



Legislation Text

File #: 21-0923, Version: 1

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFP # RE-21-01 "PARKS AND RECREATION MASTER PLAN" TO BERMELLO AJAMIL & PARTNERS FOR AN AMOUNT NOT TO EXCEED \$277,500.

PROCUREMENT PROCESS TAKEN:

- *Chapter 35 of the City's Code of Ordinances is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."*
- *Section 35.15 defines a Request for Proposals as "A written solicitation for competitive sealed proposals with the title, date and hour of the public opening designated. A request for proposals shall include, but is not limited to, general information, functional or general specifications, a statement of work, proposal instruction and evaluation criteria. All requests for proposals shall state the relative importance of price and any other evaluation criteria. The city may engage in competitive negotiations with responsible proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer."*
- *Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."*
- *35.18(A) states, "A purchase of or contracts for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$25,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein."*
- *Section 35.19 of the City's Code of Ordinances is titled "SEALED COMPETITIVE BIDDING PROCEDURE."*
- *Section 35.19(A) states, "All sealed competitive solicitations as defined in §35.18 shall be presented to the City Commission for their consideration prior to advertisement."*
- *Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."*
- *Section 35.21(A) of the City's Code of Ordinances is titled "City Commission approval."*
- *Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether*

the competitive bidding or competitive proposal procedures were followed."

SUMMARY EXPLANATION AND BACKGROUND:

1. On June 16, 2021, the City Commission authorized the advertisement of RE-21-01 "Parks and Recreation Master Plan", which was advertised on June 23, 2021.
2. The purpose of this solicitation was to seek proposals from qualified firms to develop a comprehensive 10-year Parks and Recreation System Master Plan (PRSMP), in accordance with the terms, conditions, and specifications contained in this solicitation. The City of Pembroke Pines has never completed a Master Plan for the Recreation and Cultural Arts Department. Also of note is the inclusion of some facets of the Community Services Department in this Master Plan as it relates to senior recreational services.
3. The principal rationale for a comprehensive PRSMP is to provide an optimal delivery system for park and recreation services and define present and future recreation needs for the community, consistent with the socio-economic and development trends within the City. The Master Plan provides recommendations for provision of facilities, programs and services; parkland acquisition and development; maintenance and operations; as well as administration and management.
4. On August 3, 2021, the City opened four (4) proposals from the following vendors:
 - ☐ Bermello Ajamil & Partners
 - ☐ Kimley-Horn and Associates, Inc.
 - ☐ Keith and Associates, Inc.
 - ☐ PROS Consulting, Inc.
5. On October 7, 2021, the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the bid documents and listed below:
 - ☐ Experience and Ability (20 points)
 - ☐ Previous Experience (20 points)
 - ☐ Firm's Understanding and Approach to the Work (30 points)
 - ☐ Project Cost (25 points)
 - ☐ Local Vendor Preference/ Veteran Owned Small Business Preference (5 points)
6. At the October 7, 2021 meeting, the evaluation committee ranked the vendors as shown below:

Rank	Vendor Name
1	Bermello Ajamil & Partners
2	Kimley-Horn and Associates, Inc.
3	Keith and Associates, Inc.
4	PROS Consulting, Inc.
7. Based on the scoring results, the evaluation committee approved a motion to recommend the City Commission to award RE-21-01 "Parks and Recreation Master Plan" to Bermello Ajamil & Partners.

8. Bermello Ajamil & Partners completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

9. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award RFP # RE-21-01 "Parks and Recreation Master Plan" to Bermello Ajamil & Partners.

Financial Impact

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** \$277,500.00
- b) **Amount budgeted for this item in Account No:** Funds are available in account # 001-572-7001-531500-0000-000-0000
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) **5 year projection of the operational cost of the project:** Not Applicable.
- e) **Detail of additional staff requirements:** Not Applicable.