



Legislation Details (With Text)

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**File created:** 8/15/2018    **In control:** Regular City Commission Meeting

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**Title:** AUTHORIZING THE ADMINISTRATION TO NEGOTIATE AN AGREEMENT WITH THE HIGHEST RANKED FIRM, THE MELLGREN PLANNING GROUP, INC., FOR REQUEST FOR PROPOSALS (RFP) 2018-022A - COMPREHENSIVE PLAN AMENDMENT CONSULTING SERVICES; AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE THE FINAL NEGOTIATED AGREEMENT FOR A TOTAL COMPENSATION AMOUNT NOT TO EXCEED BUDGETED FUNDS IN THE AMOUNT OF \$200,000; PROVIDING FOR AN EFFECTIVE DATE.

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**Attachments:** 1. RESOLUTION, 2. BACKGROUND, 3. BACKGROUND, 4. BACKGROUND, 5. BACKGROUND, 6. BACKGROUND, 7. BACKGROUND, 8. BACKGROUND - Presentation

Date	Ver.	Action By	Action	Result
8/22/2018	1	Regular City Commission Meeting		

**TO:** Mayor and City Commission

**FROM:** Samuel A. May, City Manager

**DATE:** August 22, 2018

AUTHORIZING THE ADMINISTRATION TO NEGOTIATE AN AGREEMENT WITH THE HIGHEST RANKED FIRM, THE MELLGREN PLANNING GROUP, INC., FOR REQUEST FOR PROPOSALS (RFP) 2018-022A - COMPREHENSIVE PLAN AMENDMENT CONSULTING SERVICES; AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE THE FINAL NEGOTIATED AGREEMENT FOR A TOTAL COMPENSATION AMOUNT NOT TO EXCEED BUDGETED FUNDS IN THE AMOUNT OF \$200,000; PROVIDING FOR AN EFFECTIVE DATE.

**BACKGROUND:** The City advertised for RFP 2018-022a for Comprehensive Plan Amendment Consulting Services. Proposals from two firms were received and subsequently evaluated and ranked by a Selection and Evaluation Committee (SEC) after interviews were conducted with key staff members of each firm. The results of the ranking by the SEC established The Mellgren Planning Group, Inc. as the top ranked firm.

<u>FIRM</u>	<u>TOTAL POINTS</u>
The Mellgren Planning Group, Inc.	265
The Corradino Group, Inc.	245

The SEC recommends that the City Commission authorize contract negotiations with the top ranked firm for an agreement not to exceed the budgeted funding of \$200,000.

**RECOMMENDATION:** Approve to authorize negotiations and execution of an agreement

**FISCAL IMPACT:** Not to exceed \$200,000 in funds budgeted in account No. 001-1110-554-31-09

**CONTACT PERSON:** Robert Massarelli, AICP, Development Services Director  
Spencer L. Shambray, CPPB, Purchasing Manager