



Interoffice Memorandum

June 24, 2022

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

*CM* FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,  
Procurement Division

CONTACT: Alberto Vargas, Manager II, Planning Division  
407-836-5354

SUBJECT: Selection of Contractors, Request for Proposals, Y22-143-AH,  
Professional Planning Services

RECOMMENDATION:

Selection of one firm for Lot A and selection of one firm and an alternate for Lot B, as specified below, to provide Professional Planning Services, Request for Proposals Y22-143-AH.

Lot A: Canin Associates, Inc.

Lot B: Canin Associates, Inc.  
GAI Consultants, Inc.

Request authority for the Procurement Division to negotiate and execute a contract in the estimated amount of \$1,116,000 for a three-year term for Lot A and an estimated amount of \$814,500 for a three-year term for Lot B. Further request authorization for the Procurement Division to renew the contracts for two additional one-year terms.

The proposal was evaluated by the Procurement Committee on May 4, 2022. Commissioner Maribel Gomez Cordero was assigned to the Procurement Committee.

PURPOSE:

Professional Planning services are utilized by the Planning, Environmental, and Development Services Department to provide planning services in the areas of research, comprehensive planning, urban design, intergovernmental coordination, placemaking, and community outreach.

APPROVALS:

The Planning, Environmental, and Development Services Department and Business Development Division concur with this recommendation.

REMARKS:

Three proposals were received in response to this Request for Proposals (RFP). The Procurement Committee evaluated the proposals in accordance with the criteria established in this RFP. The proposal from RVi Planning + Landscape Architecture was deemed non-responsive due to the submission of a non-conforming fee schedule. Canin Associates, Inc. and GAI Consultants, Inc. meet all specifications and other requirements of the RFP.

A timely protest was filed by RVi Planning + Landscape Architecture. In accordance with the Procurement Ordinance a protest hearing was conducted on June 30, 2022. The protest committee unanimously voted to deny the protest and uphold the scores as accepted at the procurement committee held on May 4, 2022.

Consensus scores of the Procurement Committee are attached.

Procurement Committee Meeting - May 4, 2022, 1:00PM  
RFP #Y22-143-AH, Professional Planning Services - LOT A

CRITERIA	Qual. of Staff LOT A	Qual of Firm LOT A	Technical Approach LOT A	Location LOT A	M/WBE LOT A	Dislocated Workers (B) LOT A	SDV (B) LOT A	Fee Proposal LOT A	Total Weighted Points LOT A
Weighted Value	25	20	20	10	10	5	15	15	120
						(B) Indicates Bonus Points (Maximums Bonus Points Above)			
Canin Associates, Inc.	125.00	100.00	100.00	20.00	25.00	0.00	0.00	75.00	445.00
GAI Consultants, Inc.									

Procurement Committee Meeting - May 4, 2022, 1:00PM  
RFP #Y22-143-AH, Professional Planning Services - LOT B

CRITERIA	Qual. of Staff LOT B	Qual of Firm LOT B	Technical Approach LOT B	Location LOT B	M/WBE LOT B	Dislocated Workers (B) LOT B	SDV (B) LOT B	Fee Proposal LOT B	Total Weighted Points LOT B
Weighted Value	25	20	20	10	10	5	15	15	120
						(B) Indicates Bonus Points (Maximums Bonus Points Above)			
GAI Consultants, Inc.	125.00	100.00	80.00	50.00	25.00	0.00	2.00	75.00	457.00
Canin Associates, Inc.	100.00	80.00	75.00	20.00	25.00	0.00	0.00	54.74	354.74



**INTEROFFICE MEMORANDUM**

April 28, 2022

TO: Ana Hernandez Fernandez, Contracts Supervisor  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y22-143-AH / Professional Planning Services

APPROVED: *Aheena Ferguson*

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

1. Canin Associates, Inc.  
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Asha Planning Consultancy, Inc.	M/WBE-AF	1% of Lot A	Transportation Planning
C.T. Hsu + Associates, P.A.	MBE-AM	3% of Lot A	Urban Design for Civic and Commercial Buildings
Stokes Creative Group, Inc.	WBE-WF	1% of Lot A	Website, graphics, and outreach Support
ecoPreserve	WBE-WF	1% of Lot B	Implement Sustainability Plan
C.T. Hsu + Associates, P.A.	MBE-AM	4% of Lot B	Urban Design for Civic and Commercial Buildings

Total M/WBE Participation Proposed: 10%

**M/WBE Sub consultant participation Weighted Score: 0**

Total M/WBE Workforce: 20%

Total WBE Workforce: 50%

**Minority Workforce and Women Workforce Weighted Score: 25**

**Total M/WBE Participation Weighted Score: 25**

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

\*The Schedule of Sub-Contracting – SDV Participation and SDV Letter of Intent (LOI) Forms state “Not Applicable” Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0  
**SDV Bonus Points: 0**

\*Dislocated Worker(s) Proposed: 0  
**Dislocated Worker(s) Bonus Points: 0**

\*The Dislocated Worker form states “Not Applicable” Therefore, the evaluator cannot assess dislocated worker bonus points

**Total Bonus Points: 0**  
*(Includes SDV & Dislocated workers)*

2. GAI Consultants, Inc.  
 MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
ecoPreserve, LLC	WBE-WF	12%	Sustainability Planning
Rhodes + Brito Architects, Inc.	MBE-BM	5%	Architectural
The Balmoral Group, LLC	WBE-WF	8%	Economic Consulting and GIS

Total M/WBE Participation Proposed: 25%  
**M/WBE Sub consultant participation Weighted Score: 25**

Total M/WBE Workforce: 10%  
 Total WBE Workforce: 30%  
**Minority Workforce and Women Workforce Weighted Score: 0**

**Total M/WBE Participation Weighted Score: 25**

<b>Registered Service-Disabled Veteran(s) (SDV) Sub-consultant</b>	<b>Points</b>	<b>SDV Sub-consultant Role</b>
Drummond Carpenter, PLLC	2	Community Planning Services, Civil Engineering, Sustainability Services

Registered SDV(s) Proposed: 1  
**SDV Bonus Points: 2**

\*Dislocated Worker(s) Proposed: 0  
**Dislocated Worker(s) Bonus Points: 0**

\*The Dislocated Worker form states "Not Applicable" Therefore, the evaluator cannot assess dislocated worker bonus points

**Total Bonus Points: 0**  
*(Includes SDV & Dislocated workers)*