



## **Recommendation of Award**

### **RFQ 2016-01 Village Comprehensive Plan**

**Date:** April 21, 2016  
**To:** Village Council  
**From:** Evaluation Committee

#### **DESCRIPTION:**

Approve the Evaluation Committee's recommendation of award and authorize the Village Manager to negotiate an agreement with the number one ranked firm to prepare the Village's Comprehensive Plan.

Request for Qualifications (RFQ) #2016-01 was issued and 6 firms submitted a proposal, (one subsequently withdrew). The Evaluation Committee met on April 11, 2016 and April 20, 2016 to interview the firms, evaluate and rank the proposals. The firms were LaRue Planning & Management Services, Inc., Kimley-Horn, Forgey Planning Services, The Corradino Group, Calvin Giordano & Associates, and LSL Planning. Each firm was interviewed and made a presentation. The Evaluation Committee, made up of Steve Sarkozy, Lisa Pace, and Mary Gibbs, discussed in general the proposals that were submitted and then ranked the proposals. At the conclusion the Committee made the following recommendation of final ranking:

- |  |               |
|--|---------------|
| • LaRue Planning & Management Services, Inc. | Final Rank: 1 |
| • Kimley-Horn                                | Final Rank: 2 |
| • The Corradino Group                        | Final Rank: 3 |

#### **RECOMMENDATION:**

Award RFQ 2016-01 – Comprehensive Plan to LaRue Planning & Management Services, Inc. and authorize the Village Manager with the assistance of staff to negotiate a contract to be reviewed by Council at a later date.

It should be noted that, at the April 11, 2016 interviews, the staff asked LaRue Planning to clarify a question of potential conflict of interest for one of its sub-consultants (Johnson Engineering). The sub-consultant currently represents two projects in the Village Center area: Lee Memorial and Focus Development Group (Via Coconut). It was clarified that these projects (rezoning and development order) would be completed soon and the sub-contractor would no longer be involved.

#### **Attachments:**

- (1) Evaluation Committee Ranking Sheet
- (2) Evaluation Committee Meeting Minutes

Evaluation Committee Ranking Sheet  
RFQ 2016-01  
Village Comprehensive Plan

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LaRue Planning & Management Services, Inc.	1
Kimley-Horn	2
The Corradino Group	3
Calvin Giordano Associates	4
Forgey Planning Services	5
LSL Planning - Withdrew	

**Minutes**  
**Selection Advisory Committee Meeting**  
**RFQ 2016-01**  
**Comprehensive Plan**  
**April 11, 2016 and April 20, 2016**

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The Selection Advisory Committee meeting for the Comprehensive Plan was called to order on April 11, 2016 at 9:10 a.m.

The interview committee consisted of:

Steve Sarkozy, Village Manager  
Lisa Pace, Finance Director  
Mary Gibbs, Community Development Director

The following firms were interviewed:

LaRue Planning & Management Services, Inc.	9:10 a.m.
Kimley-Horn	10:30 a.m.
Forgey Planning Services	11:20 a.m.
The Corradino Group	1:35 p.m.
CGA	2:35 p.m.

- LSL Planning withdrew prior to the interviews

The Interviews were concluded at 3:10 p.m.

A second date was set to discuss and rank firms on April 20, 2016. The meeting started at 1:10 pm. After discussion, the following firms were ranked for further consideration by Village Council.

1. LaRue Planning & Management Services, Inc.
2. Kimley-Horn
3. The Corradino Group

The meeting concluded at 2:10 p.m.