

STATEMENT OF BUDGET IMPACT
(Policy Number 94-45)
Budgetary Review of Proposed Resolution &
Ordinances with Financial Implication.

Date: February 3, 2014

BIS 14-093

File: TMP-2014-00091

Proposed Legislation:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO NEGOTIATE AND EXECUTE AN AGREEMENT BETWEEN THE HIGHEST RANKED FIRM AND THE CITY OF HOLLYWOOD FOR THE DEVELOPMENT OF A PARKING MANAGEMENT PLAN.

Statement of Budget Impact:

1. ☐ No Budget Impact associated with this action;
2. ☒ Sufficient resources are identified /available;
3. ☐ Budgetary resources not identified/unavailable;
4. ☐ Potential Revenue is possible with this action;
5. ☒ Will not increase the cost of Housing;
6. ☐ May increase the cost of Housing; (CDAB review required)

Explanation:

The Office of Parking and Intergovernmental Affairs desires to contract with a qualified firm for the Development of a Parking Management Plan which will include recommendations relating to the city's parking policies, operations (including the feasibility of privatization of all or parts of the parking system), inventory of property, equipment and material.

Notices of Request for Proposal Number RFP-4357-13-JE were mailed on August 20, 2013, and the RFP was electronically advertised in accordance with the City's Purchasing Ordinance, Section 38.42(A)(1). RFP-4357-13-JE was opened at 3:00 P.M., Friday, September 20, 2013, and resulted in responses from seven (7) firms that were evaluated according to the criteria established in the RFP by a committee comprised of members of management, administrative staff and management from a neighboring city.

After the proposals were evaluated, two (2) firms were shortlisted and invited to participate in oral interviews by the committee. At the January 14, 2014 meeting, final evaluation scores were compiled based upon the criteria, proposal content and the oral interviews, and the firms were ranked as follows:

Desman Associates	1.0
Walker Parking Consultants	2.0

The evaluation committee has recommended that the City Commission authorize negotiation and execution of an Agreement with the highest ranked firm, Desman Associates, for the Development of a Parking Management Plan with the right for the City to cancel this agreement with or without cause, subject to the City receiving all insurance required and approved by the City's Risk Manager and other terms and conditions required by the City Manager and the City Attorney.

The fee proposal by the highest ranked firm, Desman Associates is \$68,310 and includes reimbursable expenses for travel, per diem and photocopying. An additional fee estimated at \$10,635 would be incurred for collection of hourly occupancy, turnover, and parking duration in downtown Hollywood for a combined estimated not to exceed total of \$78,945.00. Funding has been identified and is available in FY 2014 in account #46.1150.00000.545.003117.

PREPARED BY: Hilde Johnson
Management & Budget Analyst

APPROVED BY: Mirtha Dziedzic
Assistant Director, Budget and Financial Services