monday, November 7, 2011 at 205 E. Graves Ave, Orange City, FL 32763

	Firms	Committee Members			Overall Score	Ranking
		Jamie Croteau	Paul Johnson	Alison Stettner		
1	AECOM Technical Services	79	77	74	230	2
2	Ghyabi & Associates, Inc.	61	44	36	141	7
3	HHI Design	79	76	80	235	1
4	Ivey Planning Group, LLC	61	61	35	157	6
5	Kimley-Horn & Associates, Inc.	74	68	60	202	4
6	Miller Legg	76	68	66	210	3
7	Morris-Depew Associates, Inc.	60	47	33	140	8
8	TMH Consulting, Inc.	61	57	48	166	5


 J. Croteau


 P. Johnson


 A. Stettner