



Rafael G. Casals  
Town Manager

## MEMORANDUM

**To:** Honorable Mayor and Town Council  
**From:** Rafael G. Casals, Town Manager  
**Date:** November 15, 2017  
**Re:** Award of Request for Qualifications (RFQ) #17-06 General Planning Services

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING THE QUALIFICATIONS OF THE FIRMS TO PROVIDE GENERAL PLANNING AND DEVELOPMENT REVIEW SERVICES TO THE TOWN; AUTHORIZING THE TOWN MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH SUCH QUALIFYING FIRMS; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

The Town Council adopted Resolution #17-38, authorizing staff to issue a Request for Qualifications (RFQ #17-06), to identify the best available consultants to provide General Planning Services to the Town. The selected consultants will prepare and review technical documents, review traffic studies and development applications, and support Town staff.

This RFQ was advertised on July 12, 2017 in the Daily Business Review (*Attachment "A"*). A "mandatory" pre-bid meeting was held on Wednesday, August 2, 2017, at Town Hall, Council Chambers. In attendance there were six (6) people representing six (6) potential bidders (*Attachment "B"*). The RFQ was due on August 30, 2017, at which time, the Town received four (4) sealed proposals.

A Selection Committee was established by the Town Manager, which included the Planning and Zoning Director, Public Works Director, and Stormwater Utility Manager. The Committee performed primary screening and reviewed each submittal. The evaluation criteria for the selection committee was established by RFQ #17-06. Each Committee member awarded points in five (5) different scoring categories. Based on the Committee ranking four (4) firms (Calvin, Giordano & Associates, Iler Planning, Keith & Schnars and the Corradino Group) were short-listed for presentation (*Attachment "C"*). On September 27, 2017, one of the short-listed firms Iler Planning withdrew its RFQ submittal.





The withdrawal of the applicant left three (3) firms and thus no presentations were needed. Therefore, oral presentations originally scheduled for September 28, 2017 were cancelled.

The firms receiving the highest total ranking from the Committee were Keith & Schnars, Corradino Group, and Calvin Giordano & Associates. These firms provide the technical expertise and knowledge to assist the Town with its planning needs, especially in the areas of comprehensive planning and traffic engineering. In addition, the professionals assigned to this contract have extensive experience and planning knowledge and have participated on similar assignments for communities within south Miami-Dade County.

The Selection Committee’s “final” rankings are as follows:

<b><u>FIRM</u></b>	<b><u>SCORE</u></b>
Keith & Schnars	73.87
The Corradino Group	72.75
Calvin Giordano & Associates	71.25

Copies of proposals for: Keith & Schnars, Corradino Group, and Calvin Giordano & Associates RFQ submittals are attached as (Attachment “D”).

### **RECOMMENDATION**

It is recommended that the Town Council adopt the attached Resolution, approving the Selection Committee’s recommendations and authorization for the Town Manager to negotiate a Professional Services Agreement (PSA) with the top ranked selected firms Keith & Schnars, Corradino Group, and Calvin Giordano & Associates.

### **ATTACHMENTS**

- Attachment “A”- Advertisement – Daily Business Review (*July 12, 2017*)
- Attachment “B”- Mandatory Pre-Bid Meeting Sign-in Sheet (*August 2, 2017*)
- Attachment “C”- Town Selection Committee’s Recommendation (*September 27, 2017*)
- Attachment “D”- Bidder’s Submittal Packages

