

**CITY OF BROOKSVILLE  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
201 Howell Avenue**

**AGENDA**

August 16, 2010

6:30 P.M.

**A. CALL TO ORDER**

**B. REGULAR AGENDA**

**1. Minutes**

June 1, 2009

September 23, 2009

**2. Phase II Streetscape RFQ Award**

Presentation and award for the Phase 2 Streetscape Design and related CRA planning services.

- a) Land Design Innovations, Inc., Maitland, FL
- b) Coastal Engineering Associates, Inc./RGA Group/Renaissance Planning Group, Brooksville/Tampa, FL
- c) Miller Legg, Winter Park, FL

Presentation: Director of Community Development

Recommendation: Award of Bid

Attachments: Memo from Director of Community Development dated 08/04/10; Bid Opening Minutes; CRA Scoring Sheets

**C. ADJOURNMENT**

*Meeting agendas and supporting documentation are available from the City Clerk's office, and online at [www.cityofbrooksville.us](http://www.cityofbrooksville.us). Persons with disabilities needing assistance to participate in any proceedings should contact the City Clerk's office 48 hours in advance of the meeting at 352-540-3853,*

CRA  
AGENDA ITEM NO. B-1  
8-16-10

CITY OF BROOKSVILLE  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
201 Howell Avenue

MINUTES

June 1, 2009

7:00 P.M.

Brooksville Community Redevelopment Agency met with Chairman Joe Bernardini, Vice Chairman Lara Bradburn, Board Members Joseph E. Johnston, III, Richard E. Lewis and David Pugh, Jr. present. Also present were Jennifer C. Rey, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, Board Secretary; Bill Geiger, Community Development Director; Steve Baumgartner, Finance Director; Jim Delach, Assistant Finance Director; Mike Walker, Parks and Recreation Director; George Turner, Police Chief; and Tim Mossgrove, Fire Chief. Member of the Hernando Times was also present.

The meeting was called to order by Chairman Bernardini.

**REGULAR AGENDA**

**Minutes**

Approval of minutes for the September 17, 2008, meeting.

Board Member Johnston indicated in the 3<sup>rd</sup> paragraph motion, to make a change from "Council Member" Lewis to "Board Member" and under roll call vote "Vice Mayor" Burnett and "Mayor" Pugh should be "Vice Chairman" and "Chairman" as they are so designated in the CRA.

**Motion:**

Motion was made by Board Member Lewis and seconded by Board Member Johnston for approval of the September 17, 2008 meeting minutes as amended. Motion carried 5-0.

**Commercial Improvement Grant Program**

Consideration of the Community Redevelopment Area Commercial Property Improvement Matching Grant Program.

Steve Gouldman briefly reviewed the Community Redevelopment Area and the proposed grant program.

Board Member Bradburn noted that when the city adopted the revitalization plan this was a central theme throughout and is an investment in our future since taxes from new growth is put towards the CRA fund.

She recommended changes as follows:

On page 2, second section "Program Grant Awards", second line, "award to any one property" she would like to add "commercial" before "property" for clarity.

On page 3, in the second graph under "Approval Criteria", there is a list of positions of who will review these applications, she would like to add "or designee".

She commended Mr. Gouldman for his great detail and a well written document.

**Motion:**

Motion was made by Board Member Bradburn and seconded by Board Member Johnston for approval of the grant program with noted changes. Motion carried 5-0.

**ADJOURNMENT**

Having no other business to consider, the meeting adjourned at 7:15 p.m.

\_\_\_\_\_  
Secretary

ATTEST: \_\_\_\_\_

**CITY OF BROOKSVILLE  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
201 Howell Avenue  
MINUTES**

September 23, 2009

6:00 P.M.

