We Are Columbia

MEMORANDUM

To: Ms. Teresa B. Wilson, City Manager

From: LaWana Robinson-Lee, Buyer

Date: November 6, 2013

Re: Request for City Council Approval

Two (2) proposals were received for the Updating the Master Parking Plan (RFP # 00010-12-13) as requested by the Parking Division.

I ask you to seek City Council's approval to Update the Master Parking Plan to the Lansing Melbourne Group, in the amount, not exceeding, $108,000.00.

Update the Master Parking Plan	$108,000.00 (Price includes SC sales tax)

Lansing Melbourne Group is located in Melbourne Beach, FL 32951.

This will be charged as follows:
Parking Improvement Project Control / Professional Services
5329999- 636600 $108,000.00

11/6/13

July 2, 2013

City of Columbia/Purchasing Department
1136 Washington Street, 4th Floor
Columbia, S.C. 29201
Re: RFP #00010-12-13, Update the City of Columbia Parking Master Plan

Good Day:

In response to the subject solicitation, Lansing Melbourne Group (LMG) submits this proposal to the City of Columbia, City of Columbia. Since 2003, LMG has worked diligently to solidify its reputation for excellence and integrity. We are a proven company and trusted partner with real-world experience in the development and delivery of parking solutions. In fact, the team proposed for this effort prepared the original Master Plan, including its associated outreach activities. More specifically, Peter Flotz, Christian Luz and Carolyn Sawyer will be responsible for the tasks they originally performed on behalf of the City. From this point forward, we are collectively called "Team Columbia."

The intent of the team approach is to provide the City with the strongest possible skill set across a broad spectrum of specialties. LMG will lead the study and is most familiar with the nuances of neighborhood and development opportunity, along with public presentation. DESMAN Associates will focus on the technical aspects, particularly demand analysis, both existing and projected. Tom Sawyer Company (TSC) will captain the effort to engage stakeholders.

- Peter Flotz (LMG Principal) is our designated Project Manager (PjM) and will represent Team Columbia at all client meetings and stakeholder presentations. As PjM he is delegated full authority on contract requirements and commits the resources that will allow our team to deliver services on time and within budget. Christian Luz (DESMAN Associates) who will be supported by Gerald Salzman and Eric Haggett will head the technical portions of the work. Carolyn Sawyer (TSC) will lead stakeholder meetings and outreach activities. TSC will be duplicating the tactics they employed from the original work, in which 45 separate groups were given individual presentations. Section C provides further detail regarding our team's relevant experience.

Additionally, our involvement in the subsequent parking bond underwriting and issuance, our work on the negotiations with the Columbia Hilton, Five Points parking, USC garages and other joint ventures with the City demonstrates our ability to meet or exceed the requirements of this highly visible project. With relevant past and present performance on contracts of similar size, scope, and complexity, we offer the City an experienced team fully capable of maintaining project performance in accordance with the Scope of Work (SOW) and other City methods of surveillance. More specifically, our reputation for excellence and integrity is formidable and well-deserved. **It is our belief that Team Columbia provides a best value low-risk choice, and we are fully committed to ensuring the success of this contract.**

The following table provides additional detail regarding the specific team member roles under this effort. And while some members are depicted performing across each SOW task, the actual level of effort will be based on project need and the member's area of expertise.

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6
LMG • Peter Flotz, PE, AICP	X	X	X	X	X	X
DESMAN Associates • Christian R. Luz, PE, AICP • Gerald Salzman, AICP • Eric Haggett	X	X	X	X	X	X
Tom Sawyer Company • Carolyn Sawyer	X					X

LMG's primary office is located at 120 Mar Len Drive, Melbourne Beach, FL 32951. We maintain no other offices at this time, but will have satellite offices in Lansing, MI and Fort Lauderdale, FL within six months. Most notably, TSC has a local presence. Its Corporate Headquarters is 12551 Capital Station Columbia, SC 29201.

The primary contact for this project will be Peter Flotz, Managing Member, of the Lansing Melbourne Group, LLC (LMG). The LMG address is PO Box 510414, Melbourne Beach, FL 32951. Mr. Flotz is reachable by phone at 321-302-2930 or email at pflotz@lmgroup.us. The website for LMG is www.lansingmelbournegroup.com.

