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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** May 16, 2017

**TITLE:** Motion to Approve Contract for Purchase of Comprehensive Planning  
Consultant Services – The Corradino Group, Inc. - \$247,000

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**Recommendation**

It is recommended that the City Commission approve a contract, in substantially the form attached, with The Corradino Group, Inc. for the purchase of comprehensive planning consultant services for Phase II of the City's Comprehensive Plan (Plan) Update in the amount of \$247,000.

**Background**

The Department of Sustainable Development is taking the lead in amending the Plan in a two-step process. In Phase I, the Department, with assistance of comprehensive planning consultant, The Corradino Group, Inc., prepared the Evaluation and Appraisal Report (EAR) which was adopted by the City Commission in February 2016. Phase II will include the preparation of Volume I of the Plan (Goals, Objectives and Policies) based upon the EAR and the updated Data Inventory and Analysis. The updated Plan will be prepared in a concise, user-friendly format that matches the graphic template of the Fast Forward and Press Play documents, including illustrative examples. The consultant will also provide a detailed public outreach plan, considering larger forums as well as smaller sub-groups of stakeholders in preparation of the Plan's goals, objectives, and policies. Public participation for the Plan update is expected to begin in fall, 2017.

The background of the solicitation process for Phase II includes the following:

- January 20, 2017 – Request for Proposal (RFP) 575-11886 was issued for comprehensive planning consultant services.
- February 23, 2017 – The RFP closed with a total of three firms submitting proposals including:
  - Calvin Giordano & Associates, Inc.
  - The Corradino Group, Inc.

- Stantec Consulting Services Inc. (did not agree to accept the p-card for payment as required in the specifications and is therefore deemed non-responsive)
- April 6, 2017 – The evaluation committee consisting of Lorraine Tappen, Principal Planner ; Glen Hadwen, Sustainability Manager; Christine Fanchi, Planner II; Gina Rivera , Grants & Special Projects Coordinator; and Jim Hetzel, Principal Planner met with AnnDebra Diaz, Senior Procurement Specialist, to evaluate and rank the two remaining responsive firms based on the evaluation criteria shown below:

| EVALUATION CRITERIA                             | WEIGHT |
|---|--------|
| Understands scope and approach of the project   | 30%    |
| Qualifications, relevant experience, references | 40%    |
| Total Project Cost                              | 30%    |
| Total   | 100%   |

The firms were ranked as follows:

The Corradino Group, Inc. (1<sup>st</sup> Place)  
 Calvin Giordano & Associates, Inc. (2<sup>nd</sup> Place)

**Resource Impact**

There will be a fiscal impact to the City in the amount of \$247,000. The available balance in the chart below reflects the amount remaining after pre-encumbrance of \$247,000 on RQ1700910 established for this purchase.

| <b>Funds available as of April 18, 2017</b> |                         |  |                            |                               |                 |
|---|-------------------------|--|----------------------------|-------------------------------|-----------------|
| ACCOUNT NUMBER                              | INDEX NAME (Program)    | CHARACTER CODE/ SUB-OBJECT NAME                        | AMENDED BUDGET (Character) | AVAILABLE BALANCE (Character) | PURCHASE AMOUNT |
| 001-DSD010101-3199                          | Urban Design & Planning | Services/<br>Material / Other<br>Professional Services | \$716,981                  | \$20,034                      | \$247,000       |
| <b>PURCHASE TOTAL ►</b>                     |                         |  |                            |                               | \$247,000       |

**Strategic Connections**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018*, initiative, included within the Internal Support and Neighborhood Enhancement Cylinders of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing our resources wisely and sustainably.
- Goal 6: Be an inclusive community made up of distinct, complementary, and

diverse neighborhoods.

- Objective 1: Evolve and update the land development code to balance neighborhood quality, character, and livability through sustainable development.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are United*.

**Attachments**

Exhibit 1 – Solicitation

Exhibit 2 – Final Ranking

Exhibit 3A – Corradino Group Proposal – Part 1 of 3

Exhibit 3B – Corradino Group Proposal – Part 2 of 3

Exhibit 3C – Corradino Group Proposal – Part 3 of 3

Exhibit 4 – Calvin Giordano Proposal

Exhibit 5 – Stantec Consulting Proposal

Exhibit 6 – Contract

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Prepared by: Lorraine Tappen, Sustainable Development  
AnnDebra Diaz, Finance  
Linda Blanco, Finance

Department Directors: Anthony Fajardo, Sustainable Development  
Kirk Buffington, Finance