

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Contracts and Purchasing

**DEPARTMENT:** Fiscal Services **DIVISION:** Purchasing and Contracts Division

**AUTHORIZED BY:** Lisa H. Spriggs **CONTACT:** Ray Hooper **EXT.** 7111

<b>Agenda Date</b> <u>4/11/2006</u> <b>Regular</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/> <b>Work Session</b> <input type="checkbox"/> <b>Briefing</b> <input type="checkbox"/>
<b>Public Hearing – 1:30</b> <input type="checkbox"/> <b>Public Hearing – 7:00</b> <input type="checkbox"/>

**MOTION/RECOMMENDATION:**

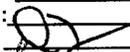
**BACKGROUND:**

**CONSTRUCTION CONTRACTS**

- 14. **Award CC-0588-06/BHJ – Crane Strand Regional Stormwater Facility to Schuller Contractors, Inc. of Orlando (\$1,669,000.00).**

CC-0588-06/BHJ will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary for the construction of a wet detention pond, reconfiguring ditches, the restoration of specific areas and a sheet pile control structure. The work includes clearing and grubbing, earthwork, installation of piping and manholes, sodding, miscellaneous concrete work and erosion control.

The project was publicly advertised and the County received four (4) responses. The Review Committee consisting of Steve Krug, Principal Engineer, Public Works (Roads-Stormwater), Bob Walter, Principal Engineer; Public Works (Roads-Stormwater) and Mark Flomerfelt, Manager, Public Works (Roads-Stormwater) evaluated the responses. Consideration was given to the bid price, qualifications, and experience.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: 
File No. <u>CFSP00</u>

Oklawaha Farms, Inc. of Miami was the apparent low bidder, \$500,000.00 lower than the second low. A price analysis by the Contract Analyst revealed a possible mistake in bid on Line Item 120-9. Oklawaha Farms confirmed that they had made a mistake on their bid and requested they be allowed to withdraw.

The Review Committee recommends award of the contract to the lowest priced, responsive, responsible bidder, Schuller Contractors, Inc. in the amount of \$1,669,000.00. The completion time for this project is one hundred eighty (180) calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project, and funds will become available through the concurrent BAR presented on this agenda for account numbers 077600.560650 and 077641.560650, CIP #00009202. Public Works Department/ Roads-Stormwater Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

## **PROFESSIONAL SERVICES**

### **15. Approve Amendment #1 to PS-5168-04/TLR – Engineering Services for Reclaimed Discharge Main from the Yankee Lake Regional Water Reclamation Facility. (NTE \$219,905.92)**

PS-5168-04/TLR provides for complete engineering services necessary to prepare preliminary and final engineering design, construction administration, and final construction plans and specification for the Reclaimed Discharge Main from the Yankee Lake Regional Water Reclamation Facility.

RFP-4168-02/BJC was awarded on November 1, 2004 for \$200,000.00. Amendment #1 adds \$19,905.92 for additional design work to accommodate projected wastewater flows and supplemental surface water supplies necessary to meet future reclaimed water needs.

The Environmental Services Department/Water & Waste Water Division and the Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the acting County Manager to execute Amendment #1 as prepared by the County Attorney's Office.

## REQUEST FOR PROPOSALS

16. **Award RFP-0548-06/TRJ – Legal Services for Insurance Claims and Litigations, to Nabors, Giblin & Nickerson, PA, Tallahassee (Taking Claims Related to Real Property Rights); Rissman, Weisberg, Barrett, Hurt, Donahue & McLain, P.A. of Orlando (Liability Services); and Broussard, Cullen, DeGailler & Eagan, PA of Orlando (Worker's Compensation Services).**

RFP-0548-06/TRJ will provide retained firms for three types of legal services. The first is *Worker's Compensation* including appellant services in the workers' compensation field. The second is for *Taking Claims Related to Real Property Rights* and the third is for *Liability Defense* to including appellant services in general liability, public official's liability, auto liability, and professional liability fields. Retained counsel will be assigned on a case-by-case basis. There is no assurance that the selection as defense counsel for the County will result in any minimum number of case referrals. The Risk Manager, after evaluating the claim, will be responsible for the referral of cases to the appropriate firm.

The selected attorneys will provide professional legal services for the County as needed and authorized as follows:

- (1) provide legal services on a case-by-case basis;
- (2) provide telephone consultation with the County's in-house counsel and Risk Management staff;
- (3) identify and prosecute as authorized by the County all the potential defendants to claims filed against the County; and
- (4) identify and obtain recoveries from third parties.

This project was publicly advertised and twelve firms requested bid packages. The County received proposals from five firms:

- Broussard, Cullen, DeGailler & Eagan
- Dean, Ringers, Morgan & Lawton, P.A.
- Nabors, Giblin & Nickerson, P.A.
- Rissman Barrett, Hurt, Donahue & McLain, P.A.
- Savage-Gaston & Hargrove, P.A.

