



Legislation Text

File #: 23-0003, Version: 1

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFP # RE-22-01 "PUBLIC ART MASTER PLAN CONSULTING SERVICES" TO THE CULTURAL PLANNING GROUP, LLC, FOR AN AMOUNT NOT TO EXCEED \$44,380 PLUS \$500 CONTINGENCY FOR ADDITIONAL PROJECT MATERIALS.

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 August 3, 2022, the City Commission authorized the advertisement of RE-22-01 "Public Art Master Plan Consulting Services", which was advertised on August 9, 2022.
2. The purpose of this solicitation was to seek proposals from qualified firms for developing the City's first Public Art Master Plan (PAMP) in accordance with the terms, conditions, and specifications contained in this solicitation.
3. The goal of the Master Plan is to establish a community wide vision for the City's Public Art program and set feasible priorities and programs that align with the city's vision and will serve to guide the city's efforts over the next five years. The selected consultant or consultant team will work with the Public Art Committee, Arts & Culture Advisory Board, and City Administration to gather and use broad public and City involvement in the creation of the plan. The Public Art Master Plan will also provide direction to our City Commission, the Public Art Committee, Arts & Culture Advisory Board, and City Staff on the planning and processes necessary to effectively administer and maintain the City's Public Art Program.
4. On September 20, 2022, the City received and opened one proposal from The Cultural Planning Group, LLC.
5. On October 24, 2022, the City convened an evaluation committee to evaluate the qualifications of the proposer 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. The evaluation committee determined the proposer possessed all the necessary qualifications and approved a motion to recommend the City Commission to award RE-22-01 "Public Art Master Plan Consulting Services" to The Cultural Planning Group, LLC.
7. The Cultural Planning Group, LLC completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."
8. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award RFP # RE-22-01 "Public Art Master Plan Consulting Services" to The Cultural Planning Group, LLC. for an amount not to exceed \$44,380 plus \$500 contingency for additional project materials.

Financial Impact

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** \$44,380 plus \$500 contingency for additional project materials.
- 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.