



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Parks and Recreation

**DATE:** April 30, 2024

**SUBJECT:** Motion to approve the Recommendation of Award of Contract to Miller Legg for the Parks and Recreation Master Plan.

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends awarding the contract to Miller Legg for the Parks and Recreation Master Plan.

**BACKGROUND OF ITEM:**

The Parks and Recreation Department issued a Request for Proposal (RFP) for the development of a comprehensive master plan to guide the future growth and development of our parks and recreational facilities and programs. The purpose of this master plan is to ensure the efficient and effective use of City's resources, enhance community engagement, and align our parks and recreational offerings with the needs and preferences of our residents.

**ANALYSIS:**

The decision to recommend Miller Legg for this project follows a thorough evaluation process. The RFP was issued on December 22, 2023, and proposals were due on January 31, 2024. The City received a total of four (4) proposals from the following qualified firms:

Bermello Ajamil & Partners  
Chen Moore and Associates  
Miller Legg  
Walters Zackria Associates

Each proposal was carefully reviewed and scored based on various criteria, including the firm's qualifications and experience, qualifications and experience of key personnel, best overall approach to the scope of services, past performance, and price proposal (proposed timeline and cost).

Miller Legg emerged as the top-ranked firm in both evaluation committee meetings involving presentations and Q&A based on their extensive experience in developing parks and recreation master plans for communities similar to ours. Their proposal demonstrated a deep understanding

of our community's unique characteristics and challenges, and their approach emphasized stakeholder involvement and sustainable planning principles.

The Master Plan will be conducted in a nine (9) to ten (10) month time frame.

**STRATEGIC PLAN:**

This initiative aligns closely with the city's strategic plan Priority 3 – A Strong Sense of Place. By investing in a comprehensive master plan for our parks and recreational facilities, we aim to create vibrant and inclusive spaces that promote health, well-being, and social cohesion among our residents.

**PROCUREMENT:** [Sec. 2-256 - Methods of Source Selection \(3\) Request for Proposals](#)

**FISCAL IMPACT:**

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
300-710-56390-519-24015	<b>\$175,000</b>	<b>\$173,500</b>	<b>\$1,500.00</b>

**ALTERNATIVES:**

The City has several user groups wishing to expand facilities and identify alternative options for recreational use. Investing in a Master Plan would provide an opportunity for the City to be able to identify the maximum use of recreational opportunities. If the City did not invest in a Master Plan, City staff would have to work amongst themselves to create and develop alternatives to accommodate the user groups. City staff is not well versed as experts in Master planning and crucial information could be omitted. Not having a Master Plan has also hindered the City from applying for grants or exploring grant opportunities.

**ATTACHMENTS:**

1. City of Cooper City Agreement – Miller Legg
2. Exhibit A – Solicitation
3. Exhibit B – Miller Legg Submittal
4. Tabulations
5. Vendor Compliance

## Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	Route to Purchasing	04/17/24 03:53 PM
Dodgen, Brandon	Assigned to Purchasing	COMPLETE: Forward to City Clerk	04/17/24 04:14 PM
Allen, Tedra	Assigned to City Clerk	Route to Budget	04/19/24 08:36 AM
Nadeau, Mike	Assigned to Budget	COMPLETE: Forward to City Clerk	04/19/24 08:38 AM
	<p><i>The GL Line item is 300-710-563190-519-24015. I tried to upload an updated Staff Report Word File but I do not see where it was uploaded. Besides the missing line item, the fiscal impact section of the staff report is correct.</i></p>		
Allen, Tedra	Assigned to City Clerk	Route to Attorney	04/19/24 09:01 AM
	<p><i>GL Line updated</i></p>		
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Manager	04/19/24 09:56 AM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	04/19/24 02:34 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	04/19/24 03:39 PM
Allen, Tedra	END WORKFLOW - APPROVED		04/19/24 03:49 PM