

**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>6/14/2005</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:**

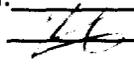
**BACKGROUND:**

**CONSTRUCTION CONTRACTS**

- 18.      **Approve Change Order #2 to CC-1238-04/AJR – Seminole County Firefighter Training Facility Re-Roofing Construction Project with the Roofing Connection, Inc. of Orlando, FL, (\$38,150.00; Increase days by 72).**

CC-1238-04/AJR provides for all labor, equipment, transportation coordination and incidentals necessary for the re-roofing of the Seminole County Firefighter Training Facility.

Change Order #2 will provide for 6300 sq ft of deck replacement and 1000 feet of 2x6 wood nailer. The full extent of rotten wood was not apparent until the roofing material was removed.

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

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

Original Contract Sum	\$248,400.00
Change Order 1	\$197,334.00
Add Change Order 2(+ 72 days)	<u>38,150.00</u>
Revised Contract Sum	\$483,884.00

This is a budgeted item and funds are available in account number 056100.560650, 00261-01. Public Safety/EMS/Fire/Rescue Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the additional work and authorize the County Manager to execute Change Order #2.

### **PROFESSIONAL SERVICES**

19. **Approve Ranking List, Authorize Negotiations and Award PS-5180-05/MJB – Master Agreement for Solid Waste Management Central Transfer Station Engineering to Brown and Caldwell of Maitland, Florida. (Estimated annual value \$350,000.00).**

PS-5180-05/MJB will provide for professional engineering services for the Central Transfer Station including, but not limited to: Structural analysis and design, Feasibility studies, Engineering design, Construction engineering services, Capital planning, Solid waste permitting and regulatory compliance, and Development of solid waste management related computer and data management systems.

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

Brown and Caldwell, Maitland, FL;  
Innviron Corporation, Coral Springs, FL;  
S2L Incorporated, Maitland, FL;  
SCS Engineers, Tampa, FL.

All firms were invited to participate in telephone interviews. Consideration was given to the following criteria:

Project Approach, Understanding of Project and Innovation;  
Team Experience with Similar Projects;  
Qualifications and Experience of Proposed Personnel;  
Qualifications and Resources of the Firm;  
Quality of Telephone Interview.

The Evaluation Committee consisted of David Gregory, Acting Director of Environmental Services; J. Dennis Westrick, P.E., PEI Manager and Greg Regan, Senior Coordinator, Solid Waste Division.

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

1. Brown and Caldwell, Maitland;
2. S2L Incorporated, Maitland;
3. SCS Engineers, Tampa.

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 estimated contract value is an average of \$350,000.00 per year for three years plus three 1-year renewal options (six years total).

Environmental/Solid Waste 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.

20. **Approve Ranking List; Authorize Negotiations and Award PS-5182-05/AJR – Master Agreement for Solid Waste Management Osceola Road Landfill Engineering to S2L, Incorporated of Maitland, Florida. (Estimated annual value \$350,000.00).**

PS-5182-05/AJR will provide for professional engineering services for the Osceola Road Landfill including, but not limited to: Feasibility studies, Engineering design, Financial Assurance, Construction engineering services, Capital planning, Solid waste permitting and regulatory compliance, and Development of solid waste management related computer and data management systems.

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

Innviron Corporation, Coral Springs, FL;  
Jones, Edmunds & Associates, Winter Park, FL;  
S2L Incorporated, Maitland, FL;  
SCS Engineers, Tampa, FL.

All firms were invited to participate in telephone interviews. Consideration was given to the following criteria:

Project Approach, Understanding of Project and Innovation;  
Team Experience with Similar Projects;  
Qualifications and Experience of Proposed Personnel;  
Qualifications and Resources of the Firm;  
Quality of Telephone Interview.

The Evaluation Committee consisted of David Gregory, Acting Director of Environmental Services; J. Dennis Westrick, P.E., PEI Manager and Greg Regan, Senior Coordinator, Solid Waste Division.

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

1. S2L Incorporated, Maitland;
2. SCS Engineers, Tampa.
3. Jones, Edmunds & Associates, Tampa.

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 estimated contract value is an average of \$350,000.00 per year for three years plus three 1-year renewal options (six years total).

Environmental/Solid Waste 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.

21. **Approve Ranking List; Authorize Negotiations and Award PS-5185-05/AJR – Master Agreement for Water Quality Master Services to Boyle Engineering Corporation of Orlando (Estimated annual value \$425,000.00).**

PS-5185-05/AJR will provide for professional services including, but not limited to: collection of system-wide water quality data, laboratory testing, GIS services, hydraulic and water quality model calibration and optimization, distribution system vulnerability/early warning assessment, funding/grant research for water quality, source analysis/planning and development of a water quality master plan.

This project was publicly advertised and the County received three (3) submittals (listed in alphabetical order):

Boyle Engineering Corporation, Orlando;  
Camp, Dresser & McKee Inc., Maitland;  
Sutron Corporation, Brandon, FL.

