

# TOWN OF DAVIE

## TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Herb Hyman/797-1016 For Mark Kutney

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** n/a

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRMS OF LARUE PLANNING & MANAGEMENT SERVICES, INC., ILER PLANNING GROUP, AND DUNCAN ASSOCIATES TO PROVIDE CONTINUING MISCELLANEOUS PLANNING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

**REPORT IN BRIEF:** The Town solicited competitive sealed proposals for continuing miscellaneous planning services. RFP documents were sent to twenty-six (26) prospective proposers. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received eight (8) proposals. The selection committee short listed the top five proposers to make an oral presentation. Following oral presentations, the selection committee ranked the firms. The RFP documents identified the following as the scope of services: 1) Conduct special studies, including but not limited to, corridor land use studies, small area studies, neighborhood planning and other special studies. 2) Prepare, review, and process amendments to the Land Development Code. 3) Review land development plans and perform necessary inspections to ensure compliance with approved plans and Town codes. 4) Prepare, review, and process amendments to the Comprehensive Plan. 5) Provide urban design plans and services. 6) Develop and complete grant applications. 7) Conduct, complete, and evaluate Fair Housing studies and federal legislation. The selection committee felt that a multiple award would best benefit the Town. By awarding to multiple firms, the Town could distribute work assignments that would take advantage of each firm's unique special talents. The recommendation is for LaRue Planning & Management Services, Inc., Iler Planning Group, and Duncan Associates as the top ranked firms in accordance with the ranking totals attached hereto.

**PREVIOUS ACTIONS:** Not applicable.

**CONCURRENCES:** The firms of LaRue Planning & Management Services, Inc., Iler Planning Group, and Duncan Associates were chosen by the selection committee.

**FISCAL IMPACT:**

Has request been budgeted?     yes

If yes, expected cost: to be negotiated

Account Name: Development Services-Contractual Services Account

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):** Procurement Authorization, Selection Committee Rankings

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRMS OF LARUE PLANNING & MANAGEMENT SERVICES, INC., ILER PLANNING GROUP, AND DUNCAN ASSOCIATES TO PROVIDE CONTINUING MISCELLANEOUS PLANNING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

WHEREAS, the Town solicited proposals for continuing miscellaneous planning services; and

WHEREAS, the selection committee has selected LaRue Planning & Management Services, Inc., Iler Planning Group, and Duncan Associates as the firms best qualified to provide the required services; and

WHEREAS, a multiple award will allow the Town to distribute work assignments that will take advantage of special unique talents of each of the selected firms; and

WHEREAS, it is in the Town's best interest to execute contracts for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selections of LaRue Planning & Management Services, Inc., Iler Planning Group, and Duncan Associates as the firms best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate agreements for such services and present those contracts for approval at a future meeting date. Should no agreement be reached with any of the highest ranking firms, then the Town Administrator or his designee shall negotiate with the next ranked firm and present that agreement for approval.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER    BUDGET ITEM & DESCRIPTION    APPROXIMATE COST  
 00104035150306    Misc. Planning Services    \$25,000.00  
 CONTRACTUAL SVCS.  
METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding  
 Piggyback on Contract Number \_\_\_\_\_  
 Sole Source  
 Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed Matt Kling  
 Department Head

Have Funds been Reserved REAN. 30944

Date 4/12/07 Signed [Signature]

Signed \_\_\_\_\_  
 Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
LARUE PLANNING		RANKED 1 <sup>ST</sup> (TIE)
ELER PLANNING		RANKED 1 <sup>ST</sup> (TIE)
DUNCAN ASSOCIATES		RANKED 3 <sup>RD</sup>
PBS&T		RANKED 4 <sup>TH</sup>
CIVIC DESIGN ASSOCIATES		RANKED 5 <sup>TH</sup>
THE CORRADING GROUP		NOT RANKED
CALVIN GIORRANO & ASSOCIATES		NOT RANKED
THE RMPK GROUP		NOT RANKED

Signed [Signature]  
 Procurement Manager

**TOWN ADMINISTRATOR'S RECOMMENDATION**

<u>Vendor</u> LARUE PLANNING ELER PLANNING DUNCAN ASSOCIATES	<u>Cost</u> MULTIPLE AWARD TO THE 3 HIGHEST RANKED FIRMS
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Signed \_\_\_\_\_  
 Town Administrator

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	A	B	C	D	E	F
1						
2						
3		MISCELLANEOUS PLANNING SERVICES				
4						
5						
6	COMMITTEE MEMBER	DUNCAN ASSOC.	PBS & J	CIVIC DESIGN	LARUE PLANNING	ILER PLANNING
7						
8						
9	K. COHEN	3	4	5	1	2
10	R. MUNIZ	← 2	← 4	← 5	← 3	← 1
11	M. KUTNEY	2	5	4	3	1
12	B. UNDERWOOD	← 3	← 4	← 5	← 1	← 2
13	F. LEIVA	3	4	5	1	2
14	D. ROSS	1	5	4	3	2
15	H. HYMAN	3	4	5	1	2
16						
17	TOTAL	12	22	23	9	9
18						
19	RANKING	3 <sup>RD</sup>	4	5	1 <sup>ST</sup> (TIE)	1 <sup>ST</sup> (TIE)
20						