

TOWN OF PALM BEACH

Information for Town Council Meeting on: June 14, 2022

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA Finance Director

FROM: Dean Mealy II, NIGP-CPP, CPPO

RE: Approve the Award of RFP No. 2022-04, Historic Preservation Consulting Services to Murphy Stillings LLC in the Annual Amount of \$100,000 and a Proposed Five-Year Budget of \$500,000 Contingent Upon Satisfactory Performance - **Resolution No. 069-2022**

DATE: May 31, 2022

STAFF RECOMMENDATION

Town staff recommends that Town Council Approve the Award of RFP No. 2022-04, Historic Preservation Consulting Services to Murphy Stillings in the Annual Amount of \$100,000 and a Proposed Five-Year Proposed Budget of \$500,000 Contingent Upon Satisfactory Performance and Budget Authorization.

GENERAL INFORMATION

The existing contract for Historic Preservation Consulting Services has no additional options for renewal. PZB indicated a continued use for these services.

Anticipated work includes providing landmark/historic preservation consultant services to the Town of Palm Beach through the Planning, Zoning and Building Department. The specific types of services that will and may be required are detailed in the scope below. Performing these services will require skills in effectively working with a wide range of groups of stakeholders, including property owners, Town staff, the Landmarks Preservation Commission, Town Council, and local advocates and advocacy groups. Furthermore, the consultant selected must be able to prioritize and manage multiple assignments, understand the availability of materials and where to find them, and how to relate information and find significance in the information. The work shall be assigned by the Director of the Planning, Zoning & Building Department in conjunction with the annual schedule of the Landmark Preservation Commission and the Town Council for a multiple year contract. The Town proposes to interview a select number of those expressing an interest in providing these services and may request further documentation for evaluation. Entering into a contract with a consultant does not obligate the Town to issue any purchase orders with the successful consultant.

PURCHASING BACKUP

Town Purchasing advertised this project nationally through DemandStar to five firms. The solicitation was also advertised through the Town website and the Palm Beach Post. The

solicitation was advertised for thirty days. Three firms responded to the RFP.

The Selection Committee consisted of the following voting and non-voting members:

<u>Voting</u>	<u>Non-Voting</u>
Wayne Bergman	Dean Mealy, Duke Basha
Paul Brazil, P.E.	
Jane LeClainche, CPA	

The Town received proposals from:

- Murphy Stilling, LLC
- Paleo West, LLC

The Selection Committee unanimously ranked the Murphy Stillings, LLC as the number one ranked firm.

FUNDING/FISCAL IMPACT

Funding for this award will be from the Planning, Zoning and Building General Fund Budget.

USER DEPARTMENT CONCURRENCE

This item has been reviewed by the PZB Department and is approved as recommended.

TOWN ATTORNEY REVIEW

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