

## CITY OF CORAL GABLES

### -MEMORANDUM-

**TO:** Honorable Mayor and  
Members of the City Commission

**Date:** December 6, 2024

**FROM:** Amos Rojas, Jr.  
City Manager

**SUBJECT:** Award Recommendation  
RFQ 2024-034 General Planning Services

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At the next available City Commission Meeting an award recommendation for RFQ 2024-034 General Planning Services 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 to the City Commission for award of the subject RFQ is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFQ and authorize negotiations with the top three (3) responsive and responsible proposers: Chen Moore and Associates, Inc., Inspire Placemaking Collective, Inc., and The Corradino Group, Inc., for General Planning Services.
- 2) Should negotiations fail with the top-ranked proposers, negotiations may commence with the next highest ranked responsive-responsible proposer: Calvin Giordano & Associates, Inc., if determined to be in the best interest of the city.
- 3) Reaffirm the City's right to pursue alternative courses of action.

On September 19, 2024, the Procurement Division of Finance formally advertised, issued, and distributed Request for Qualifications (RFQ) 2024-034 General Planning Services. One hundred fifty-three (153) prospective proposers were notified by INFOR, the City's web-based e-Procurement system.

On October 22, 2024, four (4) firms submitted proposals in response to the RFQ: Calvin Giordano & Associates, Inc, Chen Moore and Associates, Inc., Inspire Placemaking Collective, Inc., and The Corradini Group, Inc.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFQ.

On November 22, 2024, the Evaluation Committee convened to evaluate the four (4) responsive and responsible proposals and ranked the firms in the following order: The Corradino Group, Inc., (top ranked), Inspire Placemaking Collective, Inc., (second ranked), Chen Moore and Associates, Inc., (third ranked) and Calvin, Giordano & Associates, Inc., (fourth ranked). The Evaluation Committee recommended that the City negotiate with the top three (3) responsive-responsible proposers to provide the requested services for an initial three (3) year term with two (2) one-year renewals.

The Evaluation Committee further recommended that should negotiations fail with any of the top three (3) ranked firms negotiations could be conducted with the next ranked firm Calvin Giordano & Associates, Inc.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFQ, proposal response and evaluation results will be provided to you as part of the agenda package.

Please contact me should you have any questions.

Copy:

Cristina M. Suárez, City Attorney

Billy Y. Urquia, City Clerk

Alberto N. Parjus, Deputy City Manager

Jose Gomez, Assistant City Manager

Douglas Ramirez, Deputy Development Services Director

Jennifer Garcia, Assistant Director for Planning and Zoning

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Chief Procurement Officer