

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

Agenda Date <u>6/13/2006</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/> <div style="display: flex; justify-content: space-around;"> Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/> </div>
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MOTION/RECOMMENDATION:

BACKGROUND:

CONSTRUCTION CONTRACTS

25. **Accept and authorize the Chairman to execute the Certificate of Final Completion of CC-0018-05/BHJ – Renovation of the Central Transfer Station Anvil Top Tipping Floor (Certificate of Final Completion).**

CC-0018-05/BHJ provided for all labor, materials, equipment, transportation, coordination and incidentals necessary for the renovation of the Central Transfer Station Anvil Top Tipping Floor. As of May 22, 2006, all work and documents have been satisfactorily completed. Environmental Services Department/ Solid Waste Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the acceptance and authorize the Chairman to execute the Certificate of Completion.

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

PROFESSIONAL SERVICES

- 26. Approve the ranking, authorize negotiations and award PS-0676-06/DRR – New Oxford Road Preliminary Engineering and Final Design to Ghyabi & Associates, Inc., Deland. (\$600,000.00)**

PS-0676-06/DRR will provide the services of a professional engineering consultant to engineer and design a new roadway to provide transportation network relief when the future S.R. 436 / U.S. 17-92 interchange is complete and to provide economic redevelopment opportunities. This project was publicly advertised and the County received nine submittals (listed alphabetically):

- Avcon, Inc, Orlando;
- CPH Engineers, Inc, Sanford;
- Earth Tech Consulting, Inc., Orlando;
- Eisman & Russo, Inc., Orlando;
- GAI Consultants, Inc., Orlando;
- Ghyabi & Associates, Inc., Deland;
- HDR Engineering, Inc., Orlando;
- Lochrane Engineering, Inc., Orlando;
- MACTEC Engineering and Consulting, Orlando.

The Evaluation Committee, which consisted of Brett Blackadar, P.E., Principal Engineer; Kevin Fall, US 17/92 CRA Coordinator; Antoine Khoury, P.E., Principal Engineer and Jerry McCollum, P.E., County Engineer, evaluated the submittals and short-listed three firms based on the following criteria:

- Approach to and Understanding of the Project;
- Qualifications of the Firms and Proposed Personnel;
- Similar Project Experience;
- Innovative and Cost Saving Ideas;
- Locations of the Firm.

The Evaluation Committee interviewed the following short-listed firms (listed alphabetically):

- Earth Tech Consulting, Inc., Orlando;
- Ghyabi & Associates, Inc, Deland;
- Lochrane Engineering, Inc., Orlando.

The short-listed firms were evaluated based on the following criteria:

- Project Approach;
- Innovative Ideas;
- Qualifications of the Team.

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) Ghyabi & Associates, Inc., Deland;
- 2) Earth Tech Consulting Inc., Orlando;
- 3) Lochrane Engineering, Inc., Orlando.

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. The term of the contract for this project shall run for five (5) years and at the sole option of the County may be renewed for two (2) successive periods of one (1) year each. The estimated contract value is \$600,000.00.

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.

27. Approve Ranking List; Authorize Negotiations and Award PS-0709-06/BLH – Howell Creek Basin/Red Bug Lake Road Regional Stormwater Facility Project to TEK Science and Engineering, Inc. of Winter Park. (Estimated at \$250,000.00 per year)

PS-0709-06/BLH will provide professional engineering services for an Engineering Study and Design for Howell Creek Basin/Red Bug Lake Road Regional Stormwater Facility Project.

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

- Bowyer-Singleton & Associates, Inc., Orlando, FL
- Carter & Burgess, Inc., Orlando, FL
- Dyer, Riddle, Mills & Precourt, Inc., Orlando, FL
- TEK Science and Engineering, Inc., Winter Park, FL

The Evaluation Committee, which consisted of Mark Flomerfelt, P.E., (Principal Engineer- Public Works); Robert Walter, P.E., (Principal Engineer- Public Works); and Roland Raymundo, P.E., (Principal Engineer- Public Works) evaluated the submittals and short-listed three firms.

The Evaluation Committee interviewed the following three short-listed firms:

- Bowyer-Singleton & Associates, Inc., Orlando, FL
- Carter & Burgess, Inc.
- TEK Science and Engineering, Inc.

