

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH THE HIGHEST RANKED FIRM, DIALOG ARCHITECTURE AND ENGINEERING PC, TO DEVELOP URBAN DESIGN GUIDELINES FOR THE CITY OF HOLLYWOOD, IN THE AMOUNT OF \$232,220.00.

WHEREAS, the Development Services Department, Division of Planning and Urban Design, desires to retain a consultant to develop city-wide Urban Design Guidelines for the City of Hollywood; and

WHEREAS, Section 38.43 of the Procurement Code states that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000, a formal solicitation process shall be completed that may result in a written contract(s) and/or purchase order(s) after due public notice inviting bids or proposals; and

WHEREAS, on March 4, 2025, Request for Proposals Number RFP-257-25-SA ("RFP") was electronically advertised on OpenGov.com to solicit the desired services in accordance with Section 38.43(A) of the Procurement Code; and

WHEREAS, the RFP resulted in proposals from the following firms by the response due date:

1. Bermello Ajamil & Partners LLC
 2. Brooks + Scarpa,
 3. DIALOG Architecture and Engineering PC
 4. Inspire Placemaking Collective, Inc.
 5. PaleoWest, LLC
 6. Toole Design Group, LLC
 7. WSP USA Inc.
- ; and

WHEREAS, on July 15, 2025, the Selection Committee met to evaluate and rank the proposals based upon the approved Evaluation Criteria established in the RFP: Firm Qualifications and Experience; Project Team and Project Leadership, Approach and Work Plan; Fee Statement, and Local Preference; and

WHEREAS, The Selection Committee deemed Toole Design Group, LLC's proposal as non-responsive and voted to remove them from the evaluation process; and

WHEREAS, based on the Evaluation Criteria, the Selection Committee evaluated the remaining proposals, and the total average scores were compiled to arrive at the following rankings, with the highest score being the highest ranked:

1. DIALOG Architecture and Engineering PC (78.53 Points)
2. Bermello Ajamil & Partners, LLC (77.84 Points)
3. WSP USA Inc. (76.55 Points)
4. Inspire Placemaking Collective (73.14)
5. Brooks + Scarpa (67.37)
6. PaleoWest, LLC (61.4) ; and

WHEREAS, the top three (3) firms were shortlisted and invited to provide oral presentations for further consideration by the Selection Committee in its evaluation and selection of a firm; and

WHEREAS, on August 6, 2025, oral presentations were provided by the shortlisted firms, followed by a Final Public Selection Committee meeting held on August 6, 2025, during which the Selection Committee ranked the shortlisted firms; and

WHEREAS, scores were compiled to arrive at the following final rankings, with the lowest score being the highest ranked:

1. DIALOG Architecture and Engineering PC (7 Points)
2. Bermello Ajamil & Partners, LLC (8 Points)
3. WSP USA Inc. (9 Points) ; and

WHEREAS, the Selection Committee recommends that the City Commission authorize the execution of an Agreement with the highest ranked firm, DIALOG Architecture and Engineering PC, for an initial term of two years with an option to renew for an additional two-year period to develop city-wide Urban Design Guidelines for the City of Hollywood; and

WHEREAS, a portion of the funding for this service is available in the FY 2026 Operating Budget in account number 001.140401.51500.631170.000000.000.000 and will be budgeted in subsequent fiscal years' operating budget subject to approval and adoption by the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves the ranking of the firms as follows:

1. DIALOG Architecture and Engineering PC
2. Bermello Ajamil & Partners, LLC

3. WSP USA Inc. (9 Points).

Section 3: That it authorizes the appropriate City officials to execute an agreement, embodying the terms and conditions approved by the City Commission this date, with DIALOG Architecture and Engineering PC, in a form acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 4: That if the appropriate City officials are unable to execute an agreement with the highest ranked firm, they are authorized to execute an agreement with the next highest ranked firms, in ranking order, in the amount of \$232,220.00.

Section 5: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2025.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

DAMARIS HENLON
CITY ATTORNEY