



Legislation Text

File #: 19-2285, **Version:** 1

Resolution to Approve an Agreement with The Conservation Fund for Administration of the City's Open Space and Parkland Preservation Program (up to \$710,998.20 over 3.5 years)

This resolution approves an agreement with The Conservation Fund for the administration of the City's Open Space and Parkland Preservation Program, including greenbelt and parkland acquisitions. The contract is for an initial period of 18 months with an option for the City to renew for up to two one-year terms thereafter. The initial 18-month period is not to exceed \$297,000.00. The subsequent one-year optional renewal periods increase rates by 3% each year for not-to-exceed totals of \$203,940.00 for the first one-year renewal and \$210,058.20 for the second one-year renewal.

The City released RFP #19-33 (attached) soliciting services for this project. The Conservation Fund was the only respondent. The Conservation Fund has provided this service to the City since the program's inception. They provide the City with program administration, outreach and strategic plan development, land and easement acquisition, partnership development, and easement monitoring services.

The current agreement with The Conservation Fund expires on December 31, 2019 and runs on a calendar-year cycle. To put the agreement back on a fiscal-year cycle, staff is proposing an 18-month initial term, with two one-year administrative renewals at the City's option. The one-year renewals stipulate a 3% increase in rates and not-to-exceed amount for each renewal.

Budget/Fiscal Impact:

The estimated costs are:

Up to \$297,000.00 for the first 18-month period (January 1, 2020 - June 30, 2021)

Up to \$203,940.00 for the first one-year renewal (July 1, 2021 - June 30, 2022)

Up to \$210,058.20 for the second one-year renewal (July 1, 2022 - June 30, 2023)

Funds are available in the Open Space and Parkland Preservation Millage Fund. \$200,000.00 is currently budgeted in the FY2020 budget for these services (through June 30, 2020), which staff anticipates will be sufficient for the first 6 months of the contract. Funds for the last 12 months of the initial contract term and for the optional renewals will be included in the FY2021, FY2022, and FY2023 budgets respectively.

Staff recommends approval.

Prepared by: Derek Delacourt, Community Services Area Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, Since 2004 the City has contracted with The Conservation Fund to provide project oversight and implementation of the Open Space and Parkland Preservation Program;

Whereas, The City issued RFP #19-33 to solicit proposals for program administration following

expiration of the current agreement on December 31, 2019;

Whereas, The City received only one qualified proposal, which was from The Conservation Fund;

Whereas, Funding is available in the Open Space and Parkland Millage Fund for these services; and

Whereas, The Conservation Fund complies with the requirements of the City's Non-discrimination and Living Wage Ordinances;

RESOLVED, That City Council approve an agreement with The Conservation Fund for Administration of the Open Space and Parkland Preservation Program for a term of 18 months with an option for the City to renew the contract for up to two one-year periods, not to exceed the following amounts:

\$297,000.00 for the first 18-month period (January 1, 2020 - June 30, 2021)	\$203,940.00
for the first one-year renewal (July 1, 2021 - June 30, 2022)	
\$210,058.20 for the second one-year renewal (July 1, 2022 - June 30, 2023)	

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take all appropriate actions to implement this resolution, including execution of renewals under the agreement.