All firms were invited to make presentations. Consideration was given to the following criteria:

- Approach to Project/Innovative Solutions;
- Qualifications of the Proposed Personnel and Firm;
- Similar Recent Project Experience;
- Project Team Workload/Ability to Perform;
- Location of Firm;
- Quality of Presentation.

The Evaluation Committee consisted of David Gregory, Acting Director of Environmental Services; Gary Rudolph, Utilities Manager; Jeffrey Thompson, P.E., Principal Engineer; J. Dennis Westrick, P.E., PEI Manager and Brett Blackadar, P.E., Principal Engineer.

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

1. Boyle Engineering Corporation, Orlando;
2. Camp, Dresser & McKee Inc., Maitland;
3. Sutron Corporation, Brandon, FL.

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 estimated contract value is an average of \$425,000.00 per year for five (5) years with a Not to Exceed amount of \$750,000.00 per year.

Environmental/PEI 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**

22. **Award RFP-4248-05/JVP – Mobile Unit Concession Services Agreement for Seminole County Red Bug and Sylvan Lake Parks, to Log Cabin Bar B Que, Kissimmee (12% commissions of gross receipts).**

RFP-4248-05/JVP will provide for mobile concession services for Seminole County Red Bug and Sylvan Lake Parks.

This project was publicly advertised and the County received two (2) submittals in response to the solicitation. The Evaluation Committee which consisted of Joe Gasparini, Parks & Recreation Manager, Meloney Lung, Support Services Manager, Angi Thompson, Principal Analyst, Support Services and Steve Waring, Team Leader, Parks & Recreation, evaluated the submittals. The evaluation was based on the following criteria:

#### Technical Plan

Understanding of the Scope of Services and proposed approach.  
Qualifications of the firm to provide required services, response time.  
Availability of equipment, and demonstrated experience to provide high quality food service efficiently.  
Selection – Variety of items, guaranteed fresh, local service/local company

#### Price Proposal

Expected financial return to Seminole County Government.  
Ability to provide reasonable prices to the customer.  
Menu Schedule.

#### Past Performance

Performance on prior contracts with similar scope

The Evaluation Committee recommends award of the contract to the most responsive, responsible and best value Bidder, Log Cabin Bar B Que, Kissimmee, as they demonstrated experience in special event handling and trained personnel. The Contractor shall pay to the County a commission of 12% of gross receipts. Commissions will be paid on a monthly basis for the term of the agreement in effect for a period of three (3) years with two (2) additional renewable periods of one (1) year each.

Administrative Services/Support Services; Library & Leisure Services/Parks & Recreation and Fiscal Services/Purchasing and Contracts Division recommend the Board to award the project and authorize the County Manager to execute the contract as approved and prepared by the County Attorney's Office and pursuant to the RFP documents.

### **INVITATION FOR BID**

23. **Approve Extension to A/B-391-00/GMG – Term Contract for Roadway Pond Mowing – Turf Maintenance of Drainage Areas and for Subdivision Pond Mowing, with Ott Landscaping Maintenance, Inc., Deland; and The Bon Terre Group, Orlando (July 26, 2005 through July 25, 2006).**

A/B-391-00/GMG provides for rough mowing services for Roadway Pond Mowing – Turf Maintenance of Drainage Areas and for Subdivision Pond Mowing. The current Contractors, Ott Landscaping Maintenance, Inc., Deland; and The Bon Terre Group, Orlando have agreed to extend their contracts from July 26, 2005 through July 25, 2006. The Purchasing and Contracts Division in concurrence with Public Works-Stormwater Division will consolidate the rough mowing and landscaping services into one contract and the extension will allow for the merge of locations. The estimated annual usage for both Contractors is \$90,000.00

Authorization for performance of services by the Contractors under this agreement shall be in the form of written Release Orders issued and executed by the County on an as-needed basis as long as the cumulative amount of the Orders does not exceed budgetary constraints.

Public Works-Stormwater Division and Purchasing and Contracts Division recommend the Board to approve the contract extension and authorize the Purchasing and Contracts Division to notify Contractors of such action.

## **OTHER**

24. **Approve and authorize the chairman to execute a Memorandum of Agreement (MOA) between the Board of County Commissioners and the Seminole County Supervisor of Elections concerning Purchasing Card Administrative Program Support.**

At the request of the Seminole County Supervisor of Elections, the attached MOA was drafted to provide Purchasing Card Administrative Program Support. A master account will be created for the Seminole County Supervisor of Election's cardholders that will be separate from the BCC cardholders. The Seminole County Supervisor of Election's paying office will make electronic payment to the Bank concerning all transaction under there newly establish accounts. The Seminole County Supervisor of Elections has agreed to follow the existing purchasing card training, procedures and policies stated in the Purchasing Code and attached to this MOA. The Seminole County Taxpayers benefit by reduce cost to process a purchase card transaction when compared to a purchase order, cost savings of piggybacking on existing establish purchasing card program instead of creating a duplicate program for a small volume operation and avoiding any administrative cost for lower volume transactions and administrative oversight. The MOA will remain in effect until terminated by either party.