The Evaluation Committee composed of Speed Thomas, Acting Director, Administrative Services, Linda Eiland, Risk Manager; Ann Colby, Assistant County Attorney; and Toni Udo, Risk Management Coordinator, evaluated the submittals against the criteria specified in the RFP documents. Consideration was given to the following:

- Qualifications and experience of the firm and key personnel
- Technical Plan
- Management Plan
- Fee Proposal

The Evaluation Committee recommends that the Board award Agreements to Nabors, Giblin & Nickerson, PA, Tallahassee (Taking Claims); Rissman, Weisberg, et al, Orlando (Liability Services); and Broussard & Cullen et al, PA (Worker's Compensation Services).

The Administrative Services Department and the Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the Agreements as prepared by the County Attorney's Office.

**17. Award RFP-0558-06/DRR- Professional Appraisal Services for County Road 15-Road Improvement Project (S.R. 46 to Orange Blvd.) to Florida Realty Analyst, Inc., Altamonte Springs (\$450,000.00).**

RFP-0558-06/DRR will provide a professional appraisal consultant to complete property appraisals for the parcels that are to be acquired by the County for the County Road 15-Road Improvement Project. The consultant must prepare appraisal reports that conform to the County's appraisal requirements.

The project was publicly advertised and the County received three (3) submittals (listed alphabetically):

- American Acquisition Group, LLC, Tampa;
- Florida Acquisition & Appraisal, Inc, Tampa;
- Florida Realty Analyst, Inc, Altamonte Springs.

The Evaluation Committee comprised of Mark Gisclar, Project Acquisition Coordinator; David Nichols, P.E., Principal Engineer; Bob Risner, Appraiser; and Al Schwarz, Assistant County Attorney, evaluated the proposals. Consideration was given to the following criteria:

- Eminent Domain Trial Testimony;
- Quality of the Work Product;
- Firm / Staff Qualifications;
- Technical Proposal / References;
- Hourly Rate Fee Schedule.

The Evaluation Committee agreed to interview all three firms. Consideration was given to the following criteria:

- Trial Testimony;
- Approach to Work;
- Past Experience with Government Municipalities;
- Qualifications;
- Quality of Presentation.

Prior to the interviews, Florida Acquisition & Appraisal, Inc., Tampa, withdrew their submittal due to the recent award of another contract and scheduling conflicts.

The Evaluation Committee interviewed the remaining two firms and recommends that the Board award an agreement to Florida Realty Analyst, Inc. of Altamonte Springs. Florida Realty Analyst, Inc. proposed a very qualified team, had a well planned project approach and the best price proposal. The agreement will take effect upon execution and remain in effect for five (5) years.

The Consultant will be authorized to perform services under this agreement by written Work Orders issued and executed by the County and signed by the Consultant. The scope and dollar amount for each Work Order will be within the constraints of the approved project budget. The estimated contract value is \$450,000.00 for the five year term.

This is a budgeted project and funds are available in account number 077515.560610 CIP #00005801. The County Attorney's Office and the Fiscal Services Department/Purchasing and Contracts Division recommend that the Board award the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

**18. Award RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15- Road Improvement Project (S.R. 46 to Orange Blvd.) to HDR Acquisition Services, Inc., Tampa, (\$180,000.00).**

RFP-0619-06/DRR will provide a professional real estate acquisition consultant to complete property acquisitions for the County Road 15 – Road Improvement Project. The consultant will be responsible for assembling all professional experts necessary to complete the acquisition process.

The project was publicly advertised and the County received seven (7) submittals, (listed alphabetically):

- American Acquisition Group, L.L.C., Tampa;
- Bender Properties, Orlando;
- Florida Acquisition & Appraisal, Inc., Tampa;
- HDR Acquisition Services, Inc., Tampa;
- PARARA Services, Inc., Edgewater;
- THC, Inc., Duluth, GA;

- The Triece Company, DeBary.

The Evaluation Committee comprised of Mark Gisclar, Major Projects Acquisition Coordinator; David Nichols, P.E., Principal Engineer; Bob Risner, Appraiser; and Al Schwarz, Assistant County Attorney evaluated the submittals.

Consideration was given to the following criteria:

- Qualifications of the Firm;
- Approach to the Work;
- Hourly Rate Fee Schedule.

The Evaluation Committee short-listed three (3) firms to interview:

- Florida Acquisition & Appraisal, Inc., Tampa;
- HDR Acquisition Services, Inc., Tampa;
- The Triece Company, DeBary.

Consideration was given to the following criteria:

- Approach to the Work;
- Past Experience with Government Municipalities;
- Qualifications;
- Quality of Presentation.

