



CITY OF DANIA BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT

DATE: March 13, 2012

TO: Robert Baldwin, City Manager

VIA: Robert Daniels, Director *[Signature]*

FROM: Corinne Lajoie, AICP, Principal Planner, LEED Green Associate *CL*

SUBJECT: Request for Qualifications for continuing services.

The Community Development Department occasionally has the need for professional services with expertise outside the scope of its regular, everyday functions. The intent of this Request for Qualifications (RFQ) is, through a competitive process, to select one or more firms with which to negotiate an agreement to provide professional services to the Department.

Professional services under this contract will be restricted to those required for any project for which services will not exceed \$65,000 in costs. The contract to be awarded will be for continuing services with no time limitation but with a termination clause.

A primary source of funding for these professional services will be from cost recovery funds collected as part of development applications.

In the past the department has had a need to engage professional services for task such as conducting an environmental assessment of a particular property and traffic analysis for large developments. Approval of a continuing services list of professionals will allow the department flexibility to have these services done quickly, as needed.

STAFF RECOMMENDATION

Approve.