

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

DATE: August 21, 2023

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator
Kristin Daniels, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Award of RFP 2023042 for Parks and Recreation Master Plan

BACKGROUND:

On behalf of the Parks and Recreation Division, a Request for Proposals (“RFP”) was issued to obtain consulting services for the development of a Parks and Recreation Master Plan. The plan will include evaluation of existing parks and recreation resources and assets, and strategically plan for projected future needs.

DISCUSSION:

A selection committee comprised of Beth Powell, Interim General Services Director, Gustavo Vergara, Parks and Recreation Assistant Director, Joe Tilton, Recreation Programs Manager, Brad Dewson, Parks Superintendent, and Dave Smith, Aquatic System Manager independently reviewed and scored the received proposals. The committee then met to compile an initial ranking of firms. After the initial ranking, the committee agreed to interview the top ranked firm. After the interview, the committee declared the ranking final, and recommended award to the top ranked consultant.

Firm	Total price proposal
1. PROS Consulting, Inc.	\$148,692
2. Kimley-Horn and Associates, Inc.	\$149,950
3. GAI Consultants, Inc.	\$295,000
4. MHCP COLAB	\$150,000
5. Ritacco and Chan Architecture, LLC	\$277,000

FUNDING:

Payment for work, in the amount of \$148,962, will be made as phases of the work are completed. Funding for the Master Plan will come from the County Impact Fees Fund/Parks/Other Professional Services/Parks, Recreation and Conservation Lands Master Plan account, number 10321072-033190-20014.

Account Number	Account Description	Fees for FY 23/24
10321072-033190-20014	CTY Impact/Parks/Other Professional Services/Parks/Recreation/Conservation Lands Master Plan	\$148,692

RECOMMENDATION:

Staff recommends the Board approve the final ranking of firms, award the RFP to PROS Consulting, Inc., approve the agreement, and authorize the Chairman to execute it, after review and approval by the County Attorney as to form and legal sufficiency, and after receipt and approval of the required insurance by the Risk Manager.

ATTACHMENT

Agreement