

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. EPP-RFP-00246

Contract
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQPR1900014
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Land Planning Consultant Services

Description: Same as above.

Issuing Department: ISD
 Contact Person: Dakota Thompson
 Phone: 305-375-2356

Estimate Cost: 506,000

Funding Source:
 GENERAL XXXX
 FEDERAL
 OTHER

ANALYSIS

Commodity Codes:	962-73			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:				
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Dakota Thompson	Date sent to SBD: 8/23/19
	Date returned to SPD:

LAND PLANNING AND REPORTING CONSULTANT

2.0 SCOPE OF SERVICES

2.1 Background

The County currently manages multiple properties owned or leased by PROS, which require management plans and stewardship reporting documents to be submitted on regular and as-needed basis. These required reporting documents (both Management Plans and Stewardship Reports) have specific formatting and content requirements which are governed under the discretion of the state and federal regulatory agencies (such agencies included but are not limited to: Florida Department of Environmental Protection, Division of State Lands, Florida Communities Trust, and the National Park Service). The Management Plans, Management Plan updates, and Stewardship Reports shall be developed to meet the requirements guided by the regulatory agency, or agencies, for each property as needed. In addition to the above mentioned management plans and stewardship reporting, other analysis and reporting may be required as needed.

The selected Proposer should have a track-record of providing professional services in the development and submittal of park land management plans and stewardship reports for parks and natural area lands.

2.2 Required Services

The selected Proposer shall:

- A. Provide to the County completed Park Land Management Plans and Stewardship Reports that will contain sufficient detail to ensure land management plans and stewardship reporting compliance needs are met, as required by state and federal regulatory agencies. Land Management Plans and Stewardship Reports shall be compliant and with County policies, as well as, the Federal Property and Administration Services Act of 1949; Florida Statutes Chapters 259.032 and 380, Part III; and Florida Administrative Code Chapter 18. Completed management plans shall be submitted to the County Parks, Recreation and Open Spaces Department for review and approval. The County shall have direct input into the final product, and will only approve a work product that meets the legislative requirements and writing quality standards. Some stewardship reports are time sensitive with hard deadlines, and may need to be developed and submitted within a short turn around time. Some reports, Management Plans and Management Plan updates, will be assigned in later years of the contract, and can be completed with a less rigid timeline.
- B. Investigate existing County records to determine:
 - 1) Management Authority and Reporting Requirements
 - 2) Existing and Planned Park Land Uses, Recreation Programs, and other information related to the park's use
 - 3) Acquisition History, Deeds, Leases, and Easements
- C. Provide a description and assessment of Natural and Cultural Resources.
- D. Development of resource management program, which shall include, but not limited to:
 - 1) Special Management Considerations
 - 2) Site Security Needs
 - 3) Management Needs and Problems
 - 4) Management Long Term and Short Term Goals, including Measurable Objectives
 - 5) Management Measures for Natural Resources and Cultural Resources
 - 6) Research Needs
 - 7) Resource Management Schedule (timetable for implementation of various stages of management and for providing public access)
 - 8) Land Management Review
 - 9) Potential Uses and Proposed Public Access Facilities

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- 10) Location, Vicinity, Topographic Maps
 - 11) Soil Descriptions & Map
 - 12) Natural Community Description(s) and Map
 - 13) Plant, Animal, and Protected Species Lists
 - 14) Cultural/Historical Resource Management Statement
 - 15) Management Priority Schedule and Cost Estimates
- E. Recommend management goals, objectives and business opportunities that could be realized through a program partnership, with a vendor hired through a public request for proposal.
 - F. Provide PROS with an amended program of utilization or an amended original use plan, if applicable, for federal surplus properties acquired by the Department.
 - G. Coordinate teleconferences or meetings with other agencies, interest groups, and advisory committees to gather pertinent project details for the development of the plans and reports. The selected Proposer shall meet with County staff at critical milestones in the project development, to include meetings at the site, if necessary.
 - H. Conduct presentations at publicly advertised meetings, community meetings and meetings of advisory committees upon request of PROS to ensure public participation.
 - I. Provide the County Project Manager with updates and ongoing access to key staff for project status reporting.