




## Interoffice Memorandum

March 29, 2017

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Susan McCune, Project Manager, Community, Environmental and  
Development Services  
836-0952

SUBJECT: Selection of Consultant, Request for Proposals, Y16-1109-LC,  
Professional Planning Services, Lot A

### **RECOMMENDATION**

Selection of one firm and two ranked alternates to provide Professional Planning Services, Lot A, Request for Proposals Y16-1109-LC, from the following firms listed alphabetically.

Canin Associates/DPZ Partners, LLC  
Littlejohn An S&ME Company  
Tindale Oliver

Further request authority for the Procurement Division to negotiate and execute a three year contract within a budget amount of \$789,000. The Procurement Division also requests the authority to renew the contract for two additional 1-year terms.

This item was evaluated by the Procurement Committee on February 22, 2017. Commissioner Victoria P. Siplin was assigned to the committee.

### **PURPOSE**

To provide planning services in the areas of research, comprehensive planning, urban design, intergovernmental coordination, placemaking, and community outreach. These services will be assigned as needed on a continuing basis, with specific tasks identified by a described scope of services for the task.

### **DISCUSSION**

Lot A, Comprehensive Plan represents those tasks involving the evaluation and appraisal, including evaluation and analysis of existing conditions, economic/market studies, fiscal impacts, and infrastructure needs. The consultant shall provide expertise and technical skills, on an *as-needed basis*, to assist Orange

County staff in the implementation of the County's Comprehensive Plan and the fulfillment of the Planning Division's work program.

The following list outlines representative examples of projects that may be assigned to the selected firm. This list is not all-inclusive of the specific activities that the firm team may be asked to perform. Specific tasks and deliverables will be identified through individual work orders. Once a project is identified, the selected firm may be required, at the request of the County, to submit specific proposals including project management and staff resourcing, scope of work, as well as tasks scheduling and cost estimates.

**Lot A. – Comprehensive Plan - General Work Assignments**

The studies/tasks conducted under this contract may include, but are not limited to the following.

1. Collect and analyze data associated with comprehensive planning and small area studies.
2. Prepare evaluation and appraisal reports on effectiveness of Comprehensive Plan policies.
3. Identify and create data required to analyze fiscal sustainability of plan implementation.
4. Analyze current and historic population trends by market area to produce long-term and short-term forecasts.
5. Evaluate local and regional market absorption trends and characteristics related to residential, commercial, and office land uses.
6. Identify factors, incentives, performance measures or other planning or fiscal tools to enhance the economic development potential for agricultural, residential, office, commercial or industrial use.
7. Analyze land valuation data to determine existing and projected ad valorem and tax increment revenue associated with special districts.
8. Identify and engage market area stakeholders for identifying and prioritizing near and long term community needs, opportunities, and associated goals and policies.
9. Develop web sites, online surveys, workshops, advisory committees, community preferences surveys, or other similar public engagement strategies.

10. Prepare land use feasibility studies on potential development/redevelopment within a market area.
11. Investigate and develop transfer of development rights and density transfer programs or other long term land and resource protection programs.
12. Develop strategies to expand location-efficient and energy-efficient housing choices to lower combined costs of housing and transportation.

The Procurement Committee's evaluation is attached.

RFP#: Y16-1109-LC Professional Planning Services	QUAL OF		QUAL OF		TECHNICAL		M/WBE		LOCATION		FEE		Welfare Transition	SDV Subcontractor	SDV Prime	TOTAL
	STAFF		FIRM		APPROACH						PROPOSAL					
	20		15		25		10		10		20					
WEIGHT	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	RAW SCORE	RAW SCORE	
LOT A																
Canin Associates/DPZ Partners, LLC	4.2	84	4.0	60	5	115	3	30	2	20	3.7	74	0	0	0	383.0
Tindale Oliver	3.4	68	3.0	45	4	90	4	40	2	20	5	100	0	10	0	373.0
Littlejohn An S&ME Company	3.4	68	3.0	45	3	75	4	40	5	50	4.2	84	0	0	0	362.0



Interoffice Memorandum

December 22, 2016

To: Linda Carson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJ: **RFP #Y16-1109-LC, Professional Planning Services (Lots A & B)**

Below are the respondents to the subject RFP with their firm's certified sub-consultants and M/WBE participation score on a 1 – 5 rating:

<b>1.</b>	<b>Tindale Oliver</b>		<b>4 Points</b>
WF	Planactive Studio, LLC	12%	
WF	Ruth Hamberg Landscape Architecture & Urban Design	12%	
	<b>Total MWBE Participation:</b>	<b>24%</b>	
	EEO Staff	52%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>5</b>	
	Welfare Recipients:	<b>0</b>	

<b>2.</b>	<b>Littlejohn An S&amp;ME Company</b>		<b>4 Points</b>
AFAM	Landscape Designs, LLC	12%	
WF	Foresight Design Group, Inc.	12%	
	<b>Total MWBE Participation:</b>	<b>24%</b>	
	EEO Staff	43%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>0</b>	
*	Welfare Recipients:	<b>0</b>	

\*The Welfare Transition and/or Dislocated Worker form was not submitted with the proposal.

*Aheena Ferguson*

cc: Contract File

<b>3.</b>	<b>Canin Associates/DPZ Partners, LLC</b>		<b>3 Points</b>
WF	Laura Turner Planning Services	3%	
AFAM	WBQ Design & Engineering, Inc.	1%	
HM	Luke Transportation Engineering Consultants, Inc.	1%	
	<b>Total MWBE Participation:</b>	<b>5%</b>	
	EEO Staff	30%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>0</b>	
	Welfare Recipients:	<b>0</b>	