

Information for Town Council Meeting on September 10, 2019

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving Selection Committee Recommendation for RFP No. 2019-24, Historic Site Survey Services to Environmental Services, Inc. in the amount of \$93,528 and a total project budget of \$107,528. The project is for a six (6) month period. **Resolution No. 86-2019**

DATE: 10 September 2019

STAFF RECOMMENDATION

Staff recommends approval of the Selection Committee Recommendation for the Historic Site Survey Services, to Environmental Services, Inc. in the amount of \$93,528 and a total project budget of \$107,528. The project is for a six (6) month period.

SUMMARY EXPLANATION/BACKGROUND

The historic resources in the Town of Palm Beach are links to the past, and give the Town a unique sense of place. Furthermore, the historic resources in Town provide for the education of current and future generations regarding their community. However, historic resources in the Town are threatened by destruction because of development and redevelopment pressure. Historic preservation in the Town is geared to not necessarily halt growth or redevelopment, but to preserve those parts of the built and natural environment that are essential to the history of the Town, and integrate the past with the present and the future. In its pursuit of protecting its past, the Town adopted a historic preservation ordinance in 1979, which has been used to identify historic structures and vistas in Town that are worthy of preservation. As part of this process, it is important to regularly inventory the buildings and homes in Town that can be used as a base to determine what may be eligible for historic designation, thus the creation of the Town's historic site survey.

The Town adopted a requirement in the Historic Preservation Element of its Comprehensive Plan that a historic site survey shall be conducted at least every 10 years. The Town last conducted a historic site survey in 2010, and therefore it is time to conduct a new historic site survey with the intent to build off of the past survey, and to reach further in surveying sites that have reached an age where they should be included in the survey.

The nature of this solicitation was to secure a qualified responsive and responsible firm to contract with a Historic Site Survey Firm to provide historic site survey services that include conducting

pre-field work including a review of older/past Town of Palm Beach historic site surveys, Town of Palm Beach's archives, Florida Master Site Files, historic aerial photographs, etc. Provide a written Historic Site Survey Report that includes survey methodology, map of the area, historic growth and development of the Town of Palm Beach, list of potentially eligible sites for The Local Register, etc. A GIS database shall be used for the Historic Site Survey, and the GIS files shall be provided to the Town at the end of the Survey.

Purchasing issued RFP No. 2019-24 issued May 24, 2019. The RFP was advertised on the following sites, in addition to outreach by Purchasing with known firm names provided by PZB.

- Demand Star 7 firms notified
- Public Purchase 31 firms notified
- Negometrix 15 firms notified

Only five firms responded to the solicitation.

During the initial selection committee meeting, the committee chose 4 (four) companies for oral presentation. The firms selected were Environmental Services, Inc., Johnson, Mirmiran and Thompson, Inc., R.J. Heisenbottle Architects, PA, and Gray & Pape, Inc.

The Selection Committee conducted oral presentations on August 20, 2019 and after a thorough discussion recommended Environmental Services, Inc. Purchasing reached out to Environmental Services and requested a Best and Final Offer. Environmental Services agreed to reduce the annual amount by \$93,528.

The Selection Committee consisted of the following voting members: Aimee Sunny, Edward Cooney, Gene Pandula, and Joshua Martin.

FISCAL IMPACT/FUNDING SOURCE

The fiscal impact for the purchase will be \$93,528 and a total project budget of \$107,528 The source of funding will be utilized from FY19 remaining funding.

USER DEPARTMENT CONCURRENCE

Planning, Zoning and Building is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the

Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Joshua Martin, Director of Planning, Zoning and Building
Duke Basha, Assistant Purchasing Manager