

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Contracts and Bids

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

**AUTHORIZED BY:** Ray Hooper **CONTACT:** Ray Hooper **EXT.** 7111

<b>Agenda Date</b> <u>06/24/03</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**

- 18. **Award CC-1209-03/BJC – Geneva Wilderness Area Expansion Project, to PNL Commercial Corporation, Maitland (\$308,000.00).**

CC-1209-03/BJC will provide all labor, materials, equipment, transportation, coordination and incidentals necessary for the Geneva Wilderness Park Nature Center addition and alterations. The project consists of selective demolition in the existing Geneva Wilderness Park Nature Center, construction of interior improvements, additions to the building, and construction of a new workshop building as indicated in the specifications and drawings.

<b>Reviewed by:</b> <b>Co Atty:</b> _____ <b>DFS:</b> _____ <b>Other:</b> _____ <b>DCM:</b> <u>[Signature]</u> <b>CM:</b> <u>[Signature]</u>  <b>File No.</b> <u>CFSP00</u>
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This project was publicly advertised and the County received nine (9) responses. The Review Committee, which consisted of Jim Duby, Principal Coordinator, Planning and Development; Larry Goldman, Building Official, Planning and Development and Chuck Lawson, Principal Coordinator, Facilities Maintenance, evaluated the submittals. Consideration was given to each firm's qualifications, experience and cost of the project.

The Review Committee recommends award of the contract to the lowest priced, responsible, responsive Bidder, PNL Commercial Corporation of Maitland in the amount of \$308,000.00. The completion time for this project is one hundred fifty (150) calendar days from the issuance of the Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 113011-56062000, CIP #DI10421X. Planning and Development Department/Community Resources Division and Fiscal Services/Purchasing and Contracts Division recommend the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office with no major deviation of terms and pursuant to the scope of services in the Bid Documents.

**19. Retract approval of award of CC-1202-03/BJC – Bookertown, Midway and Winwood Sidewalk Construction Projects, to Brown Brothers Concrete, Inc. of Jacksonville (\$424,255.53) and award to C W B Contractors, Inc. of Bunnell (\$447,569.00).**

CC-1202-03/BJC – will provide for all labor, materials, equipment, coordination and incidentals necessary to construct approximately 1.20 miles of sidewalk in Midway, 1.20 miles of sidewalk in Bookertown, and 1.02 miles of sidewalk in Winwood, including but not limited to connecting existing sidewalks and driveways to proposed sidewalks and driveway aprons within the county right-of-way.

On April 8, 2003, the Board of County Commissioners awarded CC-1202-03/BJC to the lowest priced bidder, Brown Brothers Concrete, Inc. of Jacksonville, for \$424,255.53. Under the terms of the award, Brown Brothers had 10 days to provide the required bonds. The contract cannot be executed (signed) until the required bonds and insurance are in place. Despite numerous extensions by Purchasing and Contracts Staff, Brown Brothers Concrete, Inc. has been unable to provide the County with the required Performance and Payment Bonds. It now appears Brown Brothers have exhausted all of their options and are not in a position to provide the required bonds.

In order to continue this project Planning and Development/CDBG and Fiscal Services/Purchasing and Contacts Division recommend the Board retract the approval of award to Brown Brothers Concrete, Inc., in the amount of \$424,255.53 and instead award the contract to the second lowest,

responsible, responsive bidder; C W B Contractors, Inc. of Bunnell for \$447,569.00.

Brown Brothers Concrete, Inc. will forfeit their Bid Security of \$21,212.78 which will offset most of the cost difference.

This is a budgeted project and funds are available in account number 110922-56063000 (Block Grant, Improvements Other than Building). Planning and Development/CDBG 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 with no major deviation of terms and pursuant to the scope of services in the Bid Documents.

**20. Approve Change Order #1 to CC-1174-02/BJC – Northwest Regional WWTF Chemical Feed System Improvements with Mack Concrete Industries, Inc., Astatula (\$41,350.00 + 90 days time extension).**

CC-1174-02/BJC provides for all labor, materials, equipment, coordination, and incidentals necessary for the installation of a sodium hypochlorite feed system at the Northwest Regional Waste Water Treatment Plant. Change Order #1 is necessary to incorporate substantial changes to the original design drawings. After CC-1174-02/BJC was awarded and the majority of the equipment delivered, the Environmental Services Department was informed by the Building Division that several design changes were necessary to bring the construction into compliance with Seminole County Code.

