



MEMORANDUM

Development Services Department

TO: Keith Raney, Contract Administrator II, Purchasing Division

THRU: Alaina Ray, AICP, Development Services Director

FROM: Lori Barnes, AICP, CPM, Assistant Director, Development Services

SUBJECT: RLI 2023-03PZ under Contract No. 2022-13, General Planning Services for Activity Center 3 (Gateway) Master Plan

DATE: November 15, 2023

The Planning & Zoning Division received responses to RLI 2023-03PZ from the following firms:

- Pritchett Steinbeck Group, Inc
- RVI Planning + Landscape Architecture, Inc.

On October 5, 2023, the following City staff members met to review and discuss the responses:

- Alaina Ray, AICP, Development Services Director
- Chuck Speake, Public Works Director
- Lori Barnes, AICP, CPM, Assistant Director, Development Services
- Vinnie Mascarenhas, Economic Development Manager

Key discussion points included the following:

- Understanding of scope/project deliverables
- Expertise/qualifications of project team in relation to the scope of the project;
- Availability of personnel/timeline
- Similar projects;
- Timing of project deliverables.

After discussion, the review team concluded the following regarding Pritchett Steinbeck Group, Inc.'s response:

- Communicated a superior understanding of the scope and desired deliverables;
- The inclusion of a Certified Floodplain Manager and Resiliency Specialist lends well to the project due to the characteristics of the land within the study area;
- Included reference projects more in keeping with the proposed project.
- Included a timeline beyond that anticipated.

The review team consensus was to select Pritchett Steinbeck Group, Inc. (PSG) for the work assignment, subject to confirmation they were comfortable with the required deliverable dates communicated by FloridaCommerce related to the Community Planning Technical Assistance Grant. On October 10, 2023, PSG communicated they were comfortable with the scope and timeline for the project.