Brooksville Community Redevelopment Agency met with Chairman Joe Bernardini, Vice Chairman Lara Bradburn, Board Members Joseph E. Johnston, III, Richard E. Lewis and David Pugh, Jr. present. Also present were Jennifer C. Rey, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, Board Secretary; Bill Geiger, Community Development Director; Steve Baumgartner, Finance Director; Jim Delach, Assistant Finance Director; Mike Walker, Parks and Recreation Director; George Turner, Police Chief; and Tim Mossgrove, Fire Chief. Member of the Hernando Times was also present.

The meeting was called to order by Chairman Bernardini at 6:45 PM.

**REGULAR AGENDA**

**Resolution No. 2009-08 Community Redevelopment Agency Budget**

Ratification of CRA Budget.

Director Geiger briefly reviewed the Resolution. He clarified this is the eighth (8<sup>th</sup>) resolution in total for the Community Redevelopment Agency.

**Motion:**

Motion was made by Board Member Pugh and seconded by Board Member Lewis for approval of Resolution No. 2009-08 establishing the FY2009/10 ad valorem tax rate at 6.0690 mills.

City Clerk Peters read Resolution No. 2009-08 by title as follows:

**A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE CITY OF  
BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY FOR THE  
2009-2010 FISCAL YEAR BEGINNING OCTOBER 1, 2009 AND ENDING  
SEPTEMBER 30, 2010; PROVIDING FOR SEVERABILITY; PROVIDING AN  
EFFECTIVE DATE.**

Chairman Bernardini asked for Public input; there was none.

Board Member Bradburn indicated a citizen brought forward a new source for historic brick for Council to consider as well as other Capital Improvements.

Motion carried 5-0 upon roll call vote as follows:

Board Member Johnston	Aye
Board Member Pugh	Aye
Board Member Lewis	Aye
Vice Chairman Bradburn	Aye
Chairman Bernardini	Aye

**ADJOURNMENT**

Having no other business to consider, the meeting adjourned at 6:47 p.m.

\_\_\_\_\_  
Secretary

ATTEST: \_\_\_\_\_

**MEMORANDUM**

**To:** Honorable Mayor & City Council Members  
**Via:** T. Jennene Norman-Vacha, City Manager  
**From:** Bill Geiger, Community Development Director  
**Subject:** CRA Request For Qualifications (RFQ) #CD2010-05  
**Date:** August 4, 2010

**Background Information:**

The City of Brooksville Community Redevelopment Agency (CRA), through the 2009-2010 budget, authorized staff to solicit for consultant services to assist with Phase 2 streetscape design and related CRA planning services. Advertisements for RFQ No. CD2010-05 (attached to this memorandum) were initiated on May 14, 2010 and closed on June 18, 2010. The CRA received 10 Qualification Statements from interested consulting firms as of the closing date and time of the RFQ.

The RFQ was a request for Professional Civil Engineering/Planning Consulting Services and, more specifically, outlined work related to updating the adopted Community Redevelopment Plan and preparing design drawings, obtaining permits and providing project/construction management for implementation of a Phase-2 streetscape project for enhancements within the CRA.

The selection/ranking committee (comprised of City/CRA staff) met on two occasions (July 9 & 14, 2010) to review, score and rank the qualification statements received from the ten respondents. The selection/ranking committee used the City's established Professional Services Criteria Rating Guide to score the submittals. The criteria rating guide provides scoring based on the following nine categories: Ability of Personnel; Past Performance; Willingness to meet Time and Budget Requirements; Recent, Current and Projected Work Loads; Understanding Scope of Work; Completeness of Submittal; Volume of Work done by this firm for the CRA (with the object of effecting an equitable distribution among qualified firms provided such distribution does not violate the principle of selection of the most highly qualified firms); Location; and whether the firm is a Certified Minority Business Enterprise.