The cost to perform the work outlined in City of Columbia, South Carolina RFP#00010-12-13: Update the City Of Columbia Parking Master Plan is approximately $108,000. This assumes the City will perform the majority of data collection. Should the City prefer Team Columbia perform data collection as well, an additional $14,000 will be added to the quoted price. It should be noted, that our cost estimates include a series of three, multi day stakeholder outreach sessions; the first to obtain input and understand perceptions, the second to reveal initial findings, and third to present our recommendations. This scope will be subject to refinement upon award and detailed negotiations with the City.

This proposal shall remain valid for a period of 120 days from the date of receipt by the City of Columbia, Purchasing Department unless modified in writing. LMG takes no exceptions to, nor proposes any deviations from, the solicitation and agrees to its terms, conditions, and provisions. As instructed, Team Columbia has made certain **our proposal does not include any names, logos, or costs beyond this Cover Letter.** The Notarized Affidavit that accompanies this proposal was sanitized for inclusion into this document. Specifically, RFP instructions prohibit us from including any company identifiers after the Cover Letter. Therefore, this Original Copy does NOT contain our executed Affidavit. It will be sent separately.

We look forward to serving Columbia again. If you have any questions or points of discussion, please do not hesitate to contact me.

Sincerely,

Peter Flotz,
Managing Member

Robinson, Lawana C

From: Peter Flotz <pflotz@lmgroup.us>
Sent: Friday, November 08, 2013 10:49 AM
To: Robinson, Lawana C
Subject: Re: RFP00010-12-13

Yes consider it extended.

Sent from my iPhone

On Nov 8, 2013, at 10:30 AM, "Robinson, Lawana C" <lcrobinson@columbiasc.net> wrote:

> Good Morning Peter,
>
> I provided the wrong date to you for our Council Meeting for this procurement. The Council date is November 19, 2013. Are you able to extend this quote until November 22, 2013. Please let me know.
> Thank you,
> LaWana
>
> ---
>
> **From:** Robinson, Lawana C
> **Sent:** Monday, October 28, 2013 3:34 PM
> **To:** 'Peter Flotz'
> **Cc:** Spade, John David
> **Subject:** RE: RFP00010-12-13
>
> Thank you.
>
> ---
>
> **From:** Peter Flotz [mailto:pflotz@lmgroup.us]
> **Sent:** Monday, October 28, 2013 3:33 PM
> **To:** Robinson, Lawana C
> **Cc:** Spade, John David
> **Subject:** Re: RFP00010-12-13
>
> Yes we agree. No problem.
>
> Sent from my iPhone
>
> On Oct 28, 2013, at 3:31 PM, "Robinson, Lawana C" <lcrobinson@columbiasc.net> wrote:
>
> > Peter, is it possible to extend the proposal until November 15, 2013. Please let me know. A response to this email is sufficient.
> > Thank you.
> > LaWana
> >
> > ---
> >
> > **From:** peter flotz [mailto:pflotz@lmgroup.us]
> > **Sent:** Monday, October 28, 2013 11:52 AM
> > **To:** Robinson, Lawana C
> > **Cc:** Spade, John David
> > **Subject:** Re: RFP00010-12-13

We are happy to extend to the 12th to accommodate your schedule. Is this email enough or do we need to be more formal?

On Oct 28, 2013, at 11:08 AM, "Robinson, Lawana C" <lcrobinson@columbiasc.net> wrote:

Good Morning Peter,

We are in the process of submitting your proposal to City Council for approval. I noticed in your cover letter that you stated"the proposal shall remain valid for a period of 120 days from the date of receipt by the City Of Columbia". According to our records that 120 days will be up on November 1, 2013. The City Council meeting is not scheduled until November 12, 2013. Can you provide me with an extension for this proposal? Please let me know no later than October 29, 2013 at 12:00 noon. Thank you and have a good day.
Regards,

<image001.png>

FOIA Disclaimer
You are hereby advised that, pursuant to the South Carolina Freedom of Information Act, written correspondence (including, but not limited to, letters, e-mails and faxes) from and to the City of Columbia and its officials and employees, and others acting on its behalf, may be subject to disclosure as being a public record. This includes the e-mail address(es) and other contact and identifying information for parties involved in the correspondence.

Peter Flotz
Managing Member
Lansing Melbourne Group, LLC
NOTE NEW ADDRESS
PO Box 510414
Melbourne Beach, FL 32951-0414
321.302.2930
www.lansingmelbournegroup.com