



Interoffice Memorandum

January 6, 2020

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM:  Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Susan McCune, Project Manager, Planning, Environmental and Development Services
(407) 836-0952

SUBJECT: Approval of Amendment No. 2, Contract Y16-1109-LC, Professional Planning Services, Lot B

ACTION REQUESTED:

Approval of Amendment No. 2, Contract Y16-1109-LC, Professional Planning Services, Lot B, with GAI Consultants, Inc., in the amount of \$130,000, for a revised total contract amount of \$762,997.

PROCUREMENT:

This contract provides planning services in the areas of research, comprehensive planning, urban design, intergovernmental coordination, placemaking, and community outreach. These services are assigned, as needed, on a continuing basis, with a task specific scope of services. The additional funding is needed to support the sustainability internal action plan as well as the Planning Division's Signature Interchange Design Project. This contract is used by both the Parks and Recreation Division and Environmental Protection Division therefore, the amount of the contract is insufficient to cover current projects.

FUNDING:

Funding is available in account number 0001-068-2661-3197.

APPROVALS:

The Planning, Environmental, and Development Services Department concurs with this request.

REMARKS:

The Board approved award of Y16-1109-LC on May 23, 2017, in the amount of \$632,997 for a 3-year term contract, with further approval for the Procurement Division to renew the contract for two additional one-year terms.

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GAI Consultants, Inc., has provided ongoing planning consulting services to assist staff with placemaking including visioning, urban design, complete street design, large scale master planning and mixed-use designs, and the production of collateral material for presentations, publications and workshops, among other things. As part of the Mayor's Sustainability Initiative, additional projects need to be worked on, thus requiring the amount of the contract to be increased.

Previous contract amendments are as follows:

Amendment No. 1: Revised Article 36, Notice, of the contract to update the contact information for the County and the Contractor in regards to where notices are to be sent.