

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
May 16, 2018

Agenda Item:

Approval of consultants ranking for the Parks, Recreation & Open Space Master Plan

Description:

A Request for Qualifications RFQ 2018-01 was proffered by the Village for the engagement of a firm to provide professional services to develop a Parks, Recreation & Open Space Master Plan. This process included the solicitation of Letters of Interest from firms, the short listing of a minimum of three firms by an evaluation committee, and the final ranking of firms by that committee following presentations by the short listed firms.

The action requested completes this process by approving the final ranking of the firms and authorizes the negotiation of a contract to initiate the work.

Recommended Action:

Approval of consultants ranking for the Parks, Recreation & Open Space Master Plan as follows: Number 1 – Barth Associates, LLC; Number 2 – AECOM Technical Services, Inc.; and Number 3 – GreenPlay, LLC.

Authorize staff to negotiate a contract with the Number 1 ranked firm, Barth Associates, LLC to provide professional consulting services to develop a Parks, Recreation & Open Space Master Plan.

Financial Impacts:

The amount will be determined by the results of the contract negotiations. The final contract and cost will be brought before Council for approval. The fiscal year 2017-18 budget includes \$250,000 for this project.

Attachments:

1. April 12, 2018 Short List Meeting Minutes
2. May 10, 2018 Final Ranking Meeting Minutes

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Purchasing
RE: **RFQ 2018-01 PARKS, RECREATION AND OPEN SPACE
MASTER PLAN
SHORT-LIST MEETING**

MEETING DATE: April 12, 2018 TIME: 10:30 AM

ATTENDEES:

COMMITTEE MEMBERS: Steve Sarkozy (Chair), Mary Gibbs, David Willems

INVITED MEMBERS: Jon McLain, John Yarbrough

At 10:30 AM the Evaluation Committee meeting was called to order by Bob Franceschini, Purchasing Manager. Introductions were put on the record by everyone in attendance.

Meeting was then turned over to the Chair of the Committee, Steve Sarkozy.

Discussions were held by the committee members with respect to each submittal from all three (3) firms.

The committee discussed the firms in alphabetical order. AECOM was seen as offering a comprehensive response but there was concern over where their Project Manager was located and that their Letter of Interest was too “corporate” in nature. Barth Associates’ response was judged to be well done with the committee offering compliments on their work done for the City of Naples, the City of Cape Coral, and the City of Doral. The committee expressed concerns over the fact that GreenPlay is based in Colorado; but their Letter of Interest and past work were commented on favorably.

Following the discussions, the consensus of the committee was to waive the points-based scoring evaluation and invite all three (3) firms for an interview/presentation. The firms were as follows:

- AECOM
- Barth Associates
- GreenPlay

A motion was made to approve the three (3) firms for an interview/presentation. The motion was made by Mary Gibbs and seconded by David Willems, and then called and carried with no further questions.

The meeting was adjourned at 11:30 AM.

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Purchasing
RE: **RFQ 2018-01 PARKS, RECREATION & OPEN SPACE MASTER PLAN - FINAL RANKING MEETING**

MEETING DATE: May 10, 2018 TIME: 1:00 PM

ATTENDEES:

COMMITTEE MEMBERS: Steve Sarkozy (Chair), Mary Gibbs, David Willems

INVITED MEMBERS: Jon McLain, John Yarbrough

At 1:00 p.m. the Evaluation Committee meeting was called to order by Bob Franceschini, Purchasing Manager. Introductions were put on the record by everyone in attendance. Meeting was then turned over to the Chair of the Committee, Steve Sarkozy.

Presentations were heard from the three (3) short listed firms. Each firm was given 30 minutes for their presentation followed by 15 minutes of questions and answers from the committee.

With the presentations completed, the committee discussed the firms with the goal of ranking the firms in descending order. The committee thanked each of the firms for their interest in the project and for their efforts in preparing a presentation. AECOM Technical Services was complimented for its excellent presentation, the creative ideas it brought to the project for public engagement, and its local team members. Barth Associates was seen as having done the most research of the three firms, having completed other projects similar to Estero's, offering innovative ideas for funding, and offering the greatest flexibility due to their smaller size. GreenPlay was judged to have offered the least effective presentation evidencing a lack of research and a lack of knowledge of Estero and Southwest Florida. Following the discussions, the recommendation of the committee was to rank the firms as follows:

1. Barth Associates
2. AECOM Technical Services
3. GreenPlay

A motion to approve the ranking was made by Mary Gibbs and seconded by David Willems, and then called and carried with no further questions.

The meeting was adjourned at 4:30 p.m.