At no fault of the contractor, additional costs and time are necessary to accommodate the changes. An additional ninety (90) calendar days and \$41,350.00 are required for the completion of this project. The following is a summary of the cost of the Contract:

Original Contract Sum	\$179,900.00
Add Change Order #1	41,350.00
Revised Contract Sum	\$221,250.00

Funds are available in account number 087801-56065000 (Water and Sewer, Construction in Progress) CIP #DG85542X. Environmental Services/PEI and Fiscal Services/Purchasing and Contracts Division recommend the Board approve the change and authorize the Chairman to execute Change Order #1.

**21. Approve Amendment #4 to DB-605-00/BJC – Design Build for the Seminole County Juvenile Justice Center, with The Collage Company/Scott Partnership, Lake Mary (\$71,887.50).**

DB-605-00/BJC provides for design-build services for the expansion of Seminole County Juvenile Justice Center, Sanford. Amendment #4 will

provide for replacement of the existing roof portion of the JJC. This improvement was not part of the original scope of services. The roof on the existing portion of the JJC building is in need of replacement. Re-roofing the existing building at this time will provide a roof constructed of similar material and installation by the same contractor. The amendment also provides for removal of the "Doghouses" (the small architectural structures) on the existing roof and the mansard roof on the west side of the building.

The following is a summary of contract cost through Amendment #4:

Phase I of the project (design)	\$ 139,720.00
Phase II of the project (amend #1)	3,440,153.00
Add Amendment #2 (Site Improvements)	174,050.00
Add Amendment #3 (Telecom. Equip.)	66,309.00
Add Amendment #4 (Existing Roof)	<u>71,887.50</u>
Total Cost of the Contract	\$3,892,119.50

The construction phase is expected to be substantially completed on or before December 19, 2003.

This is a budgeted project and funds are available in account number 010560-53046000 (Facilities Maintenance, Repairs and Maintenance). Administration Services/Facilities Maintenance and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Chairman to execute the Amendment as prepared by the County Attorney's Office.

## **PROFESSIONAL SERVICES**

22. **Approve ranking list for PS-5140-03/BJC – Master Service Agreement for the Intersection of S.R. 436 and Red Bug Lake Road Project and award a Master Agreement to URS Corporation, Orlando (Phase I, Not-to-Exceed \$725,000.00).**

PS-5140-02/BJC will provide for three phases of Engineering and Design for improvements to the intersection of SR 436 and Red Bug Lake Road. Phase I covers Preliminary Engineering, Phase II covers the Final Design, and Phase III covers Post Design Services. A Conceptual Feasibility Study was previously done for this intersection under a separate contract.

The scope and cost of the final design in Phase II and the Post Design Services in Phase III will depend on the results of Phase I and therefore are not fully defined at this time. Phase II and Phase III will be presented to the Board for final approval at a later board meeting. 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.

In Phase I, the Consultant will complete additional study tasks as described in the scope of services. Using the results of those studies and the information contained in the Conceptual Feasibility Study, the Consultant will prepare a Preliminary Engineering Study Report, including an Environmental Study. The Preliminary Engineering Study will be used to obtain approval from the Board of County Commissioners (BCC) and Federal Highway Administration (FHWA) for proposed improvements to this intersection.

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

- H.W. Lochner, Inc., Orlando;
- Inwood Consulting Engineers, Oviedo;
- URS Corporation, Orlando;
- Wilbur Smith Associates, Orlando.

The Evaluation Committee, consisting of Jerry McCollum, County Engineer; Kathleen Myer, Principal Engineer; Charles Wetzels, Assistant County Traffic Engineer and Co-Co Wu, Principal Engineer, evaluated the submittals. All four firms were placed on the short-list.

The Evaluation Committee interviewed each of the four firms, giving consideration to the following criteria:

- Qualification of the firm and proposed personnel;
- Methodology/Approach to the project/understanding of project/specialties;
- Related project experience;
- Workload, ability and capacity of the Proposer/Location of Firm;
- Overall quality of interview presentation.

The four firms were ranked as follows:

1. URS Corporation, Orlando;
2. Inwood Consulting Engineers, Oviedo;
3. H.W. Lochner, Inc., Orlando; and
4. Wilbur Smith Associates, Orlando.

Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend the Board approve the ranking, authorize staff to negotiate, and award a Master Agreement to the top ranked firm, URS Corporation of Orlando. The cost for Phase I is not to exceed \$725,000.00. Further, recommend the Board authorize the Chairman to execute the Master Agreement as prepared by the County Attorney's Office with no major deviation in terms and pursuant to the requirements of the Professional Services documents.

## REQUEST FOR PROPOSALS

23. **Award RFP-4187-03/BJC – Performance Work Statement for Custodial Services for Miscellaneous County Buildings, to A1A Cleaning Service, Inc. of Longwood (Not-to-Exceed \$931,724.00/per year).**

RFP-4187-03/BJC will provide all necessary management, supervision, personnel, materials, transportation, general and specialized tools and equipment required to accomplish all custodial services for Seminole County Buildings. The Contractor is responsible for completing work requirements within the response times and quality standards established in the RFP documents and Scope of Services.

The contract will become effective upon expiration of the current contract (due to expire on August 14, 2003) and will remain in effect for a period of three (3) years. At the sole option of the County, the contract may be renewed for two (2) additional terms not to exceed two (2) years each giving a total contract term of seven (7) years.

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

- A1A Cleaning Service, Inc.
- D&A Building Services, Inc.
- Grosvenor Building Services, Inc.
- Knight Facilities Management

The Evaluation Committee, which consisted of Jamie Croteau, Director, Administrative Services; Joe Gasparini, Manager, Parks and Recreation; Meloney Lung, Manager, Support Services and Angi Thompson, Principal Analyst, Support Services evaluated the submittals.

The evaluation criteria for this Request for Proposals were as follows:

- Technical Approach
- Management Approach
- Past Performance
- Fees and Expenses

The Evaluation Committee recommends award to the lowest priced, responsive, responsible offeror, A1A Cleaning Services, Inc. of Longwood. This is a budgeted project and funds are available in accounts numbered 010530-00100-519-53034000 (General Fund), 010532-40100-536-53034000 (Water and Sewer), and 010533-40201-534-53034000 (Solid Waste).

Administrative Services Department/Support Services Division and Fiscal Services/Purchasing and Contracts Division recommend the Board authorize the Chairman to execute the agreement as prepared by the County Attorney's

Office with no major deviation in terms and pursuant to the requirements of the RFP documents at a not to exceed price of \$931,724.00 per year.

**24. Award RFP-4188-03/BJC – Security Services for Seminole County, to Allied Protection Services, Inc. of Fort Myers (Not-to-Exceed \$342,000.00 per year).**

RFP-4188-03/BJC will provide all labor and incidentals necessary to provide security services to miscellaneous buildings throughout Seminole County

This project was publicly advertised and the County received two (2) submittals (listed in alphabetical order):

- Allied Protection Services, Inc.
- ITS Commercial Security, Inc.

The Evaluation Committee consisting of Meloney Lung, Manager, Support Services; Jane Peterson, Library Services Manager and Angi Thompson, Principal Analyst, Support Services, evaluated the submittals.

The evaluation criteria for this Request for Proposals were as follows:

- Management Approach
- Past Performance
- Fees and Expenses

The Evaluation Committee recommends the Board award the contract to the lowest priced, responsive, responsible offeror, Allied Protection Services, Inc. of Fort Myers. The contract will become effective on July 25, 2003 and will remain in effect for a period of three (3) years. At the sole option of the County, the contract may be renewed for two (2) additional terms not to exceed two (2) years each for a total contract term of seven (7) years.

This is a budgeted project and funds are available in accounts numbered 010530-00100-519-53034000 (General Fund) and 010533-40201-534-53034000 (Solid Waste). Administrative Services Department/Support Services Division and Fiscal Services/Purchasing and Contracts Division recommend the Board authorize the Chairman to execute the agreement as prepared by the County Attorney's Office with no major deviation in terms and pursuant to the requirements of the RFP documents as long as the contract does not exceed \$342,000.00 per year.

**BIDS**

**25. Award IFB-3071-03/PER – Term Contract for Printing, Envelopes, Billing Statements and Delinquent Notices, to Seminole Imaging Products, Altamonte Springs (Not-to-exceed \$108,947.50 for five (5) year period).**

IFB-3071-03/PER will provide for printing of envelopes, billing statements and delinquent notices with Seminole County's technical specifications for Water & Sewer Billing Division.

