



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#14-0947

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

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

DATE: September 3, 2014

TITLE: Motion to award a contract for a consultant to prepare the Evaluation and Appraisal Report (EAR) and updated Data Inventory and Analysis Comprehensive Plan Volume II – Request for Proposal (RFP) 845-11461-\$131,200

Recommendation

It is recommended that the City Commission award a contract to prepare an EAR of the City's Comprehensive Plan and updated Comprehensive Plan Volume II to The Corradino Group, Inc. (Corradino) in the amount of \$131,200.

Background

On July 8, 2014, the City Commission approved issuance of an RFP to select a consultant to prepare an EAR of the City's Comprehensive Plan and updated Data Inventory and Analysis Comprehensive Plan Volume II. Proposals were reviewed by an evaluation committee made up of City staff from the Departments of Sustainable Development and Public Works, and Division of Structural Innovation. On August 1, 2014, the evaluation committee reviewed two consultant teams led by Corradino and Keith and Schnars, P.A. Based upon scoring after review of the proposals, the evaluation committee ranked Corradino as the top team, and therefore recommends that the City Commission select this firm to prepare the EAR and updated Comprehensive Plan Volume II.

The selected consultant will provide consulting services for the 2015 EAR and Data Inventory and Analysis for the EAR-based Comprehensive Amendments, which have been identified as a Fiscal Year 2015 Commission Annual Action Plan (CAAP) Initiative. Pursuant to Rule Chapter 73C-49 of the Florida Administrative Code, the City of Fort Lauderdale must submit an evaluation and appraisal notification letter to the Florida Department of Economic Opportunity by May 1, 2015 with a determination of the need to update the City's Comprehensive Plan based upon changes in Florida Statutes and local objectives.

The State required comprehensive plan evaluation and appraisal process provides an opportunity to update the City's comprehensive Plan to reflect concepts and provide

standards for future land use and development that reflects the community's values and future vision.

The City's Centennial in 2011 offered an opportunity to evaluate past successes and acknowledge new direction and changes moving forward as identified in *Fast Forward Fort Lauderdale 2035*, the City's Vision Plan effort. Sustainability concepts, such as resiliency, connectivity, prosperity, and healthy living were identified as common goals for Fort Lauderdale neighbors and will be included in the update.

Through the evaluation and appraisal process, the City can ensure that the Comprehensive Plan also acknowledges the goals as defined in the Cylinders of Excellence identified in the *Press Play Fort Lauderdale 2018 Strategic Plan*, with focus on Infrastructure, Public Places, Neighborhood Enhancement, Business Development, Public Safety and Internal Support Platforms.

The Comprehensive Plan, updated based upon the Evaluation and Appraisal Report, will match the graphic template in the *Fast Forward* and *Press Play* documents or similar professional document and provide illustrative examples of the City's desired sustainability and urban design concepts in order to provide a more user-friendly document for Fort Lauderdale neighbors and the development community.

The selected consultant will update the Comprehensive Plan in two phases. Phase I will include preparation of the Evaluation and Appraisal Report of the City's 2008 Comprehensive Plan. In Phase II, the consultant will prepare an updated Data Inventory and Analysis Comprehensive Plan Volume II. Upon completion of these tasks during the 2015 fiscal year, City Staff will then update Volume I of the Comprehensive Plan, which contains the Goals, Objectives and Policies.

The scope of services for this project generally includes the following:

Phase I Evaluation and Appraisal Report (EAR)

- Conduct public outreach with Fort Lauderdale neighbors and obtain input.
- Analysis of major community issues related to land use, related City activities, and recommended Comprehensive Plan amendments to address the major community issues.
- Provide recommendations for amendments related to state requirements for Comprehensive Plans since the last EAR-based Comprehensive Plan Amendments if applicable.
- Provide recommendations for amendments related to changes in the Broward County Land Use Plan and Broward County Comprehensive Plan, including policies regarding the new Climate Change and Urban Design elements, and relevant updates to Complete Streets and other County initiatives, since the last EAR-based Comprehensive Plan Amendments.

Phase II Preparation of Data Inventory and Analysis Comprehensive Plan Volume II

The consultant shall prepare a Data Inventory and Analysis for EAR-based Comprehensive Plan Amendments Comprehensive Plan Volume II based upon the requirements of Chapter 163.317, Florida Statutes. The document will be prepared in a user-friendly format that will match the graphic template of the *Fast Forward* and *Press Play* documents or similar professional document.

