

**RESOLUTION NO. 00-06-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, APPROVING AN AGREEMENT BETWEEN THE CITY AND CALVIN, GIORDANO AND ASSOICIATES, INC. TO PREPARE A COMPREHENSIVE PLAN; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS, the City of Marathon as a newly incorporated municipality is required to adopt a Comprehensive Plan in accordance with chapter 380, Florida Statutes, Chapter 163, Florida Statutes and Rule 9-J-5 of the Florida Administrative Code, within a three year timeframe from the date of incorporation; and**


**WHEREAS, the City solicited proposals for the provision of such services and received three responses from firms qualified to provide said services; and**

**WHEREAS, the City Manager has reviewed the submissions and has recommended the Council to retain the services of the firm that in his judgment can provide the professional services desired by this Council in a timely and efficient manner while maintaining the quality of services necessary to prepare a Comprehensive Plan for submission to the State of Florida, Department of Community Affairs.**

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, AS FOLLOWS:**

**Section 1. The Agreement between the City and Calvin Giordano and Associates is substantially the form and substance as the attached Exhibit "A" is approved. The Mayor is authorized to execute the Agreement, subject to final approval of the terms and conditions of the Agreement by the City Attorney.**

PASSED AND ADOPTED this 6<sup>th</sup> day of June, 2000.

  
ROBERT MILLER, MAYOR

ATTEST:

  
ANTOINETTE (NETTI) DOMJANICH,  
ACTING CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY

  
ACTING CITY ATTORNEY

# **CITY OF MARATHON**

## **COMPREHENSIVE PLAN**

### **OVERVIEW:**

Chapter 380 Florida Statutes, Chapter 163 Florida Statutes (The Local Government Comprehensive Planning and Land Development Regulation Act) and Chapter 9J-5 of the Florida Administrative Code mandates that Florida local governments prepare a comprehensive plan in a manner set out in the Act.

### **PROJECT DESCRIPTION:**

Professional planning services in connection with the development and adoption of a local comprehensive plan and all of the required elements for the City of Marathon. The comprehensive plan and its elements will consist of goals, objectives and policies, procedures for monitoring and evaluation of the local plan, requirements for capital improvements implementation and required maps.

### **I. SCOPE OF SERVICES:**

#### **TASK 1: COMPREHENSIVE PLAN PREPARATION**

- gather existing information from Monroe County and other public and private service providers.
- supplement data with updated and more specific information.
- organize base data and analyze information.
- preliminary presentation to City Council.
- present and distribute results to the community.
- receive direction and feedback from the interpretation of the data to develop future planning goals, objectives and policies for the City.

#### **TASK 2: PUBLIC PARTICIPATION**

- establish public participation process utilizing a variety of methods such as newsletters, flyers, public access video, providing copies of working documents for public perusal, periodic informal workshops and public hearings of the City Council.
- conduct visioning sessions with the elected officials, staff and citizens to identify and evaluate community issues and preferences.

### **TASK 3: CONCURRENCY MANAGEMENT SYSTEM**

- develop general policies and procedures for a local management system as a framework to be included in the City's land development regulations.

### **TASK 4: DATA AND ANALYSIS**

- establish base year for the City's existing conditions, and establish horizon years for the purposes of intermediate goal setting towards the long range plan.
- provide detailed compilation of plan data and analysis items including maps, tables, charts and narrative per State requirements.

### **TASK 5: GOALS, OBJECTIVES AND POLICIES**

- identify existing levels of service for the provision of facilities.
- determine appropriate levels for the City.
- establish methodology to obtain the desired levels of service for each of the plan elements.

### **TASK 6: MAPPING**

- prepare complete set of maps as required, including but not limited to soils, flood zones, land use, environmentally sensitive lands, road, parks and future projected conditions such as land use and traffic.

### **TASK 7: PLAN ADOPTION**

- submit draft of plan to the Florida Department of Community Affairs.
- perform all revisions to the plan as required.

## **II. BASIS OF COMPENSATION:**

Compensation for the referenced work will be a lump sum of \$198,360 billed in equal installments over 28 months. Reimbursable expenses such as travel, mileage, lodging, graphics, materials and copies will be billed separately. Additional time for public participation activities will be billed at an hourly rate schedule.

## **III. TIME OF PERFORMANCE:**

Tasks 1 through 7 under the Scope of Service will be accomplished in 28 months from the date of authorization, which reflects the timing requirements established by the Florida Department of Community Affairs.

## Proposed Fees

### Staffhour and Fee Estimate by Position

Position	Comprehensive Plan Preparation	Public Participation Activities	Total
Principal in Charge	40	24	64
Project Manager	820	80	900
Project Planner	200	80	280
Environmental Specialist	240	80	320
Traffic Engineer	150	24	174
Infrastructure Engineer	200	24	224
Mapping/Graphics Support	300	0	300
Admin. Support	100	0	100
<b>Total Hours</b>	<b>2,050</b>	<b>312</b>	<b>2,362</b>
<b>Total Cost</b>	<b>\$172,800.00</b>	<b>\$25,560.00</b>	<b>\$198,360.00</b>

#### Plus Reimbursable Expenses

(Travel, Mileage, Lodging, Graphics, Materials, Copier, Phone, etc. - excludes direct postage)

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Additional time will be billed at hourly rates

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<b>ACCEPTANCE OF CONTRACT</b>	
<b>City of Marathon</b>	
<b>By:</b>	<b>Date:</b>
<b>Name:</b> <b>Title:</b>	

# EXHIBIT "B"

## Ranking of Proposals for the Preparation of the City of Marathon Comprehensive Plan

### TOTAL POINT SUMMARY June 2, 2000

Grading Criteria	Calvin, Giordano & Associates	Ivey, Harris, & Walls, Inc.	The Craig Company
1. Proposer's experience in the preparation of Comprehensive Plans from initiation to conclusion (Maximum of 25 points)	23	22	20
2. Proposer's in-house staff with applicable expertise (maximum of 25 points)	23	24	10
3. Proposer's staff availability in proximity to City (Maximum of 25 points)	20	10	22
4. Proposer's on-going municipal work (Maximum of 25 points)	23	23	10
5. Proposer's familiarity with Monroe County Comprehensive Plan and LDRs (Maximum of 25 points)	18	15	18
<b>TOTALS (maximum of 125 points):</b>	<b>107</b>	<b>94</b>	<b>80</b>
<b>Percentage</b>	<b>85.6%</b>	<b>75.2%</b>	<b>64.0%</b>