The Committee's top five ranked firms with the points assigned are as follows:

RANK	FIRM	POINTS
1	Land Design Innovations, Inc. (Maitland FL)	*8
2	Coastal Engineering Associates, Inc./RGA Group/Renaissance Planning Group (Brooksville/Tampa, FL)	*8
3	Miller Legg (Winter Park, FL)	7
4	Kimley-Horn & Associates (Orlando, FL)	5
5	Woolpert, Inc. (Orlando, FL)	3

\*Ties are broken by the highest number of 1<sup>st</sup> place votes. Land Design Innovations, Inc. received 2 first place votes. Coastal Engineering Associates, Inc. received 1 first place vote.

A summary scoring sheet showing the committee point assignment detail is attached to this memorandum. Due to the high quality and level of expertise in the firms that submitted qualification statements for this RFQ, the committee unanimously agreed that it would be appropriate to recommend that the top three firms be allowed to do presentations to the CRA, with the CRA making the final selection of the firm in which the CRA staff would then negotiate a contract.

Staff have coordinated with the top three ranked firms for them to do presentations to the Community Redevelopment Agency at a meeting scheduled for August 16, 2010, starting at 6:30 p.m. The firms have been asked to do a 20-minute presentation and then allow approximately 10-minutes for question and answer time. At the conclusion of the presentations, the CRA will rank the candidates based on the information provided in their qualification statements and their presentations, giving consideration to which firm will best be able to provide the requested services, and provide direction to staff on the same.

**Budget Impact:**

Funding for these CRA services will be provided through the CRA Budget Line Item Account #615-015-515-556-50. Services would be performed via a Task Order process that would be contractually negotiated with the selected consulting firm.

**Legal Statement:**

The City of Brooksville Community Redevelopment Agency, as a dependent Special District, has the authority to take action on items that have been approved within the City of Brooksville Community Redevelopment Plan and CRA budget.

**Recommendation:**

Rank the firms based on their presentations and qualification statements and their perceived ability to provide the requested services, and authorize staff to negotiate a contract with said firm to provide the services.

The contract, once negotiated, will be brought back to the CRA for approval along with the first task order of work to be performed.

- Enclosures:**
1. RFQ No. CD2010-05 and Bid Opening Minutes
  2. Selection Committee Summary Scoring Sheet
  3. Qualification Statement for the top three firms and CRA scoring sheets

pc: Jennifer Rey, City Attorney's Office  
Steve Baumgartner, Finance Director  
file



Please Reply to:

City Clerk's Office  
201 Howell Avenue  
Brooksville, Florida 34601  
Phone: (352) 540-3853  
Fax: (352) 544-5424

## REQUEST FOR QUALIFICATIONS

**NOTICE IS HEREBY GIVEN** that the City of Brooksville Community Redevelopment Agency (CRA) is requesting submittal of Statements of Qualifications from firms interested in providing **PROFESSIONAL CIVIL ENGINEERING/PLANNING CONSULTING SERVICES - RFQ CD2010-05**. RFQ General Information Materials are available at the City Clerk's Office, 201 Howell Avenue, Brooksville, Florida 34601, (352) 540-3853 and via the City's website at [www.cityofbrooksville.us](http://www.cityofbrooksville.us). Sealed and properly identified Statements of Qualifications will be received by the City Clerk's Office up to and including **Friday, June 18, 2010 at 3:00 p.m.** and will be opened following the close of proposals in the City Council Chambers, City Hall, 201 Howell Avenue, Brooksville, FL at approximately 3:15 p.m.