Consideration was given to the following criteria:

- Recent regional basin analysis projects
- Water Quality Experience
- Modeling Experience
- Approach to the public information process

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. TEK Science and Engineering, Inc.
2. Bowyer-Singleton & Associates, Inc., Orlando, FL
3. Carter & Burgess, Inc.

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 (account number 077641.560680 sub-ledger 209113) and shall be negotiated on an as-needed basis for the project. The contract is for a five year base period with two one-year options. The estimated contract value is \$250,000.00 per year.

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

- 28. Approve Work Order #2 – County Services Building Re-Roofing Project under PS-0381-06/BLH – Master Agreement for Continuing Architectural and Engineering Services for Projects Not Exceeding \$1,000,000.00 to Starmer Ranaldi Planning and Architecture, Inc. of Winter Springs (NTE \$100,000.00).**

PS-0381-06/BLH provides Architectural/Engineering design services for various renovation, restoration, construction and general consulting projects under \$1,000,000.00 in Seminole County. The Architectural and Engineering services will also include CEI for various restorations,

renovation and other construction projects whose estimated cost does not exceed \$1,000,000.00.

Work Order #2 provides professional design services for this project consisting of architectural design including roofing, mechanical engineering, electrical engineering, plumbing engineering, and structural engineering, specialty consultants necessary to develop construction documents suitable for bidding and construction.

Funds are available in account 010560.560620 CIP 236601. Administrative Services Department/Facilities Maintenance Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the award of this work order and authorize the Purchasing and Contracts Manager to execute the Work Order.

29. Approve Amendment #2 to PS-567-00/BJC – Preliminary Engineering and Final Design and Environmental Permitting Services for Bunnell Road with Inwood Consulting Engineers, Inc., Oviedo, FL (\$48,652.75)

PS-567-00/BJC provides for preliminary engineering and final design and environmental permitting services for Bunnell Road including considerations for social and environmental effects. Amendment #2 will increase the Not-To-Exceed amount of the Agreement by \$48,652.75 to cover construction plans for the addition of 1050 feet of sidewalk along the south side of Bunnell Road. The proposed sidewalk will provide the missing link of sidewalk between Bear Lake Road and the sidewalk facility that will be constructed when the Bunnell project is built. The following is a summary of the cost of the contract:

Original Contract Sum	\$ 512,500.00
Amendment #1	\$ 40,000.00
Amendment #2	<u>\$ 48,652.75</u>
Revised Contract Sum	\$ 601,152.75

Funds are available in accounts 077515.560680 and 077523.560680, sub-ledger 00006201. The Public Works Department/Engineering Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve and authorize the Chairman to execute Amendment #2.

30. Approve Amendment #1 for PS-5100-01/BJC – Engineering Services for Project Development and Environmental Re-evaluation of S.R. 434-Edgewater Drive with Transportation Engineering, Inc., dba TEI, Lake Mary, (Professional Services Rate Increase).

PS-5100-01/BJC provides planning, development and re-evaluation, design and permitting for S.R. 434 widening from a four lane section to a six lane section. These services include plan updates and post design services required after final design is complete. Final design is 99% complete. These services are needed through the completion of the construction phase. FDOT will implement the construction and is scheduled to start October 2006 lasting 18 months.

Amendment #1 will replace Exhibit "C" Rate Sheet with the revised Exhibit "C" rate sheet. This is the first rate increase requested since the contract was awarded on March 18, 2002. All other terms and conditions of the contract remain unchanged.

Public Works Department/ Engineering Division and Fiscal Services Department/ Purchasing and Contracts Division recommend that the Board approve the request and authorize the County Manager to execute the Amendment as prepared by the County Attorney's Office.

REQUEST FOR PROPOSALS

31. Award RFP-0778-06/BHJ – Closing Agent/ Title Search Services, to American Acquisition Title, Inc., Tampa (Not-To-Exceed \$500,000.00 per year).

RFP-0778-06/BHJ will provide for a qualified firm to furnish professional services, perform title search services and issue title insurance in favor of the County. The Consultant will be responsible for technical legal issues and the handling of real estate closings for parcels for which title insurance policies are to be issued and for all processes and procedures relating to such real estate closings and issues.

