



Minutes Evaluation Committee Meeting

Town of Lake Park, Florida

Request for Statement of Qualification (RFQ 105-2021)
To Engage a Consultant Experienced in Community
Redevelopment Agency Planning to Evaluate, Revise,
And Update the Community Redevelopment Agency
Plan for the Town of Lake Park, Florida.

Monday, October 11, 2021 10:00 a.m.

Town Hall Commission Chamber, Town Hall, 535 Park Avenue

The Evaluation Committee meeting for RFQ 105-2021 was conducted on Monday, October 11, 2021 at 10:09 a.m. Present were Community Development Director Nadia DiTommaso, Town Manager John D'Agostino, Public Works Director Roberto Travieso, Town Planner Karen Golonka, Finance Director Lourdes Cariseo and Town Clerk Vivian Mendez.

Community Development Director DiTommaso called the meeting to order and each member of the Committee introduced themselves. She explained the purpose of the meeting was to evaluate the submittals for the above named project. She thanked everyone that submitted a proposal.

The Evaluation Committee explained their evaluations of the submittals (see Exhibit "A").

Community Development Director DiTommaso announced that the total evaluation score for each submittal as follows:

| | |
|---------------------------------------|-----|
| Bonnie Landry & Associates: | 283 |
| Business Flare LLC: | 370 |
| Redevelopment Management Assoc. (RMA) | 364 |
| S&ME, Inc. | 339 |
| Stantec | 358 |

Community Development Director DiTommaso explained that staff would reach out to Business Flare LLC to begin the negotiation process. Once negotiations were complete a Notice to Proceed would be issue, and a copy placed on the Town's website. Again, she thanked everyone that submitted proposal for this project and encouraged everyone to visit the Town's website for other project the Town has advertised.

ADJOURNMENT:

The meeting adjourned at 10:57 a.m.

Town Clerk Vivian Mendez, MMC

EVALUATION COMMITTEE MEETING - October 11, 2021 - 10AM - Town Hall Commission Chambers

John

| PROPOSAL SCORE TABLE - RFQ #105-2021 - refer to pages 9, 10 and 11 of the RFQ document for additional information on submission requirements | Bonnie Landry & Associates | Business Flare LLC | RMA | S&ME, Inc. | Stantec |
|---|----------------------------|--------------------|-----------|------------|-----------|
| submitted required forms (drug free workplace; public entity crimes; proposal form) - **insurance limits required prior to contract execution | Yes or No | Yes or No | Yes or No | Yes or No | Yes or No |
| Experience of Firm in CRA Planning - Total of 30 points | | | | | |
| Firm Qualifications/Experience with Similar Projects (20 points) <i>Exclus town report on Slum + Blight</i> | 10 | | | | |
| Experience working with government agencies (10 points) | 5 | | | | |
| Staff Competency & Schedule - Total of 20 points | | | | | |
| Availability of qualified personnel for the Town (10 points) | 5 | | | | |
| Demonstrated Environment for good communication and diversified experience level with CRA Planning (10 points) | 8 | | | | |
| Reputation and References - Total of 20 points | | | | | |
| References provided - (as it relates to productivity; effectiveness; and timely and successful completion of work) (20 points) | 15 | | | | |
| Contract Price - Total of 30 points | | | | | |
| Itemized, all-inclusive, competitive pricing (when comparing proposals) (30 points) | (10) | \$127,205.00 | | | |
| TOTAL | 30 | | | | |

NOTES

Martin County C&A Stormwater?
 Business Community Input Project - Jupiter
 Village of Indian Point Finding of necessity report
 Map Insertion of Proposal C&A Area Village of Indian Point
 Bonnie - Certified Planner 2009 Education, Journalism, minor Sociology
 CNU Congress for new Urbanism 2011-2014
 Brian London - Tourism
 Heather Shaw, cfa mgr
 Frank Velchus - GIS mgr.
 • Well organized Presentation

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| submitted required forms (drug free workplace; public entity crimes; proposal form) - **insurance limits required prior to contract execution | Yes or No | <input checked="" type="radio"/> Yes or No | Yes or No | Yes or No | Yes or No |
| Experience of Firm in CRA Planning - Total of 30 points | | | | | |
| Firm Qualifications/Experience with Similar Projects (20 points) | | 18 | | | |
| Experience working with government agencies (10 points) | | 8 | | | |
| Staff Competency & Schedule - Total of 20 points | | | | | |
| Availability of qualified personnel for the Town (10 points) | | 10 | | | |
| Demonstrated Environment for good communication and diversified experience level with CRA Planning (10 points) | | 9 | | | |
| Reputation and References - Total of 20 points | | | | | |
| References provided - (as it relates to productivity; effectiveness; and timely and successful completion of work) (20 points) | | 20 | | | |
| Contract Price - Total of 30 points | | | | | |
| Itemized, all-inclusive, competitive pricing (when comparing proposals) (30 points) | 85,000 | 30 | | | |

