

TOWN OF PALM BEACH

Information for Town Council Meeting on June 10, 2020

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 of RFP No. 2020-16, Design Consultant/Peer Review for Lake Drive Park to Fairfax, Sammons & Partners, LLC, in amount not to exceed \$34,500, **Resolution No. 42-2020**

DATE: 4 June 2020

STAFF RECOMMENDATION

Staff recommends the Mayor and Town Council review the results of RFP No. 2020-16 and provide direction.

GENERAL INFORMATION

On May 13, 2020, Town Council directed staff to issue a solicitation for a proposal from a qualified design consultant to provide consulting and peer review services for approved and pending improvement plans for Lake Drive Park and upland marina amenities.

The solicitation that was issued sought proposals from consultants with experience in the design of civic and waterfront spaces. The design expert selected would be required to consult with the Town to develop a cohesive plan that ties together the elements of the marina, the improvements, landscaping, uplands, park, Lake Trail, gates, fencing, benches/seating, lighting, access, parking, and pedestrian pathways through the park with the goal of achieving an exceptional result befitting the unique character and high standards of Palm Beach. The Scope of Services and Deliverables of the RFP were as follows:

- Proposer shall review the following plans and documents and prepare a report to include proposed changes, additions and/or deletions, with supporting conceptual drawings, and elevations. • ARCOM approved marina project plans • KHA design concepts for Lake Drive Park
- Prepare cost estimates for proposed changes to the existing plans, as well as cost estimates for annual maintenance costs

- At a minimum, the design consultant shall meet with Town staff to prior to the start of their work and also to review their draft report. The design consultant shall host at least one community engagement meeting to receive input from the public. The design consultant shall attend at least one Town Council Meeting to present their report and recommendations

The Town provided copies of the 2018 W.F. Baird Masterplan and the 2007 Lake Drive Park Bonci Plan as reference material to help inform recommendations from the design consultant.

The RFP had a caveat that the total expenditures for the awarded firm could not exceed \$34,500 with no option of any additional funding. For design service expenditures above this amount, a more robust procurement methodology would be required by State Statute for a solicitation, including the issuance of a Request for Qualifications (RFQ) to select qualified firms, review of qualifications, interviews of finalists and then a Request for Proposal process to securing pricing and negotiations for a contract. This process has a minimum timeline of ninety days to complete.

The RFP was issued on May 18, 2020 and closed June 1, 2020. Three firms submitted proposals for the work. The Selection Committee was held June 3, 2020 via Go-to-Meeting to ratify the results of their individual scoring of the proposals submitted by the three firms. The Selection Committee consisted of the following members:

Jane Le Clainche, CPA, Director of Finance
Carolyn Stone, Director of Business Development and Operations
Tim Campbell, Par 3 Superintendent
Jorge Sanchez, Subject Matter Expert
Brian Vertesch, Subject Matter Expert

If Council desires to hire a firm to perform peer review and consulting services as described in the RFP, the selection committee has recommended that Fairfax, Sammons & Partners, LLC be secured to do the work, as the most qualified of the three firms who submitted. In the event that the Council desires to move forward with the Award Recommendation, Resolution No. 42-2020 would require approval.

To ensure complete clarity, if Council decides to hire a new design consultant, their work for the Town must cease after the peer review and consulting process, as no additional funds can be provided for additional work to stay in compliance with State purchasing statutes.

FISCAL IMPACT/FUNDING SOURCE

If Council wishes to award a contract to Fairfax, Sammons & Partners, LLC, an appropriation approval will be required by the Town Council to utilize funds from the Marina Contingency Fund.

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

Resolution 42-2020 is in a format previously utilized by the Town and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Carolyn Stone, Director of Business Development and Operations
Paul Brazil, Director of Public Works
Duke Basha, Assistant Purchasing Manager