



CITY OF DANIA BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT

DATE: September 27, 2011

TO: Robert Baldwin, City Manager

VIA: Robert Daniels, Director *Robert Daniels*

FROM: Corinne Lajoie, AICP, Principal Planner *CL*

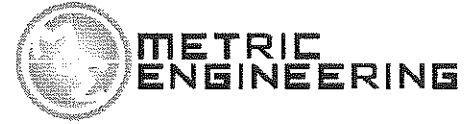
REQUEST: **CD-30-11:** The Community Development Department is requesting approval of an agreement between the City and Metric Engineering for landscape planning and inspection consulting services for Code Compliance, Building and Planning Divisions in an amount not to exceed \$29,000 without competitive bidding.

The City of Dania Beach's City Charter authorizes the City Manager to purchase supplies, services, equipment and material for the City government in amounts in excess of \$25,000.00 without competitive bidding and without advertisement for bids if he is authorized to do so in advance by a resolution adopted by the City Commission. Staff has determined that it is likely that landscape and inspection consulting services from Metric Engineering, Inc. will likely exceed \$25,000 in the coming year to various Departments within the City, predominantly for services provided to Community Development Department. Recent fee restructuring has significantly reduced the amount of cost recoverable funds that can be collected and allocated. As such, what was previously paid for from a cost recovery account will now have to be paid out of the Community Development Department, through a landscape services account, which will likely result in costs exceeded \$25,000.

The Community Development Department has existing, on-going City grants that require the use of landscape consulting services in order to meet a combination of timing and compliance requirements. As such, the Community Development Department is requesting approval of an agreement between the City and Metric Engineering for Landscape Planning and Inspection consulting services for the Code Compliance, Building and Planning Divisions in an amount not to exceed \$29,000, without competitive bidding.

STAFF RECOMMENDATION

Approve.



August 26, 2011

Corinne LaJoie, Principal Planner
City of Dania Beach
100 West Dania Beach Boulevard
Dania Beach, Florida 33004

Subject: Proposal for Landscape Consultant Services

Ms. LaJoie:

Metric Engineering, Incorporated (Metric) is pleased to provide the following proposal to the City of Dania beach (City) to provide continued landscape consultant services. Our understanding of this project is based on our experience with this contract and your August 25, 2011 request for this proposal.

Scope of Work

Metric proposes to provide landscape consultant services to the City, through various departments, under two main activity types as follows:

1. Cost Recovery Services

This scope item includes landscape consulting services pertaining to the review of submittals provided to the City through the site plan review process. Typical scope items include reviewing and providing comments on proposed landscape plans for compliance with the City code and industry standards; reviewing and providing comments on proposed site plans and related development plans for compliance with landscape codes; attending City Development Committee Review Meetings; conducting inspections of newly installed landscaping (planted to satisfy approved landscape plan requirements) in order to provide City approval, including pre-construction meetings and interim inspections as needed. All reviews will be conducted in a timely manner and in within City requested timeframes.

2. Non Cost Recovery Services

This scope item includes review and processing of tree removal license applications (including field reviews), providing technical support on landscape issues for the City's Code Compliance Unit, providing technical support on landscape issues on an as-needed basis for the Community Development Department. Metric will accommodate the schedule of the City for these tasks with availability for field of office meetings within two business days and emergency field inspections within 24 hours.

In order to maintain high standards of service, Metric will maintain staff certifications as Certified Florida Landscape Inspectors and Certified Arborists, for providing technical support as needed.

Deliverables

Metric will provide copies of all plan review findings and other required documentation in electronic format unless otherwise requested, with the exception of Tree Removal License applications, which will be returned to the City in original hard copy form.

Fee

Metric will perform the above referenced scope of services on a hourly basis, with the following loaded rates (all travel and overhead expenses included):

1. Cost Recovery Services: \$100/Hour
2. Non Cost Recovery Services: \$75/Hour

Authorization

Please provide a City authorization that incorporates this proposal in regards to scope and cost. If you have any questions about this proposal please let me know.

Sincerely,
Metric Engineering, Inc.

A handwritten signature in black ink, appearing to read "Michael McCoy", written over a white background.

Michael McCoy
Director, Environmental Services