

**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>5/10/2005</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/> Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>
---

**MOTION/RECOMMENDATION:**

---

**BACKGROUND:**

**CONSTRUCTION CONTRACTS**

- 8.    **Approve Change Orders #5 and #6 to CC-1228-04/TLR – Greenwood Lakes WWTF Master Pump Station Upgrades - Mechanical Screens with Wharton-Smith, Inc., Lake Monroe (\$88,829.13 and 141 days)**

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

CC-1228-04/TLR provides for all supervision, labor, materials, power, light, heat, fuel, water, tools, appliances, equipment, supplies, and means of construction necessary for installation of two (2) self cleaning mechanical screens, two (2) screenings conveyors, associated control panel and accessories, asphalt driveway replacement with concrete driveway, minor piping and odor control duct modifications at the Greenwood Lakes WWTP master pump station. This project also includes removal and disposal of the existing screen from the pretreatment structure, removal of existing observation stairs from the top of existing pretreatment structure and addition of new aluminum checkered plate on the existing pretreatment structure influent channel at the Greenwood Lakes WWTP.

At the October 12, 2004 meeting, the Board approved Change Order #1 adding minor refurbishment of the Country Club Water Treatment Facility to CC-1228-04/TLR in the amount of \$39,900.00 and added 45 days to the contract term. The contract completion date as of Change Order #1 was February 24, 2005. Change Orders #2, #3 and #4 were executed by the Purchasing and Contracts Division Manager in accordance with the authority granted by the Board in the Purchasing Code. Change Order #2 deducted \$2,000.00 for piping design changes associated with odor control, Change Order #3 added \$8,411.62 to upgrade pipe seals, and Change Order #4 added \$24,305.75 for by-pass pumping. Change Orders #2, #3 and #4 did not change the contract completion date.

Change Order #5 adds \$13,754.56 and five days to the contract to cover the costs of additional concrete cutting and electrical rerouting for the bar screens at the Greenwood Lakes WWTF Master Pump Station. The contract completion date as of Change Order #5 is March 1, 2005

Change Order #6 adds \$75,074.57 to the contract to cover the costs of building a new aerator at the County Club Water Treatment Plant. While working on the original aerator, it was discovered the metal structure was unsound and could not be saved. A new aerator needs to be constructed as soon as possible to avoid having the plant off line during high water demand time. The contract final completion date as of Change Order #6 is July 15, 2005.

The following is a summary of the cost of the contract:

Original Contract Sum	\$642,000.00
Change Orders #1 through #4, 45 days	70,617.37
Change Order #5, 5 days	13,754.56
Change Order #6, 136 days	<u>75,074.57</u>
Revised Contract Sum	\$801,446.50

This is a budgeted project and funds are available in account number 40100-169100 (Water & Sewer, Construction in Progress), CIP's numbered 0645-01 and 0829-04. Environmental Services/Water-Waste Water Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the change orders and authorize the Chairman to execute Change Orders #5 and #6.

**B. Accept and authorize the Chairman to execute the Certificate of Final Completion for CC-1247-04/TLR – Howell Creek Pedestrian Bridge and Sidewalk Improvements with Southland Construction, Inc., Apopka (Certificate of Completion).**

CC-1247-04/TLR provided for all labor, materials, equipment, transportation, coordination and incidentals necessary for the construction of retaining walls, pedestrian railing and the construction of an eight (8) foot wide concrete pedestrian overpass over Howell Creek. As of April 6, 2005, all work and documentation have been satisfactory completed. Public Works/Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the acceptance and authorize the Chairman to execute the Certificate of Completion.

**PROFESSIONAL SERVICES**

**C. Approve Ranking List, Authorize Negotiations, and Award PS-5177-05/AJR – Master Agreement for Final Design Services for CR-431 – Orange Blvd. from CR-46A to SR46 to Professional Engineering Consultants, Inc., of Orlando.**

PS-5177-05/AJR will provide services for preparing final design of the proposed improvements on CR 431 (Orange Blvd.) from County Road 46A to State Road 46. The proposed improvements include widening of the existing lanes, addition of turn lanes, providing sidewalks, and drainage improvements.

This project was publicly advertised and the County received four submittals (listed in alphabetical order):

AVCON, Inc., Orlando;  
Johnson, Mirmiran & Thompson, Lake Mary;  
H.W. Lochner, Inc., Orlando;  
Professional Engineering Consultants, Inc., Orlando.