This project was publicly advertised and the County received seven (7) submittals. The Review Committee which consisted of Dan Cotterman, Customer Accounting Supervisor; Kathy Smith, Water and Sewer/Billing Division and Barbara Walls, Water and Sewer Billing Division, evaluated the responses. Consideration was given to the firm's responsibility and the proposed price for the required services.

The Review Committee recommends the award of the Term Contract to the lowest responsive, responsible Bidder, Seminole Imaging Products, Inc., Altamonte Springs. The agreement shall take effect the date of its execution and shall remain in effect for an original term of three (3) years and at the sole option of the County, the agreement may be renewed for two years, each not exceeding one year.

Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County. The work and dollar amount for each Purchase Order will be determined for each project and the Purchase Order will be issued on an as-needed basis. The estimated usage for the five (5) year period is not-to-exceed \$108,947.50.

Environmental Services/Water & Sewer Billing and Fiscal Services/Purchasing and Contracts Division recommend the Board to award the project and authorize the issuance of Purchase Orders on an as needed basis.

## **OTHER**

- 26. Waive the procurement process, approve Proprietary Source Procurement and authorize the issuance of a Purchase Order for the purchase of the annual ESRI Maintenance with ESRI, Inc, Redlands, CA (\$48,793.24).**

ArcInfo/View/GIS/SDE/IMS and editor maintenance will provide for the maintenance of ESRI software currently running on various hardware of the County's platforms. The maintenance agreement consist of both phone support for installation, troubleshooting and problem reporting, as well as, software upgrades for that software under maintenance support. As the County's internal and external users have increased in number and expertise so to has the range of software available to provide access and analysis capability. The County has over the years migrated from primarily server centric software to enterprise wide distributed software supported by both a conventional data library maintained on an aging UNIX platform and the County next generation SQL SDE database installed last year. Both these libraries in turn provide input to Arc Internet Map Server (ArcIMS) web

enabled software for service provision via the web, as well as, to the County internal network serving both County and member municipality staffs "live".

This is a budgeted project and funds are available in account numbers 140300/140301/140312/140330/140341-53046000 (Information Service, Repairs and Maintenance). Information Technologies and Fiscal Services/Purchasing and Contracts Division recommend the Board authorize the Proprietary Source Procurement and authorize the issuance of a Purchase Order.

**27. Approve Amendment #3 to M-248-01/BJC – Design and Construction Administration Phase of the repairs to the Sheriff’s Office and Public Safety Building Remediation Project, with Wiss, Janney, Elstner Associates, Inc., Atlanta, Georgia (Increase of \$193,000.00 and Time Extension).**

M-248-01/BJC provides for design services including but not limited to drawings, technical specifications for the repair of the masonry, the windows, parapet and roof flashing, downspouts, roof repairs, HVAC system repairs and other related repairs. The scope of services also includes the construction administration, which includes the coordination with the contractors and field observation of the work to achieve a high level of quality of the repairs.

Amendment #3 provides for an additional \$193,000.00 in compensation to the Consultant for their services. The increase is needed due to extensive additional HVAC system and mechanical repairs that could not be identified in the original scope of services. The total compensation paid to the Consultant through this Third Amendment shall not exceed the sum of \$593,000.00.

Amendment #2, which was approved at the March 25, 2003 BCC meeting, provided for an extension of completion time until August 31, 2003 allowing County Staff time the negotiate the conclusion of this project. Amendment #3 will provide for an contract extension until August 31, 2004 in order to keep the Consultant under contract in anticipation of litigation on the Public Safety Building. This one year extension does not increase the cost of the contract unless the Consultant is assigned additional work in accordance with the Seminole County Procurement Code.

The following is a summary of the contract cost through Amendment #3:

Award	\$ 220,650.00
Add Amendment #1 (Time Extension)	179,350.00
Add Amendment #2 (Time Extension)	None
Add Amendment #3 (Time Extension)	<u>193,000.00</u>
Total Cost of the Contract	\$ 593,000.00

Administrative Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the agreement and authorize the Chairman to execute the Amendment as prepared and approved by the County Attorney's Office.