

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
May 3, 2023

Agenda Item:

RFQ 2023-01 Supplemental Staffing Services

Action Requested - Approve Village Staff's recommendation to select all three firms, Atkins, Legacy Professional Solutions and RVi Planning + Landscape Architecture, to provide supplemental staffing to the Village of Estero.

Authorize staff to negotiate contracts with one or more of the firms to provide supplemental staffing.

Background:

As the Village of Estero continues to grow with both additional private development and additional Village initiated projects, it can become challenging for the Village's limited Staff to keep up with each project's needs.

There are also some areas of expertise such as traffic engineer, landscape architect and architect that are now needed more regularly by the Village for the review of private development and executing Village projects. In the past, these services have been contracted on an as needed, project by project basis. This has been challenging due to the extended time it can take to find consultants and getting contracts executed.

Description:

In keeping with the Village's government light model, these services are proposed to be provided by private firms instead of hiring new full-time staff.

The Village of Estero advertised Supplemental Staffing RFQ 2023-01 March 13, 2023, and received responses from three qualified firms (Atkins, Legacy Professional Solutions and RVi Planning + Landscape Architecture) on April 11, 2023. Village Staff met on April 21, 2023 and determined all three firms were well qualified to provide the requested services and it would be in the best interest of the Village to select all three firms.

The action requested approves the recommended pool of vendors and authorizes the negotiation of contracts and compensation on an as-needed basis.

Staff has attached firm ownership disclosure of greater than 5% as recommended by the Village Attorney.

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Process and Timeline:

This agenda item includes approval of the umbrella contract for supplemental staffing services. No work is approved under this contract.

Village Staff will work with one or more of the selected firms to provide supplemental staffing to the Village of Estero.

Financial Impact:

Financial impacts will be identified with future task authorizations.

Prepared by: David Willems, P.E.

Attachments:

1. Ownership Disclosure - Atkins
2. Ownership Disclosure – Legacy Professional Solutions
3. Ownership Disclosure – RVi Planning + Landscape Architecture
4. April 21, 2023 Evaluation Meeting Minutes
5. Contract – Atkins
6. Contract – Legacy Professional Solutions
7. Contract – RVi Planning + Landscape Architecture