TOTAL

95

NOTES

Olmsstead Quote on Design
 Kevin Crowder Principal 27 yrs in CRA Plans & updates
 Camillo Lopez -

\$ 85,000 all inclusive - nothing Subject to open to negotiations / OCT 21 / April 2022

NOT as well organized

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| Firm Qualifications/Experience with Similar Projects (20 points) | | | 20 | | |
| Experience working with government agencies (10 points) | | | 10 | | |
| Staff Competency & Schedule - Total of 20 points | | | | | |
| Availability of qualified personnel for the Town (10 points) | | | 10 | | |
| Demonstrated Environment for good communication and diversified experience level with CRA Planning (10 points) | | | 10 | | |
| Reputation and References - Total of 20 points | | | | | |
| References provided - (as it relates to productivity; effectiveness; and timely and successful completion of work) (20 points) | | | 17 | | |
| Contract Price - Total of 30 points | | | | | |
| Itemized, all-inclusive, competitive pricing (when comparing proposals) (30 points) | | | 95,750 (20) | | |
| | | | total - 123,250 | | |
| TOTAL | | | 87 | | |

NOTES

Well Qualified - 6 month Govt to Complete. first time. Two Public outreach meetings.
 Doan School Partnership Good

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| Experience of Firm in CRA Planning - Total of 30 points | | | | | |
| Firm Qualifications/Experience with Similar Projects (20 points) | | | | 18 | |
| Experience working with government agencies (10 points) | | | | 10 | |
| Staff Competency & Schedule - Total of 20 points | | | | | |
| Availability of qualified personnel for the Town (10 points) | | | | 8 | |
| Demonstrated Environment for good communication and diversified experience level with CRA Planning (10 points) | | | | 10 | |
| Reputation and References - Total of 20 points | | | | | |
| References provided - (as it relates to productivity; effectiveness; and timely and successful completion of work) (20 points) | | | | 18 | |
| Contract Price - Total of 30 points | | | | | |
| Itemized, all-inclusive, competitive pricing (when comparing proposals) (30 points) | | | | 15 | |
| | | | | 115,933 | |
| TOTAL | | | | 79 | |

NOTES

Public Outreach - Visioning Workshops - like the integration of technology to visualize different scenarios

- are the price all inclusive?
- ~~No time line for completion of tasks etc.~~
- ~~Request approval to budget involves for completion of tasks~~

Project Completion 3Q of June

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| Experience of Firm in CRA Planning - Total of 30 points | | | | | |
| Firm Qualifications/Experience with Similar Projects (20 points) | | | | 18 | |
| Experience working with government agencies (10 points) | | | | 9 | |
| Staff Competency & Schedule - Total of 20 points | | | | | |
| Availability of qualified personnel for the Town (10 points) | | | | 10 | |
| Demonstrated Environment for good communication and diversified experience level with CRA Planning (10 points) | | | | 10 | |
| Reputation and References - Total of 20 points | | | | | |
| References provided - (as it relates to productivity; effectiveness; and timely and successful completion of work) (20 points) | | | | 18 | |
| Contract Price - Total of 30 points | | | | | |
| Itemized, all-inclusive, competitive pricing (when comparing proposals) (30 points) | | | | 20 | |
| TOTAL | | | | 85 | |

200
10/11/21

NOTES

1st Quarter of February? - NOT very well defined such as a winter time.
line.

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Roberto

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| Experience of Firm in CRA Planning - Total of 30 points | | | | | |
| Firm Qualifications/Experience with Similar Projects (20 points) | 15 | 20 | 20 | 20 | 20 |
| Experience working with government agencies (10 points) | 10 | 10 | 10 | 10 | 10 |
| Staff Competency & Schedule - Total of 20 points | | | | | |
| Availability of qualified personnel for the Town (10 points) | 6 | 8 | 8 | 6 | 10 |
| Demonstrated Environment for good communication and diversified experience level with CRA Planning (10 points) | 10 | 10 | 10 | 10 | 10 |
| Reputation and References - Total of 20 points | | | | | |
| References provided - (as it relates to productivity; effectiveness; and timely and successful completion of work) (20 points) | 15 | 20 | 20 | 20 | 20 |
| Contract Price - Total of 30 points | | | | | |
| Itemized, all-inclusive, competitive pricing (when comparing proposals) (30 points) | 15 | 30 | 25 | 20 | 25 |