This project was publicly advertised and the County received four (4) submittals (listed in alphabetical order):

- American Acquisition Title, Inc.
- American Government Services
- Stenstrom, McIntosh, Colbert, Whigham, Reishmann, and Partow, P.A.
- Tranco Title, Inc.

The Evaluation Committee, which consisted of Mark Gisclar, Project Acquisition Coordinator, County Attorney's Office; Stanley Hunsinger, Senior Coordinator, Administrative Services Department; Stephanie Kobrin, Business Manager, Library and Leisure Services Department; Al Schwarz, Assistant County Attorney, County Attorney's Office evaluated the submittals. David Medley, Manager, Community Services Department; was

originally included on the Evaluation Committee, but due to schedule issues with the Budget Reconciliation was unable to participate.

The evaluation was based on the following criteria:

- Qualifications and Experience
- Cost Proposal for “Related Title Services”

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 agreement will remain in effect for a period of three (3) years. At the sole option of the County, the agreement may be renewed for two additional terms not to exceed one (1) year each.

The Evaluation Committee recommends that the Board award the contract to the highest ranked offeror, American Acquisition Title, Inc. of Tampa as the firm proposing the best value to the County.

The County Attorney’s Office and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the project and authorize the Chairman to execute the Agreement as prepared and approved by the County Attorney’s Office.

32. Award RFP-0780-06/TRJ – Billing Services for EMS Transport – Seminole County EMS / Fire / Rescue, to Advanced Data Processing, Inc, Miami. (6.25% of collections (excluding Medicaid Accounts) plus \$7.50 per Medicaid Account).

RFP-0780-06/TRJ will provide billing services for Emergency Medical Services transport, as required on a case by case basis, with an emphasis on an accelerated turnaround between services provided and payment received. The selected firm will provide training to county personnel regarding the gathering of information and proper completion of run tickets. They will also provide standard services related to billing and collections, which are outlined specifically in the agreement’s scope.

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

- Advanced Data Processing, Inc.
- Ambulance Billing Systems, Inc.
- Digitech Computer, Inc.
- Diversified Ambulance Billing
- EMS Consultants, LTD
- Intermedix, Inc.

- Per Se Technologies

The Evaluation Committee composed of Amy Rossi, Program Manager, Public Safety; Stanley Human, Battalion Chief, Public Safety; Terry Winn, Assistant Chief, Public Safety; and Angel Nater, Program Manager, Public Safety, evaluated the submittals against the criteria specified in the RFP documents. Consideration was given to the following:

- Ambulance Agency Processes & Procedures
- Fee Proposal
- Ambulance Agency Experience & Qualifications
- Location in Eastern Time Zone

The evaluation team unanimously recommends that the Board award RFP-0780-06/TRJ to *Advanced Data Processing, Inc.*, Miami, FL. Along with their 25 years of proven stability in the ambulance billing field, they submitted the most comprehensive proposal, supplying detailed information for each of the evaluation criteria listed in the solicitation. They have provided excellent customer service to the Seminole County Fire Department and citizens, maintained an effective rapport, and have readily accepted Seminole County's policies and procedures over the course of their current agreement. Both Public Safety and county citizens will benefit from the seamless transition between the current and new contracts, as no additional proprietary software or hardware will be required.

The Public Safety Department/EMS/Fire Rescue Division and the 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.

33. Approve Amendment # 3 to Work Order # 3 RFP-489-00/BJC – Appraisal Services for Lake Emma Road, with the Spivey Group, Inc., Orlando (\$100,000.00 and a Time Extension through completion of Scope of Services or the Litigation; whichever is later.)

Work Order #3 provides for the original appraisal reports for the Lake Emma Road Improvement Project. Appraisal services are necessary to acquire the property through negotiated settlements or through the eminent domain process for proposed County roadway improvements.

Amendment #3 will provide appraisal services for trial preparation and expert testimony at any and all trials related to the project parcels for the Lake Emma Major Road Project. Litigation is currently pending on project parcels and additional lawsuits may be initiated on other parcels required for construction of the Lake Emma Road Project. A time extension is necessary

to keep the Work Order open until the completion of the Scope of Services or until the litigation is completed.

