

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
October 2, 2024

Agenda Item:

Estero Sports Park Design Services Contract - RFP 100424

Motion to approve Contract 24025 in the amount of \$321,990 with Perez Planning + Design LLC to prepare schematic plan and design guidelines for the Estero Sports Park.

Approve a \$32,000 contingency for additional service that may be required to complete the project.

Authorize the Village Manager to sign the contract and other additional implementing documents within the scope of the contract on behalf of the Village of Estero Council, and to approve and execute any subsequent amendments which do not require an increase in the not to exceed budget (with contingency).

Background:

The Village of Estero Parks, Recreation, and Open Space Master Plan recommended the creation of an active sports park around Estero High School. Consistent with this recommendation, the Village of Estero has worked to assemble approximately 100 acres of property which includes, 21.0 acres of Village owned property, 52.8 acres of School District of Lee County property which has been leased to the Village and approximately 25.5 acres of property currently owned by Lee County, which is expected to be purchased by the Village within the next few months. A map of these properties is attached.

On July 2, 2024, the Village of Estero Issued RFQ 100424 for Design Services for Sports Park Campus. Seven well qualified firms submitted their qualifications. On August 27, 2024 the Village's evaluations committee shortlisted four firms, PBK, Osports, Perez Planning + Design, and Saltz Michelson Architects for presentation on September 4, 2024. During the presentation each firm presented their responses to a list of questions and provided additional details at to why they are the most qualified firm. The selection committee ranked the firms as follows:

1. Perez Planning + Design, LLC
2. PBK
3. Osports

4. Saltz Michelson

Village Council approved these rankings at the September 11, 2024, meeting and authorized the Village Manager to negotiate with the top ranked firm.

Description:

Village Staff has completed negotiations with Perez Planning + Design, LLC and is recommending approval of the attached contract to provide the following services.

1. Master Plan – Prepare a master plan for the sports park, including coordination with surrounding properties. The Master Plan will be presented to Village Staff, Village Council and the public to obtain input.
2. Village Council Meetings – Meet with Village Council members (one on one and at Council meeting) four times to gain input and present the final concept at the December 4, 2024, Council meeting.
3. Public Meetings – Hold two public meetings at the Estero Rec. Center.
4. Financial Forecasts – Prepare financial forecasts for the project.
5. Design Guidelines – Prepare overall project guidelines to include site layout, building design concepts, hardscape designs and landscape designs.
6. Pattern Book – Prepare a pattern book that summarizes the project’s design guidelines.
7. Planning, Zoning, & Design Board – Present the site plan and pattern book to the Planning, Zoning, & Design Board.

Action Requested:

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Authorize the Village Manager to sign the contract and other additional implementing documents within the scope of the contract on behalf of the Village of Estero Council, and to approve and execute any subsequent amendments which do not require an increase in the not to exceed budget (with contingency).

Process and Timeline:

Perez Planning is ready to start working on the project immediately after receiving the signed contract. A project schedule is included in the contract. Following is a summary of the schedule.

Kick off meeting	10/03/2024
1 st meeting with Council Members	10/03/2024 - 10/7/2024
2 nd meeting with Council Members	10/24/2024 - 10/30/2024
1 st Public Meeting	10/29/2027
PZDB Meeting 1	11/12/2024
2 nd Public Meeting	11/19/2024
Council Presentation	11/20/2024
Final Plan to Village Council	12/04/2024
PZDB Meeting 2	12/10/2024
PZDB Meeting 3 (if required)	1/14/2024

Financial Impact:

The contract's financial impact is \$353,990 (contract plus 10% contingency). Funds are available in the Estero High School Improvements Fiscal Year 2024-2025 (\$7.22 Million) budgets are available for this contract.

Prepared by: David Willems, P.E.

Attachments:

1. Property Map
2. Contract No. 24025