The Evaluation Committee recommends that the Board award an agreement to HDR Acquisition Services, Inc. of Tampa. HDR Acquisition Services, Inc., demonstrated a thorough understanding of the scope of services, had already identified possible issues with select parcels and completed preliminary interviews with several of the property owners. Also, they had the best price proposal. The agreement will take effect upon execution and remain in effect for two (2) years and at the sole option of the County be renewed for one (1) successive one (1) year period.

The Consultant will be authorized to perform services under this agreement by written Work Orders issued and executed by the County and signed by the Consultant. The scope and dollar amount for each Work Order will be within the constraints of the approved budget. The estimated contract value is \$180,000.00 for the contract term.

This is a budgeted project and funds are available in account number 077515.560610 CIP #00005801. The County Attorney's Office and the Fiscal Services Department/Purchasing and Contracts Division recommend that the Board award the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

## TERM CONTRACTS

19. **Approve Amendment #1 to IFB-3071-03/PER – Term Contract for Printing Services, Envelopes, Billing Statements and Delinquent Notices (Revise Scope of Services).**

IFB-3071-03/PER provides for printing services, envelopes, billing statements and delinquent notices for the Environmental Services Department. Amendment #1 will provide for an increase in the cost of the required services. The cost comparison is included as backup documents and the proposed increase is considered to be fair and reasonable.

The Environmental Services Department/Water and Sewer Division/Administration and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the amendment as prepared and approved by the County Attorney's Office and authorize the Purchasing Supervisor to execute the amendment.

## SOLE SOURCE

20. **Authorize Sole Source Procurement to acquire Fire Apparatus, parts and repairs services for such apparatus, with Pierce Manufacturing, Inc., Appleton, Wisconsin and their sole representative Ten-8 Fire Equipment, Inc., Bradenton, Florida (Fire apparatus approved through the budget process).**

Pursuant to Seminole County Chapter 330.2, the Purchasing Committee met on March 27, 2006 to review and approve the request for standardization of Fire Apparatus based on the following findings:

The Purchasing and Contracts Division publicly advertised a Request for Information for Fire Apparatus (RFI-8002-03/BJC). The purpose was to obtain technical information regarding fire apparatus and availability in the marketplace with an attempt to standardize the Seminole County Fire Apparatus to a selected Manufacturer/Contractor. The intent of the specifications was to allow the unit's manufacturer the flexibility to implement best practices to the maximum extent possible while still providing product which meets the County performance needs.

The County received one (1) submittal in response to the solicitation, Pierce Manufacturing, Inc, Appleton, Wisconsin. An evaluation of the proposal was based on the following:

1. Pierce Manufacturing, Inc. is one of the largest manufacturers of fire apparatus in the United States.

2. Pierce Manufacturing, Inc. is a subsidiary of Osh Kosh Truck Corporation, one of the largest specialized vehicle and heavy-truck manufacturers in the world. Both of these companies have been in business for over 85 years in the fire service industry and has a solid financial stability.
3. Public Safety has acquired multiple Pierce Manufacturing fire engines since 1999 and has extensive experience related to training and operational knowledge about the equipments. Presently 100% of the County primary fire engines fleet (14 engines) is manufactured by Pierce.
4. **Replacement parts** – Fire truck manufacturers are individually unique in their construction processes. Standardizing to one manufacturer will reduce the need to maintain a large inventory for common replacement items. This is beneficial in reducing onsite inventories of parts and the close proximity of the Pierce service center where many common parts are warehoused.
5. Pierce has a policy whereby critical parts not locally available can be obtained from the manufacturer on a priority basis. This reduces the down time for apparatus, thus maintaining our response readiness status.
6. **Trade in values** – The trade in value of our apparatus would be significant. The end-stage value (residual value) of apparatus made by Pierce Manufacturing is much higher than apparatus made by any other manufacturer, according to current comparisons obtained in trade journals advertising and the sale of used fire apparatus.
7. **One source for warranty** – Pierce has a local dealership in Sanford with their main dealership in Bradenton Florida. With the many different warranted components that make up the County apparatus, having one source makes warranty repairs much easier to accomplish; thus less man hours are spent in scheduling and transporting our apparatus for warranty issues.
8. **Technician advantages** – Training firefighters to operate apparatus from one manufacturer will standardize the County training regarding apparatus operations. This action can reduce the man hours involved in training.

In addition to the approval of the Standardization of Fire Apparatus, it is required to submit for approval a Sole Source request because the submittal addressed the issue that Pierce Manufacturing, Inc is represented in the State of Florida by Ten-8 Fire Equipment, Inc., which is headquartered in Bradenton, Florida. The standardization was approved for a period of six (6) years and the Purchasing and Contracts Division will

coordinate the review of this standardization and sole source every two (2) years to ensure that the information in this memo is current and the justification provided continues to support the standardization decision. The acquisition of equipment will be based on approved annual budget.

Public Safety Department and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the Sole Source Procurement and authorize the issuance of Purchase Orders to acquire fire apparatus, parts and repair services as indicated.