

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
May 7, 2025

Agenda Item:

Eco-Historic Planning Study Contract

Motion to approve the award of Contract 25035 with LandDesign, Inc. to prepare the Village of Estero Eco-Historic planning study for \$430,000.

Approve a \$43,000 contingency for additional services 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.

Background:

The Village sought and Lee County awarded a Community Development Block Grant-Disaster Recovery (CDBG-DR) grant for \$450,000 to prepare an Eco-Historic Planning Study for the Village of Estero. The project will result in a comprehensive plan based on the opportunities and constraints of the natural environment and economic/market demand. The plan will provide the basis for how the Study Area can be developed/redeveloped to better utilize the properties located along US 41 to create a destination for residents.

A Request for Proposal was issued publicly, and proposals were received from:

Ayres Associates
Corradino Group, Inc.
LandDesign, Inc.

The Evaluation Committee selected all three firms for presentations. Before the presentations occurred, Ayres Associates withdrew their proposal.

The Evaluation Committee ranked the firms in the following order.

1. LandDesign, Inc.
2. Corradino Group, Inc.

Village Council approved the evaluation committee's ranking at the March 19, 2025, Village Council Meeting.

Description:

Village Staff has completed negotiations with the top-ranked firm LandDesign, Inc. The proposed contract includes the following services. Additional details regarding the scope of services are included in the attached contract.

Project Initiation: This phase establishes the foundation for the project by initiating project management processes, refining project goals, and coordinating logistics. The Consultant will conduct a kick-off meeting with Village staff and the project's subconsultants—Cooper Carry, Breedlove Dennis & Associates, Kittelson & Associates, RCLCO, and Blue Chord. The purpose of this meeting is to confirm roles and responsibilities, refine the project scope and schedule, and establish communication protocols.

Stakeholder Engagement: This phase includes one-on-one meetings with Council Members, Planning Zoning and Design Board meeting presentation, and public outreach meeting number 1. These meetings and presentations are intended to define priorities and hear input from a broad cross section of stakeholders, including the landowners.

Data Collection and Analysis: This phase involves assessing existing conditions, land use, environmental factors, development potential, market demand, and economic opportunities. The Consultant will conduct in-depth analyses to identify opportunities, constraints, and risks associated with future development.

Draft Master Plan Review: This phase focuses on refining the planning recommendations based on findings from stakeholder engagement, data analysis, and market evaluations. The Consultant will draft the Master Plan, present preliminary concepts to key decision-makers, and facilitate public engagement to gather final input before finalizing recommendations. This also includes another round of one-on-one meetings with the Council Members so that input is provided as well as additional PZBD and public outreach meetings.

Final Master Plan: This phase consolidates all findings, analyses, and feedback into a comprehensive Master Plan document. The Consultant will finalize the Master Plan, ensuring that all recommendations align with the Village's vision, stakeholder input, and market realities. The final plan will be produced in both digital and printed formats and will be presented to the Village Council for review and adoption.

Optional Website: Another optional service provided is the creation and management of a public facing project website.

Action Requested:

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Process and Timeline:

The project schedule is attached. This schedule is included in the contract documents and creates a 12-month project duration that runs from May 2025 through May 2026. The consultant will update the schedule as the project proceeds.

Financial Impact:

- The project's financial impact is 473,000 (430,000+43,000).
- The Village's Fiscal Year 2024-2025 budget includes \$225,000 for the Eco-Historic Project.
- The Village's 5-year Capital Improvement Plan includes an additional \$225,000 in the Fiscal Year 2025-2026 budget for the Eco-Historic Project.
- Note the Village will be reimbursed for up to \$450,000 of project costs.

Prepared by: Mary Gibbs

Attachments:

1. Contract 25035
2. RFP 100225
3. LandDesign, Inc Proposal
4. Project Schedule