The updated Data Inventory and Analysis will include updates for the Future Land Use, Transportation, Housing, Infrastructure, Conservation, Coastal Management, Intergovernmental Coordination, Parks and Recreation, Historic Preservation and Capital Improvement elements in Comprehensive Plan Volume II.

The consultant will also prepare Data and Analysis for the following new additions to the Comprehensive Plan:

- **Climate Change Element.** The intent of this new element is to promote resilience to climate change, such as protecting buildings and infrastructure from sea level rise. The data may include a summary of City activities, programs, policies, and regulations that contribute to lower greenhouse gas emissions such as reduction of waste, use of renewable energy resources, water conservation, and reduction of vehicle miles travelled.
- **Urban Design Element.** The intent of this new element is to promote urban design concepts that promote quality building and site design, a more comfortable environment for walking and biking, and place making. The data may include a summary of City urban design programs and guidelines that provide development criteria and guidance for public improvements to create a sense of place, including various City master plans, transit oriented development guidelines, and other similar documents.
- **Economic Development Element.** This section may be added as a new section or as an update to the Land Use Element with the intent of strengthening economic development analysis to better inform policies contained in Volume I of the Comprehensive Plan. The intent of this section is to direct economic development to strategic areas, as well as promote job creation, capital investment and economic development that will strengthen and diversify the City's economy. The data will include a summary of economic indicators and City economic development strategies such as unemployment, employment by industry and employment trends, educational attainment, real estate vacancies and property values, targeted industries, and economic development incentives.

The scope of services also includes the following:

- **Geographic Information Systems (GIS) Maps.** All maps required by statute for inclusion in the Comprehensive Plan will be prepared by the consultant in a GIS format.

- **Presentations to the Planning and Zoning Board and City Commission.** Both the EAR and the updated Data Inventory and Analysis Comprehensive Plan Volume II Plan will be presented by the consultant to the Planning and Zoning Board and the City Commission for their review and input.

The timeline for the solicitation process included the following:

July 2014 - An RFP was issued for a consultant to prepare the Evaluation and Appraisal Report and updated Data Inventory and Analysis Comprehensive Plan Volume II.

July 2014 – A pre-bid meeting was held at the Department of Sustainable Development to present the RFP and make Staff available for questions from prospective bidders.

July 2014 - The RFP closed with a total of two firms submitting proposals in response to the RFP.

August 2014 - The evaluation committee, consisting of Todd Okolichany, Principal Planner, Lorraine Tappen, Planner III, Eric Engmann, Planner II, Amy Knowles, Structural Innovation Manager, and Jim Koeth, Principal Environmental Strategist, met with Barry Sageman and Richard Ewell, Procurement Specialists, to evaluate the proposals and rank the firms according to the evaluation criteria. The evaluation committee ranked Corradino as the highest ranking firm, as shown in the table below:

		The Corradino Group, Inc.	KEITH and SCHNARS, P.A.
Evaluation Criteria	Weighted Factor	Rank	Rank
Total Project Cost	30%	1	2
Previous Experience	20%	1	2
Scope of Services	15%	1	2
Statement of Qualifications	15%	1	2
Consultant Team	10%	1	2
Ability to Meet Project Deadlines	10%	1	2
Overall Ranking		1	2

Resource Impact

The will be a fiscal impact to the City in the amount of \$131,200.

Funds available as of August 19, 2014					
ACCOUNT NUMBER	INDEX NAME (PROGRAM)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	PURCHASE AMOUNT
001-DSD010101-3299	Urban & Design Planning	Services & Materials/ Other Professional Services	\$630,185	\$260,571	131,200
				PURCHASE TOTAL ►	\$131,200

Strategic Connections:

This item is a FY 2015 Commission Annual Action Plan priority and is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Neighborhood Enhancement Cylinder of Excellence, specifically advancing:

- 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.
- Strategic Initiative 3: Prepare the Comprehensive Plan Evaluation and Appraisal.

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

Attachments

- Exhibit 1 – Bid Tabulation 845-11461
- Exhibit 2 – Final Rankings 845-11461
- Exhibit 3 – The Corradino Group Inc. proposal
- Exhibit 4 – Keith & Schnars, P.A. proposal
- Exhibit 5 – Agreement
- Exhibit 6 – Addendum to Corradino proposal

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