The City CRA reserves the right to reject, waive technicalities and/or negotiate any or all submittals of statements received. Submittals of Statements of Qualifications not received for any reason by the due date will not be accepted.  
CITY OF BROOKSVILLE

*Janice L. Peters*

Janice L. Peters, CMC  
City Clerk

PUBLISHED: **Friday, May 14, 2010 - Hernando Today**

**CITY OF BROOKSVILLE  
COMMUNITY REDEVELOPMENT AGENCY (CRA)**

**PHASE 2 STREETScape  
REQUEST FOR QUALIFICATIONS  
RFQ NO. 2010-05**

The City of Brooksville CRA invites qualified firms to submit Letters of Interest and Statements of Qualifications and Experience for consideration to provide services on the following project:

Services to be provided: **PROFESSIONAL CIVIL ENGINEERING/PLANNING CONSULTING SERVICES**

The City of Brooksville CRA, Brooksville, Florida desires to receive qualifications for the selection of an engineering/planning consultant to provide Professional Services to the CRA for work related to updating the adopted Community Redevelopment Plan and preparing design drawings, permitting and project/construction management for implementation of a Phase-2 streetscape project for enhancements within the CRA.

Elements of work may consist of modifying/updating a Redevelopment Plan that will meet the goals and needs of the CRA and the local stakeholders within the Community Redevelopment Area, and subsequently designing, permitting and providing construction oversight for implementing a streetscape project. Services may include:

- Public Involvement;
- Multimodal transportation planning;
- Stormwater planning;
- Parking analysis;
- Traffic operations, traffic calming;
- Signal design;
- Structural design;
- Utility Infrastructure (including underground design);
- Roadway assessment;
- Capital improvements plan;
- Agency coordination/permitting;
- Infrastructure evaluation/review;
- Street design;
- Hardscape enhancement design;
- Softscape enhancement design;
- Environmental Engineering;
- Project Management;
- Grant Writing; and other miscellaneous professional services that the CRA may desire.

The Consultant will work with CRA staff and local stakeholders to develop the next phase of improvements within the CRA. This effort will consist of developing a conceptual phase plan that meets the CRA's budget and goals. Upon CRA approval of the concept for the next phase, the Consultant will develop construction plans to bid and implement the improvements.

The Consultant may be required to represent the City of Brooksville CRA in matters involving or relating to other governmental entities at the local, state, or national level. Initial screening, interviewing, final ranking and negotiations shall be in accordance with the Florida Consultants Competitive Negotiation Act, Florida Statute 287.055.

## **SUBMITTAL OF RFQ**

Interested firms must submit ten (10) copies of the qualifications data and supporting documentation in a sealed envelope or package to the attention of:

Janice L. Peters, City Clerk  
City of Brooksville CRA  
201 Howell Avenue  
Brooksville, FL 34601

Submittals must be received no later than **3:00 p.m. on Friday, June 18, 2010**, in the City Clerk's Office. Proposals received after the time set will not be considered and will be returned to the responding firm unopened.

The outside of all packages should be clearly labeled with the RFQ Title and Closing Date. RFQ's received after the deadline will not be considered. Facsimile copies of RFQ's will be considered unresponsive and will be rejected. The respondent shall bear all costs associated with submitting the RFQ, including the RFQ preparation and any travel connected with the submittal of the proposal.

The City of Brooksville CRA reserves the right to reject any or all RFQ's received, to re-advertise, to award in whole or in part to one or more Proposer, or take any other such actions that may be deemed to be in the best interest of the CRA.

The qualifications package shall be limited to the following information:

1. Letter of Interest (2 pages)
2. Staffing Plan including organizational chart (3 pages)
3. Experience with CRA's (2 pages)
4. Experience with similar type projects (4 pages)
5. Narrative outlining the understanding of the scope of work (2 pages)
6. Current & projected workloads and specific work done for the City/CRA (1 page)
7. Provide a list of 4 CRA references along with current phone numbers
8. Current Federal 254 and 255 forms and Certified Minority Business Enterprise Certificate, if applicable
9. Proof of authorization to conduct business in the state of Florida

## **FOR ADDITIONAL INFORMATION CONTACT**

Bill Geiger, Executive Director  
City of Brooksville CRA  
352-540-3815

## EVALUATION CRITERIA

<u>Criteria Description</u>	<u>Criteria Value</u>
Ability of Personnel (Project Manager & staff)	5/20 Points
Past Performance (Work performed for CRA's)	0/15 Points
Willingness to meet time & budget	-5/10 Points
Recent, current & projected workloads	0/10 Points
Understanding scope of work	-5/10 Points
Completeness of submittal	-5/10 Points
Volume of work done for the City	0/10 Points
Location of Firm's office in proximity to the City	-5/10 Points
Firm is a Certified Minority Business Enterprise	<u>0/5 Points</u>
Total Possible Points	<u>100 Points</u>

## FEES

There shall be no lump sum fees or hourly rates included with this RFQ. Fees for services will be negotiated with the selected firm(s).