The following is a summary of the cost of the Work order:

Original Work Order Sum	\$207,365.00
Add Amendment #1	26,125.00
Add Amendment #2	35,000.00
Add Amendment #3	<u>\$100,000.00</u>
Revised Work Order Sum	<u>\$368,490.00</u>

Funds are available in account numbers 077515.560610 (Engineering, Land) and 077522-560610 (North Collector Projects, Land). Public Works Department/Engineering Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the changes and authorize the County Manager to execute the Amendment as prepared by the County Attorney's Office.

34. Award RFP-4269-06/BJC – Term Contract for Water and Wastewater Laboratory Services, to Flowers Chemical Laboratories, Inc., Altamonte Springs as a Primary Contractor and Harbor Branch Environmental Laboratories, Inc., Sanford as a Secondary Contractor (Term Contracts).

RFP-4269-06/BJC will provide for the services of a certified laboratory on a continuing basis to run chemical analysis of samples taken from, but not limited to, potable water, wastewater, surface water, groundwater, Stormwater, and industrial pretreatment discharge.

This project was publicly advertised and the County received four (4) submittals in response to the solicitation. The Evaluation Committee which consisted of Jack Cheney, Environmental Services Department; Ruth Hazard, Environmental Services Department; Michael Miller, Environmental Services Department and Chris Reeves, Environmental Services Department, evaluated the submittals. The evaluation was based on the management and technical approach, past performance of the firms and the proposed cost to the County to provide the required services. This was presented to the Board at the May 9, 2006 meeting and the Board requested that the County Manager review this procurement. A review was conducted on June 2, 2006, and the following key enhancements support Flowers Chemical Lab as the recommended firm:

- Electronics submission of lab results.
- Majority of actual lab testing occurs within 50 miles of sample location.
- A third party courier service is not utilized.
- Lowest cost proposal.

The Evaluation Committee recommends award of the project to the most responsive, responsible proposers, Flowers Chemical Laboratories, Inc., Altamonte Springs as a Primary Contractor and Harbor Branch Environmental Laboratories, Inc., Sanford as a Secondary Contractor. The Secondary Contractor may be used by the County on an as needed basis, for a split sampling purposes, backup laboratory services in case of emergencies and in case the Primary Contractor cannot perform as required. Authorization for performance of services by the selected Contractors under these agreements shall be in the form of written Release Orders issued and executed by the County. The agreements 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 two (2) successive one (1) year periods. The estimated annual usage of these agreements is \$300,000.

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

35. Amendment #3 to RFP-4227-04/GMG – Concession Operations Agreement for Snacks, Beverages, Hot/Cold Vending Services for County Services Building, Courthouse and Criminal Justice Center, with Snack Time Vending, Inc., Longwood (Revenue Generating Agreement).

RFP-4227-04/GMG provides for concession operations agreement for snacks, beverages, hot/cold vending services for County Services Building, Courthouse and Criminal Justice Center. Amendment #3 will delete Sheriff District stations due to the lack of revenues obtained from these machines. The current provider, Snack Time Vending, Inc. concurs with this change.

Administrative Services Department/Support Services; Seminole County Sheriff's Office and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Purchasing and Contracts Manager to execute the Amendment.

MISCELLANEOUS CONTRACTS

36. Approve Amendment #3, to M-374A-04/TLR – Boat Ramp Construction at C.S. Lee and Mullet Lake with Randall G. Tedder Construction, Ocala (\$42,683.40).

M-374A-04/TLR Sole Source procurement provides for all labor, materials, equipment, coordination, and incidentals necessary to install floating

turbidity screens around entire work area, installation of two boat ramps at C.S. Lee and one Pre-Stress Tedder Boat Ramp System at Mullet Lake Park. Amendment #3 will allow for added expenses for additional excavation, removal and disposal of soils as required by the County. The following is a summary of the cost of this contract:

Original Contract Sum	\$170,000.00
Amendments 1 & 2	14,204.92
Add Amendment #3	<u>42,683.40</u>
Revised Sum	\$226,888.32

Funds will be available in conjunction with a BAR in account number 043804.560630. Library and Leisure Services Department/Parks and Recreation Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the Purchasing and Contracts Manager to execute the amendment as prepared by the County Attorney's Office.