

## **MINUTES OF THE RFP REVIEW COMMITTEE FOR OYSTER HOUSE MASTER PLAN**

2:00 p.m.

June 6, 2019

Councilman James King brought the meeting to order with the following committee members present: Charles Anderson, City Manager, Trisha Newcomer, Director of Economic Development and Community Relations and Katie Hickey, Superintendent of Parks and Recreation.

Councilman King presented Agenda Item #1, discuss and rank the two proposals received for the Oyster House Park Master Plan. City Manager Anderson stated that the goal was to review the two proposals received and make a recommendation to City Council if possible. The two proposals received were from Landscape Architectural Services, LLC (LAS) and Manhan Rykeil Associates, Inc.

The committee individually ranked each of the firms prior to today's meeting; the rankings were then discussed. The committee members noted after reviewing the RFP's, it was found that LAS has done many of their projects in Delaware and Mahan Rykeil has most of their experience in Maryland. It was also discussed that LAS has worked with the City in the past and knows the area, staff well and they have also partnered with the City's Engineer, GMB for some of the services.

Councilman King stated he was impressed by the organization and presentation of the proposal by LAS. He added Mahan Rykeil does have a lot of knowledge, but they do not have the relationships with the City that LAS has developed. City Manager Anderson added that LAS does know the City team well, as well as the area and added that Mahan Rykeil does have a qualified proposal.

Mrs. Newcomer pointed out that LAS included in their proposal they would do the permitting for the City for an additional cost. She feels that this is a benefit for City staff that they are willing to deal with the agencies on behalf of the City.

Councilman King stated that when reviewing the proposals, LAS answered all of his questions and did a great job with filling in the details. He added that Mahan Rykeil provided a good proposal, however, they have not done many local projects.

Ms. Hickey pointed out LAS is willing to help the City find grant money for the project. She feels it is a good opportunity for the City to have them help get funding for the project.

After calculating the rankings, it was found that LAS scored 89.5% and Mahan Rykeil scored 82.75%. City Manager Anderson asked the group if they felt comfortable moving forward with a recommendation for Council to award the contract to LAS. It was agreed by the committee to move forward with that recommendation at the June 11, 2019 City Council meeting.

Mrs. Newcomer asked the group if they desired to have a presentation or interviews with the recommended firm, LAS? It was decided to ask them to be present at the June 11, 2019 City Council meeting in case any questions may arise.

It was noted that the cost provided by LAS was under the amount of the grant which is \$65,000. It was discussed to include the permitting fee into the requested amount given at the June 11, 2019 City Council meeting.

Councilman King then discussed New Business #2, make a recommendation regarding a firm to provide Oyster House Park Master Plan services to be presented to the City Council for consideration. The committee agreed to move forward with LAS to provide the Oyster House Park Master Plan services. City Manager Anderson made a motion to make a recommendation for LAS to provide the Oyster House park Master Plan services to the Mayor and City Council. Mrs. Newcomer seconded the motion; motion so passed with all present voting in favor.

With no other business or questions, Councilman King adjourned the meeting at 2:24 p.m.

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Tracy Torbert, City Clerk