



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#18-0068

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

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

DATE: March 6, 2018

TITLE: Motion to Approve Contract for Cemetery Master Plan – Keith and
Associates, Inc. - \$238,750

Recommendation

It is recommended that the City Commission approve a one-year contract, in substantially the form attached, with Keith and Associates, Inc. for the purchase of cemetery system master planning services in the estimated amount of \$238,750, and authorize the City Manager to approve one, one-year renewal option contingent upon appropriation of funds.

Background

The Parks and Recreation Department is requesting approval of a one-year contract for cemetery system master planning services for the City of Fort Lauderdale's four municipal cemeteries. The purpose of the Cemetery Master Plan is to obtain guidance for the preservation and development of the cemeteries by examining the current conditions to determine the best course of action and receive a plan to implement agreed upon goals.

The background of the solicitation process includes the following:

- September 28, 2017 – Request for Proposal (RFP) No. 12043-885 was issued for a Cemetery Master Plan.
- November 16, 2017 – The RFP closed with a total of three firms submitting proposals:
 - Miller Legg & Associates, Inc.
 - Keith and Schnars, P.A.
 - Keith and Associates, Inc.
- December 19, 2017 – The evaluation committee, consisting of Stacy Spates, Parks Administrative Assistant II; Gina Rivera, Parks Grants & Special Project Coordinator; Lorraine Tappen, Sustainable Development Principle Planner; Patricia Hayes, Vice Chair of Cemetery System Board of Trustees; and Allen Powell, Board Member of Cemetery System Board of Trustees, met with Laurie Platkin, Procurement Specialist II, to evaluate and rank the firms based on the following evaluation criteria:

ABILITY TO MEET OBJECTIVES	
Understands the scope of the project as presented in the narrative proposal. This will include problem identification and the proposed method to accomplish the work required.	25%
Experience with commercial corporations or government entities: Proposal shall demonstrate experience with clients similar to the size and scope required in the RFP.	25%
Experience, qualifications and past performance of the proposing firm, including persons proposed to provide the services	20%
Total Proposed Cost to the City	30%
TOTAL PERCENT AVAILABLE:	100%

The three firms were ranked as follows:

1. Keith and Associates, Inc.
2. Miller Legg & Associates, Inc.
3. Keith and Schnars, P.A.

The committee recommends award to the top ranked proposer, Keith and Associates, Inc. as meeting all requirements of the RFP specifications.

Resource Impact

There will be a current fiscal impact to the City in the amount of \$238,750 to be paid by the Perpetual Care Trust Fund.

Funds available as of February 6, 2018					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
627-CEM020101-3299	Cemeteries	Services Materials / Other Services	\$ 840,000	\$819,267	\$238,750
TOTAL AMOUNT ►					\$238,750

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included with in the Public Places Cylinder of Excellence, specifically advancing:

- Goal 3: Be a community that finds opportunities and leverages partnerships to create unique, inviting, and connected gathering places that highlight our beaches, waterways, urban areas, and parks.
- Objective 1: Improve access to and enjoyment of our beach, Riverwalk, waterways, parks, and open spaces for everyone
- Objective 2: Integrate arts and cultural elements into public places.

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

Attachments

Exhibit 1 – Solicitation

Exhibit 2 – Final Ranking

Exhibit 3 – Keith and Associates, Inc. Proposal

Exhibit 4 – Miller Legg & Associates, Inc. Proposal

Exhibit 5 – Keith and Schnars, P.A. Proposal

Exhibit 6 – Contract

Prepared by: Carolyn Bean, Parks and Recreation
Laurie Platkin, Finance
Linda Blanco, Finance

Department Directors: Phil Thornburg, Parks and Recreation
Linda Logan-Short, Finance