## SELECTION/NEGOTIATION PROCESS

The RFQ's as submitted to the City of Brooksville CRA will be rated and evaluated by a selection committee. The CRA may, at its sole discretion, select the firm based upon the submittals without any presentation. However, if the CRA so chooses, three firms will be selected to make a presentation to the committee demonstrating their ability to render the required services based upon the evaluation criteria noted above.

Recommendations by the selection committee will be forwarded to the CRA for consideration. Recommendations to begin negotiations with the selected firm will be made by the CRA Board. Only a decision by the CRA Board will be final. The CRA Director will then negotiate a contract with the firm chosen as the most qualified. The CRA Board must then approve the contract.



## **CITY OF BROOKSVILLE CRA**

### **REQUEST FOR QUALIFICATIONS PROFESSIONAL CIVIL ENGINEERING/PLANNING CONSULTING SERVICES RFQ NO. CD2010-05**

#### **THE QUALIFICATIONS PACKAGE SHALL BE LIMITED TO THE FOLLOWING INFORMATION:**

1. Letter of Interest (2 pages)
2. Staffing Plan including organizational chart (3 pages)
3. Experience with CRA's (2 pages)
4. Experience with similar type projects (4 pages)
5. Narrative outlining the understanding of the scope of work (2 pages)
6. Current & projected workloads and specific work done for the City/CRA (1 page)
7. Provide a list of 4 CRA references along with current phone numbers
8. Current Federal 254 and 255 forms and Certified Minority Business Enterprise Certificate, if applicable
9. Proof of authorization to conduct business in the state of Florida

**Note:** Incomplete submissions may not be accepted/ considered.

**Reminder:** Interested firms must submit **ten (10) copies** of the qualifications data and supporting documentation in a sealed envelope or package.

**BID OPENING MINUTES**  
**PROFESSIONAL CIVIL ENG/PLANNING CONSULTING SERVICES**  
**FOR PHASE 2 STREETSCAPING**  
**RFQ NO. CD2010-05**

June 18, 2010

3:00 p.m.

An RFQ Opening was held at approximately 3:10 p.m. on Friday, June 18, 2010, in the City Hall Council Chambers for the **PROFESSIONAL CIVIL ENG/PLANNING CONSULTING SERVICES FOR PHASE 2 STREETSCAPING BID NO. CD2010-05**. Janice L. Peters, City Clerk, Bill Geiger, Executive Director of the City of Brooksville Community Redevelopment Agency, Judith Kilgore, Community Development Department and Kim Harsin, Deputy City Clerk/Recording Secretary were in attendance.

City Clerk Peters advised that a Request for Qualifications was published in the May 14, 2010, and Addendum No. 1 in the May 22, 2010 edition of the Hernando Today with a closing date and time set for 3:00 p.m. on Friday, June 18, 2010.

As a result, ten (10) sets of RFQ's were received, all properly sealed and notated. The RFQ's were to include ten (10) copies of the qualifications data and supporting documentation in a sealed envelope or package. The Qualifications Package shall be limited to the following information: Letter of Interest (2 pages), Staffing Plan including organizational chart (3 pages), Experience with CRA's (2 pages), Experience with similar type projects (4 pages), Narrative outlining the understanding of the scope of work (2 pages), Current and projected workloads and specific work done for the City/CRA (1 page), Provide a list of 4 CRA references along with current phone numbers, Current Federal 254 and 255 forms, 330 forms and Certified Minority Business Enterprise Certificate, if applicable, and Proof of authorization to conduct business in the State of Florida.

