

RESOLUTION 16-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE TOP RANKED FIRM OF CALVIN, GIORDANO & ASSOCIATES INC., IN AN AMOUNT NOT TO EXCEED \$90,600, FOR PLANNING SERVICES TO REVISE THE CITY'S LAND DEVELOPMENT CODE AND PREPARE EVALUATION AND APPRAISAL REPORT BASED AMENDMENTS TO THE CITY'S COMPREHENSIVE PLAN IN ACCORDANCE WITH RFP 15-004; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Marco Island (the "City") published Request for Proposal 15-004 (RFP) seeking experienced planning firms to revise the City's Land Development Code and prepare Evaluation and Appraisal Report (EAR) based amendments to the City's Comprehensive Plan; and

WHEREAS, in accordance with the City's Purchasing Ordinance (#11-03), the City Manager established a three-person Scoring Committee to review, evaluate and rank proposals in accordance with RFP criteria; and

WHEREAS, on March 24, 2015 the City received six (6) responses to the RFP which were subsequently reviewed and evaluated by the Scoring Committee; and

WHEREAS, on April 20, 2015, City Council passed Resolution #15-40 accepting the ranking and recommendations of the Scoring Committee and authorizing the City Manager to negotiate contract with the highest ranked firm of Calvin, Giordano & Associates, Inc. ("Consultant"); and

WHEREAS, the City Council finds that contracting with the top ranked firm of Calvin, Giordano & Associates, Inc. for the planning services as outlined in RFP 15-004, is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA, THAT:

Section 1. The above recitals are true and correct and incorporated herein.

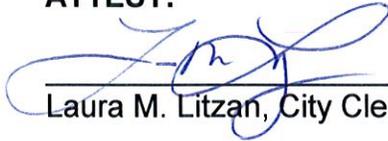
Section 2. The City Council authorizes the City Manager to execute a contract with the top ranked firm of Calvin, Giordano & Associates, Inc. for those services as specified in its detailed proposal, in an amount not to exceed \$90,600, and subject to budget appropriation as may be acceptable to the City Manager and approved as to form by the City Attorney.

Section 3. Consultant's detailed proposal is attached to this Resolution as Exhibit A.

Section 4. This Resolution shall take effect on April 18, 2016.

Passed in open and regular session of the City Council of the City of Marco Island, Florida, this 18th day of April 2016.

ATTEST:



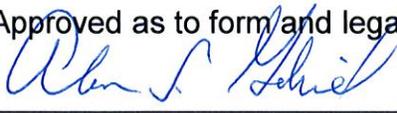
Laura M. Litzan, City Clerk

CITY OF MARCO ISLAND, FLORIDA

By: 

Robert C. Brown, Chairman

Approved as to form and legal sufficiency:



Alan L. Gabriel, City Attorney

Exhibit A
**MARCO ISLAND LAND DEVELOPMENT CODE/EAR BASED-AMENDMENTS RFP #15-004
 TIMELINE & COST (PHASE 1&2) - APRIL 5, 2016**

PHASE	TASK	MAJOR MILESTONE	ANTICIPATED COMPLETION	COST
1	Start-Up	Kick off Meeting/Tour with Staff. Planning Board Individual Meetings. Kick-Off & Education Meeting with the Community.	May 2016	\$5,300
	A	Review and analysis of current Land Development Regulations and staff's identified changes and other sections of the code. Review of Comprehensive Plan for consistency with Florida Statutes. Develop format for a Unified Land Development Code and Discovery Worksheets. Review findings with staff and prepare for workshop.	July 2016	\$15,400
	B	Develop Web Site	Aug 2016	\$2,600
	C	Public participation workshop to facilitate input from developers, engineers, planners, business owners, City residents and special interest groups. Stakeholder interviews. Update Discovery worksheets and prepare Issue/Rational Worksheets for Planning Board. Identify any preliminary policy issues.	Aug 2016	\$4,800
	D	Meeting with City Attorney and Planning Staff to review findings, policy related issues and draft Issue/Rational Worksheets prior to Planning Board Meeting.	Oct 2016	\$3,100
	E	Review all preliminary findings and Issue/Rational Worksheets with Planning Board. Discuss amendment review format and groupings of proposed amendments as well as consistency with Comprehensive Plan and any required amendments.	Nov 2016	\$4,800
SUBTOTAL			6 MONTHS	\$36,000
Phase 1 Deliverables: <ul style="list-style-type: none"> • Total of 26 Meeting Hours in Phase 1 • Deliver Meeting Minutes following each scheduled meeting • Create Webpage linked to City Website and Dedicated Email for additional method for gathering input. • Discovery Worksheets (list of issues raised by all parties involved in the process; including but not limited to City Manager, City Attorney, Planning Staff, Planning Board, City Council, Community, Stakeholders, etc. • Binder containing the Issue/Rationale worksheet for each code change (sample attached). 				

Exhibit A
**MARCO ISLAND LAND DEVELOPMENT CODE/EAR BASED-AMENDMENTS RFP #15-004
TIMELINE & COST (PHASE 1&2) - APRIL 5, 2016**

PHASE	TASK	MAJOR MILESTONE	ANTICIPATED COMPLETION	COST	
2	A	Code Revision/Corrections/Reorganization, including a small number Zoning Map Amendments if necessary Update Comprehensive Plan as a result of any Land Development Code inconsistency and/or changes in State Statutes. CGA will have continuous dialogue/meetings with City Attorney and Planning Staff throughout this task.	Jan 2017	\$23,800	
	B	Review preliminary draft with Planning Board and Identification of any additional policy items needed for discussion	March 2017	\$4,800	
	C	Joint Policy Workshop – Planning Board and City Council Revise Draft	April 2017	\$4,800	
	D	Planning Board Workshop Review Final Draft - Group 1 Amendments	May 2017	\$4,800	
	E	Planning Board Workshop Review Final Draft - Group 2 Amendments	June 2017	\$4,800	
	Final	Public Hearing/Adoption			
		Planning Board		Aug 2017	\$2,900
		City Council Workshop		Sept 2017	\$2,900
		City Council 1 st Reading		Oct 2017	\$2,900
		City Council 2 nd Reading/Adoption		Nov 2017	\$2,900
SUBTOTAL			11 MONTHS	\$54,600	
	Phase 2 Deliverables: <ul style="list-style-type: none"> • Total of 50 Meeting Hours in Phase 2. • Deliver Meeting Minutes following each scheduled meeting. • Updated Webpage. • Preliminary Draft of Code Amendments and any related Comprehensive Plan Updates. • Completed/Updated Discovery Worksheets (list of issues raised by all parties involved in the process). • Completed/Updated Binder containing the Issue/Rationale worksheet for each code change as well as policy direction for each. • Strikethrough and Underline and Clean Copy of both Zoning Code and Comprehensive Plan. 				
TOTAL COST (Phase 1&2):				\$90,600	
	Notes: <ul style="list-style-type: none"> • Dates are projected from an assumed contract execution in April 2016; Final schedule to be determined with staff. • City responsible for costs associated with meetings noticing/advertising/mailings. • Additional Planning Board Meeting/Workshop - \$2,900. • Cost includes reimbursable/expenses. 				