



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

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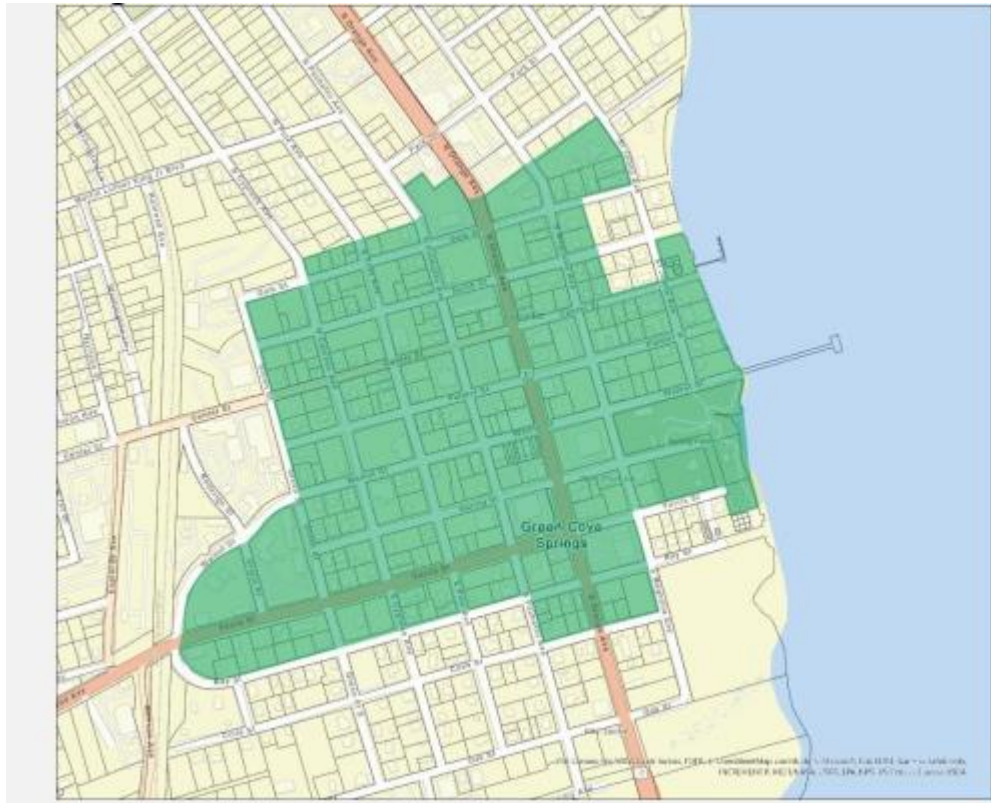
**TO:** City Council **MEETING DATE:** June 6, 2023  
**FROM:** Michael Daniels, AICP, Planning & Zoning Director  
**SUBJECT:** Award of Bid RFP LC No 2023-05 for the completion of a Downtown Form Based Code  
*Michael Daniels*

### BACKGROUND

The City executed a Request for Proposals (RFP) March, 2023 for the completion of a Downtown Form Based Code--see Study Area in Figure 1. The intent behind the plan is establish regulations in the downtown area based upon existing downtown street and block patterns and establishing standards for promoting development with a variety of uses, appropriate design, and public benefit. Further the intent is to enable the implementation of the following principles:

- Create an exceptional pedestrian-oriented public realm where city streets, sidewalks, parks, and plazas are safe, comfortable, attractive, and accessible places.
- Create a strong sense of spatial enclosure through the placement and arrangement of buildings, sidewalks, hardscape, and landscape.
- Promote building quality and form through building placement, building material, architecture, articulation, fenestration, and transparency.
- Achieve high-quality private and public spaces with form-based standards rather than regulations based principally on uses.
- Provide updated downtown sign regulations.

**Figure 1: Project Study Area**



Bid LC 2023-05 was opened on April 4, 2023, and there were four qualified bidders who responded to this project. A selection committee was organized to review each proposal. The Selection Committee included City Manager Steve Kennedy, Assistant City Manager Mike Null, Vice Mayor Steven Kelley, Planning Commissioner Josh Danley and Development Services Director Michael Daniels.

Bidders included: Amarach Planning Services, Inspire Placemaking Collective Inc., Chen Moore and Associates, and ZoneCo LLC/JB Pro. The Selection Committee met on May 9th to discuss the bids. All four committee members ranked Inspire Placemaking Collective Inc. as the top bidder. The proposed Professional Service Agreement, which includes the bid from Inspire, as Exhibit A, is included in the packet as well as the bids from the other three firms. The results of the bid rankings are provided in table 1 below.

**Table 1. Ranking of Bidders**

	<b>Mike Daniels</b>	<b>Mike Null</b>	<b>Steve Kennedy</b>	<b>Steven Kelly</b>
<b>1</b>	Inspire	Inspire	Inspire	Inspire
<b>2</b>	CMA	CMA	CMA	CMA
<b>3</b>	ZoneCo	ZoneCo	ZoneCo	ZoneCo
<b>4</b>	Amarach	Amarach	Amarach	Amarach

## **FISCAL IMPACT**

The funds for this project (\$125,000) will be paid out of the General Fund for FY 22/23 & FY 23/24.

## **RECOMMENDATION**

Staff recommends the award of Bid LC 2023-05 to Inspire Placemaking Collective, Inc.