The following companies submitted RFQ's, which were opened and the results read as follows:

1. Burrell Engineering, Inc., Dunnellon, FL  
All required documentation included; acknowledged Addendum No. 1.
2. Coastal Engineering Associates, Inc., Brooksville, FL  
All required documentation included; acknowledged Addendum No. 1.
3. DRMP Engineers, Orlando, FL  
All required documentation included; acknowledged Addendum No. 1.
4. Land Design Innovations, Inc., Maitland, FL  
All required documentation included; acknowledged Addendum No. 1.
5. Kimley-Horn and Associates, Inc., Orlando, FL  
All required documentation included; acknowledged Addendum No. 1.
6. Woolpert, Inc., Orlando, FL  
All required documentation included; did not acknowledge Addendum No. 1 (further review required by staff) but not disqualified due to submission of Forms 254 and 255.

7. GAI Consultants, Inc., Orlando, FL  
All required documentation included; acknowledged Addendum No. 1.
8. Miller Legg, Inc., Winter Park, FL  
All required documentation included; did not acknowledge Addendum No. 1 but not disqualified due to submission of Forms 254 and 255.
9. CPH, Orlando, FL  
All required documentation included; acknowledged Addendum No. 1
10. Hoyle, Tanner & Associates, Inc., Oviedo, FL  
All required documentation included; acknowledged Addendum No. 1

City Clerk Peters stated staff will be distributed copies to review and rank.

Bill Geiger stated the Ranking Committee will include various staff from the City of Brooksville and he expects to distribute the RFQ's to the committee early next week for review. A future date will be set for a meeting to review the rankings and make a recommendation that will then be forwarded on to the Community Redevelopment Agency. The Ranking Committee will make a recommendation to negotiate a contract with whoever is ranked number one. It will be up to the Ranking Committee as to whether or not they will bring in the three (3) top firms to be interviewed. This meeting will be publicized and all firms that submitted an RFQ will be notified.

City Clerk Peters announced the RFQ opening meeting closed at 3:28 p.m.

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Kim J. Harsin  
Deputy City Clerk

**PROFESSIONAL CIVIL ENG/PLANNING CONSULTING SERVICES**  
**PHASE II STREETS CAPING RFQ NO. CD2010-05**  
 Friday, July 9, 2010 @ 2:30 p.m. in Council Chambers

FIRM	Bill Geiger	Mike Walker	Steve Baumgartner	Richard Radacky	Steve Gouldman	SELECTION POSITION	TOTALS
BURRELL ENGINEERING	45	25	65	53	15	-	-
COASTAL ENGINEERING *	① 70	② 65	③ 81	① 65	45	2+2+1+3=	8*
DRMP ENGINEERING	60	55	73	55	40	-	-
LAND DESIGN INNOVATIONS, INC. *	① 71	40	78	① 65	③ 60	3+3+2=	8*
KIMLEY-HORN & ASSOC.	62	① 75	68	55	② 60	3+2=	5
WOOLPERT, INC.	65	③ 60	② 79	55	55	1+2=	3
GAI CONSULTANTS, INC.	63	35	68	45	35	-	-
MILLER LEGG, INC. *	③ 67	30	① 83	55	① 70	1+3+3=	7*
CPH	65	40	71	③ 60	35	2=	2
HOYLE, TANNER & ASSOC.	62	45	65	40	25	-	-

NOTE: 1st Place Vote = 3 Points  
 2nd Place Vote = 2 Points  
 3rd Place Vote = 1 Point

"ALL TIES TO BE BROKEN BY HIGHEST NUMBER OF 1ST PLACE VOTES"

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\* Highest 3 ranked firms.