The Evaluation Committee, which consisted of Steve Douglas, Sr. Engineer; Eric Erickson, Sr. Coordinator; Jerry McCollum, P.E., County Engineer; and Coco Wu, P.E., Principal Engineer evaluated the submittals and short-listed all four firms for interviews.

Consideration was given to the following criteria:

Approach to Project/Understanding of the Project;  
Qualifications of the Proposed Personnel and the Firm;  
Project Schedule;  
Project Team Experience  
Location of the Firm  
Overall Quality of Interview.

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate with the top ranked firm in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA):

1. Professional Engineering Consultants, Inc., Orlando;
2. H.W. Lochner, Inc., Orlando;
3. AVCON, Inc., Orlando;
4. Johnson, Mirmiran & Thompson, Lake Mary.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis for the project. The total estimated contract value is \$150,000.00.

Public Works/ Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate, and authorize the Chairman to execute a Master Agreement as prepared by the County Attorney's Office.

### **REQUEST FOR PROPOSALS**

**D. Award RFP-4236-04/DRS to Patriot Services Corporation, of Ypsilanti, Michigan – Local Planning Grants and Homeland Security Program (\$147,527.00).**

RFP-4236-04/DRS will provide the County assistance with conducting vulnerability assessments of potential terrorist targets in Seminole County. These potential targets include schools and other governmental buildings as well as some sites in the private sector. The contract will also provide enhancements to the County Comprehensive Emergency Management Plan (CEMP).

This project was publicly advertised and the County received four submittals (listed in alphabetical order):

EREC, Inc., Silver Springs, Maryland;  
Greenhorne & O'Mara, Inc., Greenbelt, Maryland;  
Patriot Services Corporation, Ypsilanti, Michigan;  
Risk Solutions International, New York, New York.

The Evaluation Committee, which consisted of Alan Harris, Emergency Management Program Manager, Public Safety; Maureen Long, Senior Planner, Public Safety; and Phil Greathouse, Sheriff's Office evaluated the four submittals. The evaluation criteria consisted of the following:

Experience/ Qualifications;  
Project Approach;  
Fee Schedule.

The Evaluation Committee recommends that the Board award an Agreement to Patriot Services Corporation. Patriot Services Corporation has extensive experience working with school systems and local county emergency management offices. The list of resources provided by Patriot Services Corporation sets them apart from the rest of the submittals. The "team approach" discussed in the proposal mirrors the initiatives Seminole County Emergency Management and the Seminole County Sheriff's Office have taken during the past year. The broad law enforcement background discussed in Patriot Services' proposal is critical and justification for staff to recommend this company. Vulnerability assessments gained from the schools systems will be law-enforcement sensitive and expertise in this area is essential, Patriot Services' has this expertise.

The Evaluation Committee is confident that Patriot Services will accomplish all of the tasks effectively. Patriot Services Corporation submitted a fee of \$147,527.00 is \$5,027.00 (approximately 3.5%) more than the lowest fee of \$142,500.00; however, the additional cost is justified by the depth of experience and superior approach to the County's project.

The Agreement shall commence upon execution by the County and have a completion date of September 31, 2005. The Agreement shall not exceed \$147,527.00. This is a budgeted project and funds are available in account number 055600.530340 (Public Safety/Emergency Management).

Public Safety/Emergency Management Division and Fiscal Services/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.

**E. Award RFP-4240-04/DRS to Newman Family Medicine, of Altamonte Springs, FL – Seminole County Physician (\$128,940.00 per year).**

RFP-4240-04/DRS will provide a qualified physician to conduct pre-employment and annual physicals for current and prospective firefighters, conduct pre-employment physicals and re-examinations for County employees other than firefighters and provide written diagnosis of illness for County employees authorized for referral by the HR Department. The County Physician shall provide consultation services to the Departments of Public Safety and Human Resources on medical issues and related other issues at the request of those Directors. Staff is seeking a separate vendor to provide Drug testing for new employees. This project was publicly advertised and the County received two submittals (listed in alphabetical order):

Florida Hospital Centra Care, Maitland;  
Newman Family Medicine, Altamonte Springs.

