



## *Agenda Briefing*

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**Date of Meeting:** 04/16/19

**Submitting Department:** City Manager's Office

**Date Submitted:** 04/11/19

**Prepared By:** Alexandra Aggor, Management Assistant

**Presenter:** Gayle Cook, City Manager

**Will there be a guest/visitor presenter who is not an employee?:**  Yes  No

**What is this person's first and last name and affiliation to this item?:**

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**Subject:** Reject proposal submittal for Project 2019-05

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**Type of Item:**  Ordinance  Resolution  Contract/Agreement  Public Hearing  Discussion & Direction

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**Executive Summary:** Sealed Request for Proposal Project 2019-05 Open Space and Parks Master Plan was opened on Monday, April 8. The City received one submission, which did not include pricing and was therefore incomplete.

In a Request for Proposal (RFP), pricing submittal is required as opposed to the Request for Qualifications (RFQ) that does not request cost or price information.

Per the City Attorney, the City cannot allow the vendor to modify their submission after it was opened; it therefore must be rejected and rebid.

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**Background/Issue** (What prompted this need?): The City Open Space and Parks Master Plan was last updated in 2012. Since that time, the demand for Parks and its departmental resources continues to grow. Staff wants the updated plan to incorporate present and future needs concerning open space and parks as well as incorporate recommendations for city facilities.

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**Budget Analysis/Funding Comments:**

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**Expenditure Required: \$**

**Budgeted Amount: \$                      Source of Funds/Funding Account:**

**Not Budgeted: If approved, the following will be included in the next Budget Amendment and \$                      will be added to Revenue Account:                      and \$ added to Expenditure Account:**

**1295 Form Required? Yes No**

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**Name of Applicant (if applicable) :**

**Legal Description/Location (if applicable):**

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**Supporting Materials Attached:**

1. Bid Tabulation Sheet
2. Proposal - Kimley Horne
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

10.

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**Recommended Placement on Agenda: Bid Awards**

**Recommended Action:** Consider and take all appropriate action on staff's recommendation to reject the only bid received for a consultant for the Parks Master Plan Update, Project 2019-05. The bid received was incomplete

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**REVIEWED AND APPROVED BY:  
(as appropriate)**

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy City Manager

\_\_\_\_\_  
Date

DocuSigned by:  
  
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B8CE768D777F40E...  
City Manager

\_\_\_\_\_  
4/12/2019

\_\_\_\_\_  
Date

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