TOTAL

| | | | | |
|-----|-----|-----|-----|-----|
| 71 | 98 | 93 | 86 | 95 |
| (5) | (1) | (3) | (4) | (2) |

NOTES

Nadia

all experienced (fresh, creative, forward thinking exp. in environments that provide progressive growth)
 [① Planning / Land Use / Redevelopment ② Urban Design / GIS / Graphics ③ Economics / Market Analysis]

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| submitted required forms (drug free workplace; public entity crimes; proposal form) - **insurance limits required prior to contract execution | Yes or No | Yes or No | Yes or No | Yes or No | Yes or No |
| Experience of Firm in CRA Planning - Total of 30 points | | | | | |
| Firm Qualifications/Experience with Similar Projects (20 points) | 18 | 18 | 20 | 20 | 20 |
| Experience working with government agencies (10 points) | 10 | 10 | 10 | 10 | 10 |
| Staff Competency & Schedule - Total of 20 points | | | | | |
| Availability of qualified personnel for the Town (10 points) | 9 | 7 | 9 | 7 | 9 |
| Demonstrated Environment for good communication and diversified experience level with CRA Planning (10 points) | 10 | 10 | 10 | 10 | 10 |
| Reputation and References - Total of 20 points | | | | | |
| References provided - (as it relates to productivity; effectiveness; and timely and successful completion of work) (20 points) | 20 | 18 ^{stutter} | 20 | 18 ^{stutter} | 20 |
| Contract Price - Total of 30 points | | | | | |
| Itemized, all-inclusive, competitive pricing (when comparing proposals) (30 points) | May 30 2022 \$127,255 28 | 105,000 April 11 230 30 | 125,250 (April) 26 | \$115,933 (April) 28 | 100,000 April 22 |
| TOTAL | 95 | 93 93 | 95 | 93 | 91 |

\$97K (not firm pricing)

NOTES

Bonnie Landry - works solely in public sector clients - slim staff (availability?)
 - extensive govt. exp. - more comp plan + planning than CRA, but very useful - 20+ miles away with sub consultants - completed on time - no change orders - 15 ref. letters provided

Stantec - "superior office in WFB" - not sure which option the town works from - timeline not fully defined - pricing not firm

Business Flare - varied exp. offices far, but nowadays not as imp. but for meetings; 3 - information not as descriptive

S&ME - based in Orlando/Tampa area; extensive experience; provided analysis in response to prelim data + potential expansion areas (good!)

RMA - very experienced; availability of staff depends on workload; pricing higher + not all-inclusive, but descriptive

283

3700

3642

3390

3582

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| Experience of Firm in CRA Planning - Total of 30 points | | | | | |
| Firm Qualifications/Experience with Similar Projects (20 points) | 10 | 15 | 20 | 18 | 18 |
| Experience working with government agencies (10 points) | 10 | 10 | 10 | 10 | 10 |
| Staff Competency & Schedule - Total of 20 points | | | | | |
| Availability of qualified personnel for the Town (10 points) | 7 | 7 | 10 | 10 | 10 |
| Demonstrated Environment for good communication and diversified experience level with CRA Planning (10 points) | 2 Div. exp. $\frac{5}{2}$ | div. exp. $\frac{4}{3}$ | $\frac{4}{5}$ | $\frac{4}{4}$ | $\frac{4}{5}$ |
| Reputation and References - Total of 20 points | | | | | |
| References provided - (as it relates to productivity; effectiveness; and timely and successful completion of work) (20 points) | 20 | 20 | 20 | 20 | 20 |
| Contract Price - Total of 30 points | | | | | |
| Itemized, all-inclusive, competitive pricing (when comparing proposals) (30 points) | 10 | 25(1) | 20 | 15 | 20(2) |

TOTAL

| | | | | |
|---------|--------|---------|---------|--------|
| 127,000 | 85,000 | 103,250 | 115,000 | 97,000 |
| 64 | 84 | 89 | 81 | 87 |

NOTES

Similar project experience: imp industrial CRA (NOT MARKET)
Avail - 0 pts lost for limited personnel

(1) one AREA LGER
\$ out of norm.

(2) didn't break down
by line item; all others
bid.

KJ Golonke