



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council **MEETING DATE:** February 16, 2021  
**FROM:** Michael Daniels, AICP, Planning & Zoning Director  
**SUBJECT:** Award of Bid LC 2020-20 for an Urban Planning or Interdisciplinary Firm to complete the 2045 Comprehensive Plan Update. *Michael Daniels*

### BACKGROUND

Bid LC 2021-01 was opened on December 17, 2020, and there were five qualified bidders who responded to this project. A selection committee was organized to review each proposal. The Selection Committee included City Council Member Ed Gaw, Planning and Zoning Member Brian Cook, City Manager Steve Kennedy, Assistant City Manager Mike Null and Planning and Zoning Director Michael Daniels.

Bidders included: Calvin, Giordano & Associates (CGA), Causseaux, Hewett, Walpole (CHW), Fleet and Associates (FA), Kimley Horn and Associates (KHA) and S&ME. The Selection Committee initially met on January 13<sup>th</sup> to discuss the bids. At that time all five committee members ranked CHW, S&ME and KHA as the top three bids with CGA and FA ranked 4<sup>th</sup> and 5<sup>th</sup> respectively. The Selection Committee agreed to have the top three bidders provide in-person presentations before making a final decision. On February 2<sup>nd</sup>, all three firms provided in-person presentations. Following the presentations, the Selection Committee members reviewed the proposals and ranked the firms as noted in Table 1.

**Table 1. Ranking of Bidders**

	Mike Daniels	Mike Null	Steve Kennedy	Ed Gaw	Brian Cook
1	S&ME	S&ME	S&ME	S&ME	S&ME
2	KHA	KHA	KHA	KHA	KHA
3	CHW	CHW	CHW	CHW	CHW
4	CGA	CGA	CGA	CGA	CGA
5	FA	FA	FA	FA	FA

### FISCAL IMPACT

The funds for this project (\$75,000) have been budgeted by the City in the General Fund for FY 20/21.

### RECOMMENDATION

Staff recommends the award of Bid LC 2020-20 to S&ME.