



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Greg Minor, Parks & Facilities Director; George Barber, Chief Procurement Officer

DATE: August 1, 2024

RE: Award of Proposal: Playground replacement, Fred Poppe Regional Park - RFP 40-0-2024 - Recreation Department (Advanced Recreational Concepts, LLC - \$480,000).

SUMMARY:

The playground at Fred Poppe Regional Park was installed in 2006 and has lasted beyond its expected life and requires replacement. At the request of the Parks and Facilities Department, the Procurement Department solicited proposals on behalf of the City for the Fred Poppe Regional Park Playground replacement. The intent of this solicitation was to seek proposals from qualified suppliers to furnish and install a fully accessible ADA all-inclusive replacement playground.

The Procurement department received six (6) proposals. The Procurement Department staff reviewed the proposals for responsiveness. The proposals were evaluated by a committee consisting of qualified staff from the Parks & Facilities and Recreation Departments, who assigned points for non-price factors such as Summary of Qualifications and Technical Response. Points for cost were determined by the Procurement Department. See attached Scoring-Ranking form.

The Evaluation Team met in a publicly advertised meeting on July 15, 2024, in which they discussed the six (6) proposals.

The Evaluation Team unanimously recommended Advanced Recreational Concepts, LLC out of Melbourne, Florida as the top-ranked vendor for award.

REQUESTING DEPARTMENTS:

Parks & Facilities
Procurement

FISCAL IMPACT:

The estimated budget for this project was \$480,000.00. Total project award will be \$480,000.00. Funds are available in Parks Improvements account 001-4526-572-6332, project 24PK15.

STAFF RECOMMENDATION:

Motion to approve award of RFP #40-0-2024, Fred Poppe Regional Park Playground to Advanced Recreational Concepts, LLC located in Melbourne, Florida.

ATTACHMENTS:

1. Final Ranking
2. Cost Calculations