

## **EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(16) – April 26, 2017**

### **ITEM:**

Consideration of approving an increase to purchase order P18569 to Bermello Ajamil & Partners (B&A) Incorporated in the amount of \$30,000.00 for an additional public meeting to review master planning efforts and finalize public input with the community for the Strategic Master Plan.

### **EXPLANATION:**

Background: On June 24, 2015 the Commission approved the selection committee's recommendation of Bermello Ajamil & Partners (B&A) and authorized CPA staff to negotiate a standard continuing contract for Master and Strategic Planning Services (PUR-RFQ-15-3).

On December 16, 2015 the Commission approved a purchase order to B&A in the amount of \$200,000 to initiate Phase 1 of the Master Planning process to include the initial data collection and strategy development sessions with staff.

On April 27, 2016 the Commission approved an increase to the purchase order to Bermello Ajamil & Partners (B&A) Incorporated in the amount of \$665,000.00 to complete the remaining 9 tasks of the Master Planning process.

Staff is requesting approval to increase the purchase order to Bermello Ajamil & Partners (B&A) Incorporated in the amount of \$30,000.00 for an additional public meeting to review master planning efforts and finalize public input with the community for the Strategic Master Plan.

### **Funding Review by Finance (Pat Poston):**

The total amount of \$30,000 will exceed the budget by \$30,000. However there are funds available in the unused contingency budget. If this item is approved, \$30,000 will be transferred from project 2273, and no change will be required in the FY17 Capital Budget. [Budget item 2270 - Master Plan & 2273 - Contingency]

**Staff Recommends Approval**  
**Prepared by Jim Dubea**



Bermello Ajamil & Partners, Inc.

Architecture  
Engineering  
Planning  
Interior Design  
Landscape Architecture

April 3, 2017

Memorandum

To: Jim Dubea

From: Luis Ajamil

Re: Completion of Master Plan

After last week's meeting at the Port, I think we are in a position to plan the closing of the master plan project. The following are general suggestions:

1. Proceed with the final level of detail planning for each of the areas and possibly hold one more set of one on one meetings with different constituency. This will now cover the marina basin, the cruise area and the Cove, as well as, those properties along the barge canal.
2. B&A will prepare the financial model for the Master Plan and establish an order of priority for capital programs.
3. It was discussed that it would be appropriate to have one large public meeting to be held at the Port. This would be again an open house type meeting separated for discussing the different areas within the port.
4. After the public meeting is held, B&A would be in a position to submit the final draft Master Plan to staff.
5. Following staff review we can complete the Master Plan ready for presentation to the Board which may coincide with the state of the board or not.

In order to complete this by June, we suggest scheduling the public meetings in May and the approvals in June.

As it was previously discussed, the additional public meeting will require additional services as that was all pulled out of the original scope. In addition, we strongly urge the Port to consider authorizing renderings in order to be able to show the public the vision for the Port. We think that six or seven renderings would be the appropriate amount that could depict the Cove, the cruise area, the cargo area, the park, the Marina waterfront and an overall view.

The additional services costs for this will be the following:

- Public hearing - \$29,000 – this includes developing all exhibits to be placed in room, assisting with public notices, assisting during the hearing day with staff, creating questionnaires, analysis of questionnaires, presentations (if any)
- Renderings \$4,000 to \$5,000 each

Thank you for the opportunity and we look forward to be of continued service to the Cape Canaveral Port Authority.