

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor, Vice-Mayor,
and members of the City Commission

DATE: March 30, 2026

FROM: Peter J. Iglesias
City Manager

Peter J.
Iglesias

Digitally signed by Peter
J. Iglesias
Date: 2026.03.31
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SUBJECT: Award Recommendation
RTQ 2025-049 Fitness Instructors

At the next available City Commission meeting an award recommendation for RTQ 2025-049 Fitness Instructors will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation for award of the subject RTQ is as follows:

- 1) Accept the Chief Procurement Officer's recommendation to approve the establishment of a pre-qualified pool of fitness instructors.
- 2) Authorize the continuation of approving additional fitness instructors into the pool on as needed basis.

On December 3, 2025, the Procurement Division of Finance formally advertised, issued and distributed RTQ 2025-049 Fitness Instructors. Three hundred-six (306) prospective bidders were notified through INFOR, the City's web-based e-Procurement system.

Eight (8) responses were received on January 28, 2026, in response to RTQ: Adela Fryhover Yoga, LLC, Alex Li Yoga Therapy, LLC, Elham Kharabi, Erika Greenawalt, Johana D. Ortuno, Mary Christine Weinberg, Yobel Gonzalez and Yoga with Anja.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RTQ. During the review, it was determined by Procurement, after consulting with the City Attorney's office that Elham Kharabi would be deemed non-responsive based on the failure to comply with the minimum requirements. It was determined that seven (7) proposers were responsive and could be moved to Phase II / Scoring Process. The scoring phase was performed by Community Recreation Department staff that resulted in seven (7) of the proposers passing the score phase as listed in Exhibit 1.

A Professional Services Agreement will be executed with each of the instructors. A more detailed description of the RTQ, and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Attachment: Exhibit 1 - Scores

Copy:

Cristina M. Suárez, City Attorney

Billy Y. Urquia, City Clerk

Carolina Vester, Assistant City Manager

Fred Couceyro, Community Recreation Director

Carlos Pichardo, Assistant Community Recreation Director

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Chief Procurement Officer