The Evaluation Committee, which consisted of Chief Stanley Human, Battalion Chief, Public Safety; Toni Udo, Risk Management Coordinator, Administrative Services; and Gail Chisholm, Recruitment Program Manager, Human Resources evaluated the two submittals. The evaluation criteria consisted of the following:

Qualifications and Experience;  
Technical  
Other (Location and Public Entity contracting experience);  
Fee Schedule.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the budget and scope provided. The estimated contract value is \$128,940.00 per year. The Agreement will take effect on the date of its execution by the County and shall run for one (1) year. At the sole option of the County, the agreement may be renewed for four (4) additional periods not to exceed one (1) year each.

The Evaluation Committee recommends that the Board award RFP-4240-04/DRS to Newman Family Medicine, which is the low price proposal. This is a budgeted project and funds are available in account number 010700.5303100 (Human Resources), 010504-530310 (Administrative Services/Risk Management), 056100-5303100 (Public Safety – EMS/Fire/Rescue). Administrative Services/Risk Management, Human Resources, Public Safety/EMS/Fire/Rescue, and Fiscal Services/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.

**F. Award RFP-4245-05/BJC – Term Contract for the Lease of Landfill Equipment, to Nortrax Equipment Company Southeast, L.P., Orlando.**

RFP-4245-05/GMG will provide for the lease of equipment to be utilized for the County's Landfill operations.

This project was publicly advertised and the County received three (3) submittals in response to the solicitation. The Evaluation Committee which consisted of David Gregory, Solid Waste Division Manager; Frank Raymond, Fleet Division Manager and Greg Regan, Environmental Services/Solid Waste Division evaluated the submittals. The evaluation was based on the proposed cost to the County, past performance and Technical acceptability of the equipment. The Evaluation Committee recommends the Board to award the agreement to Nortrax Equipment Company Southeast, L.P., Orlando, the lowest price proposal.

Authorization for performance of services by the selected Contractor under this agreement shall be in the form of written Release Orders issued and executed by the County.

The agreement shall take place on the date of their execution by the County and shall run for a period of three (3) years and, at the sole option of the County, may be renewed for one (1) successive period not to exceed three (3) years. The estimated annual usage of these agreements is \$900,000.00.

Environmental Services Department/Solid Waste Division and Fiscal Services Department/Purchasing and Contracts Division recommend the Board to award the project and authorize the County Manager to execute the Agreement as prepared by the County Attorney's Office and pursuant to the RFP documents.

**G. Approve Amendment #5 to RFP-4128-01/BJC – Professional Appraisal Services for Lake Drive Road Improvement Project with Clayton, Roper & Marshall, Inc. of Altamonte Springs, FL (Change the contract term to match the Lake Drive Road Improvement Project completion time. There are additional costs associated with this extension.)**

RFP-4128-01/BJC provides professional appraisal services for Lake Drive Road Improvement Project. Current land use within the proposed corridor varies from planned development to commercial. Additional rights-of-way are necessary for the required water retention areas to provide drainage as part of the new improvements. The contract was awarded June 13, 2002 with a term of three years. It currently expires on June 12, 2005.

The County Attorney's Office has requested the contract remain in effect until the Lake Drive Road Improvement Project is completed to ensure that Clayton, Roper & Marshall is available under contract should it be necessary to use their services. Amendment #5 sets the contract term to run concurrent with the Project at no additional cost. Thus, RFP-4128-01/BJC will expire upon completion of Lake Drive Road Improvements unless the County terminates the contract earlier using one of the contract termination provisions.

The County Attorney's Office and Fiscal Services/Purchasing and Contracts Division recommend that the board approve and authorize the County Manager to execute Amendment #5 as prepared by the County Attorney's Office.

## **OTHER**

### **H. Authorize the issuance of Purchase Order(s) for Sodium Hypochlorite and Orthophosphate from Dumont Company, Oviedo.**

When Seminole County purchased the six water treatment plants from Florida Water Services in June 2004, the existing contracts were transferred to Seminole County. Most of the services were absorbed into existing Seminole County contracts where applicable. However, the contract with the Dumont Company to provide sodium hypochlorite and orthophosphate is tied to a contract where Dumont installed the chemical feed system skids at the water treatment plants and retains ownership of them until 2006, therefore we must continue to procure these chemicals from Dumont Company. When the time period expires, Seminole County could continue to purchase the chemicals through Dumont or could award a contract to other chemical contractors.

Environmental Services/Water and Sewer and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the issuance of a Purchase Order(s) in the amount not-to-exceed \$50,000.00 per year to Dumont Company, Oviedo for Sodium Hypochlorite and Orthophosphate.