

**RESOLUTION 16-117**

WHEREAS, the City has requested statements of qualifications from consulting firms to prepare ten year capital plans and cost estimations for the City's Police, Fire, Recreation, Library and Road Departments; and

WHEREAS, two firms responded to the RFQ; and

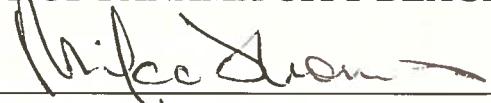
WHEREAS, a Staff committee reviewed the statement of qualifications at a properly advertised public meeting on August 15, 2016, found both responding firms to be fully qualified to perform the work, and recommended the Council request statements of cost proposals for the work such that the contract could be awarded to the lowest fully responsive bidder.

**BE IT RESOLVED** that appropriate officers of the City are authorized and directed to prepare a request for proposals subject only to response by ZHA and Dewberry, Inc., and to return a proposed Agreement to the City Council for approval.


**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in special session this 25<sup>th</sup> day of August, 2016.

**CITY OF PANAMA CITY BEACH**

By:   
MIKE THOMAS, Mayor

**ATTEST:**

  
DIANE FOWLER, City Clerk



## CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

LEGAL/Amy Myers on behalf of ENGINEERING/Kelly Jenkins

**2. MEETING DATE:**

AUGUST 25, 2016

**3. REQUESTED MOTION/ACTION:**

Approve Staff recommendation finding both firms who responded to Capital Plans RFQ to be fully qualified to perform work, and direct staff to prepare RFP to award work to lowest bidder

**4. AGENDA**

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO  N/A   
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

**6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)**

The City has requested statements of qualifications from consulting firms to prepare ten year capital plans and cost estimations for the City's Police, Fire, Recreation, Library and Road Departments. Two firms, ZHA and Dewberry, Inc. responded to the RFQ. A Staff committee reviewed the statement of qualifications at a properly advertised public meeting on August 15, 2016, found both responding firms to be fully qualified to perform the work, and due to extraordinary circumstances unique to the responding firms recommended the Council request statements of cost proposals for the work such that the contract could be objectively awarded to the lowest fully responsive bidder.

If Council accepts this recommendation, a more precise scope of work will be prepared by staff and submitted to the two firms for review and response. The firm submitting the lowest bid will be awarded the work, and a complete contract and firm price will be brought back to Council for final approval.