

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: November 4, 2022

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Final Ranking of Firms and Award of RFP 2023003 for 2024 EAR Amendment and MPP Upgrade

BACKGROUND:

On behalf of the Community Development Department, Requests for Proposals (RFPs) were solicited for completion of a State-mandated comprehensive plan Evaluation and Appraisal Report (EAR), and updating the Manatee Protection Plan (MPP). The previous Evaluation and Appraisal Report on the comprehensive plan was completed in 2008, as delineated in the schedule found in Florida Administrative Code 73C-49.001. Another EAR must be completed and submitted to the Florida Department of Economic Opportunity (DEO) by October 1, 2024. The Florida Fish and Wildlife Conservation Commission (FWC) adopted the County’s existing MPP on June 24, 2004, but there is not currently a mandate on how frequently the MPP is updated.

RFP RESULTS:

Advertising Date: September 12, 2022
 RFP Opening Date: October 5, 2022
 Solicitation Broadcast to: 564 Subscribers
 RFP Documents Requested by: 13 Firms
 Replies: 2 Firms

ANALYSIS:

A selection committee comprised of Rebeca Guerra, Chief Planner, Andy Sobczak, Assistant Director – Community Development, and Brandon Creagan, Senior Planner independently reviewed and scored the received proposals in accordance with the RFP document and Purchasing Manual. The committee met to read their individual rankings, develop an initial ranking of firms, and discuss the proposals. After discussion, the committee determined no interviews were necessary and declared the ranking of firms final.

	Proposing Firm	Location	Proposed Price
1.	Kimley-Horn and Associates	Sarasota	\$49,790
2.	The Corradino Group, Inc.	Miami	\$76,270

Neither firm requested any changes to the sample agreement included in the RFP, and pricing for the work was incorporated, so there is no need for negotiations, and the County may enter directly into an agreement with the top ranked proposer.

FUNDING:

Funding in the amount of \$25,000 is currently available in the MSTU/County Planning/Other Professional Services account for the current fiscal year. The balance of \$24,790 will come from the 2023-2024 fiscal year MSTU/County Planning/Other Professional Services account since the Draft EAR Amendment itself will not go before the Board for review until at least October of 2023.

Account Name	Account Number	Amount
MSTU/County Planning/Other Professional Services	00420515-033190	\$25,000

RECOMMENDATION:

Staff recommends the Board approve the final ranking of firms, award RFP 2023003 to Kimley-Horn and Associates, Inc., approve the agreement, and authorize the Chairman to sign after the County Attorney has approved it as to form and legal sufficiency.

ATTACHMENT

Agreement