

**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>7/25/2006</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**

- 23. **Accept and authorize the Chairman to execute the Certificate of Final Completion for CC-1234-04/TLR – Markham Road Widening with Florida Highway Products, Inc. (Certificate of Completion).**

CC-1234-04/TLR provided for all labor, materials, equipment, transportation, coordination and incidentals necessary for the widening of Markham Road to two 12' lanes and micro-surfacing the entire roadway from Longwood Markham Road to Markham Woods Road. As of June 16, 2006, all work and documentation have been satisfactory completed. Public Works/Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the acceptance and authorize the Chairman to execute the Certificate of Completion.

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

24. **Approve Change Order #2 to CC-1242-04/TLR – Lake Harney Wetland Restoration with Turnbull Environmental, Inc., of St. Augustine, (\$10,000.00).**

CC-1242-04/TLR provides for all materials, equipment, transportation, tools and labor necessary to design, construct, maintain and monitor the restoration of 15 acres of marsh at the north shore of Lake Harney.

Once work began on the project, it was determined that the berm system was comprised of marl/clayey soils which are dense and more difficult to handle than sandy soils normally found around lakes in the area. Also, the outside canal was smaller than the cross sections provided in the bid documents requiring much more equipment time. Extra equipment hours were also utilized to provide adequate slopes and configurations in the shaping of wildlife habitat islands in order to promote more effective use by wildlife. Additional fence posts and pilings were removed from the interior canal so that they would not serve as navigational hazards for boaters. Change Order #2 will provide for these additional services.

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

Original Contract Sum	\$42,500.00
Change Order #1	4,850.00
Change Order #2	<u>10,000.00</u>
Revised Contract Sum	\$57,350.00

This is a budgeted item and funds are available in account number 113010.530340. Planning and Development / Community Resources Division and Fiscal Services / Purchasing and Contracts Division recommend that the Board approve the request and authorize the Purchasing and Contracts Manager to execute Change Order #2.

### **PROFESSIONAL SERVICES**

25. **Approve the recommendation for award of PS-0955-06/DRR Construction Engineering and Inspection Services for Seminole Wekiva Trail, S.R. 434 Pedestrian Underpass at Markham Woods Road to Volkert Construction Services Inc. of Altamonte Springs.**

PS-0955-06/DRR will provide construction engineering and inspection for Seminole Wekiva Trail, S.R. 434 Pedestrian Underpass at Markham Woods Road to ensure that the project is constructed in reasonable conformity with the plans, specifications and contract provisions.

This project was publicly advertised and the County received two submittals (listed alphabetically):

- Dick Corporation, Jacksonville:
- Volkert Construction Services, Inc., Altamonte Springs.

The Evaluation Committee, which consisted of Lenor Bromberg, P.E., Principal Engineer; William Glennon, P.E., Principal Engineer; Steve Krug, P.E., Principal Engineer; and Jerry McCollum, P.E. County Engineer evaluated the firms. Dick Corporation was disqualified because they did not meet the FDOT requirements for this project.

The Evaluation Committee conducted a telephone interview with Volkert Construction Services Inc., and consideration was given to the following criteria:

- Project Approach
- Similar Project Experience
- Project Team Qualifications.

The Evaluation Committee recommends that the Board authorize staff to negotiate with Volkert Construction Services, Inc. in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA).

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 \$500,000.00

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

**26. Approve Ranking List, Authorize Negotiations and Award PS-0984-06/TLR – Regional Stormwater Facilities (RSF) Treatment Efficiency Monitoring and Assessment Master Agreement to Environmental Research & Design, Inc. of Orlando.**

PS-0984-06/TLR will provide analysis of the pollutant removal efficiencies for the County's Regional Stormwater Facilities which is a requirement of the FDEP Florida Forever 319 and other state funding and grants. This information will also be used in the calculation of pollutant load reductions for impaired water bodies as defined by the FDEP Impaired Waters Rule and Total Maximum Daily Load (TMDL) program.

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

- Camp Dresser & McKee, Inc, Maitland;
- Environmental Research & Design, Inc., Orlando;
- ZFI Engineering & Construction, Inc., Orlando.

The Evaluation Committee, which consisted of Gloria Eby, Sr. Coordinator; Mark Flomerfelt, P.E., Capital Projects; Kim Ornberg, Principal Engineer; and Shannon Wetzel, Principal Scientist evaluated the submittals and agreed to interview all three firms.

Consideration was given to the following criteria:

- Project Approach/Understanding;
- Methodology;
- Final Outcome Reporting Examples;
- Quality of Presentation.

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. Environmental Research & Design, Inc., Orlando;
2. Camp Dresser & McKee, Inc., Maitland;
3. ZFI Engineering & Construction, 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 for the project. The estimated contract value is \$350,000 per year for a five year term.

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

**27. Approve Work Order #3 to PS-0381-06/BLH – Master Agreement for Continuing Architectural and Engineering Services for Addition to Fire Station #35 to Vision IV Architecture of Orlando (\$54,467.42).**

PS-0381-06/BLH provides Architectural and 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 restoration, renovation

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

Work Order #3 provides professional design services for the renovations of Fire Station No. 35 consisting of a 1400 sf, two story addition and various interior renovations for a fixed fee of \$54,467.42.

Funds are available in account 056100.560650 CIP 189301. Public Safety/EMS/Fire/Rescue 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.

## **REQUEST FOR PROPOSALS**

### **28. Award RFP-0863-06/BLH – Fleet Maintenance for Seminole County to Serco Inc. of Vienna, Virginia (\$3,999,922.28).**

RFP-0863-06 will provide services that include but that are not limited to preventive maintenance, repairs, overhauls/repairs of major components, mobile services, fuel management, tire services, fleet repair management and other such allied services to assure the continuity of the effective, efficient and economical operation of the County's Vehicles and Vehicles of those cities designated by the County.

The resulting contract will be for a base period of two years with two 2-year renewal options giving a total potential contract term of six years.

The project was publicly advertised and the County received three (3) responses.

- First Vehicle Services
- Serco Inc.
- TECOM Inc.

The Evaluation Committee consisted of Don Fisher, Deputy County Manager; Speed Thomas, Administrative Services Acting Director; Frank Raymond, Fleet Manager; David Gregory, Solid Waste Manager; Jimmie Beach, Program Manager; Joe Gasparini, Parks & Recreation Manager and Mike Roush, Battalion Chief.

The evaluation was based on the following criteria:

- Proposer's experience
- Ability to perform
- Cost
- Qualifications of key personnel and approach.

The Evaluation Committee evaluated the submittals and short-listed the following two (2) firms (listed in alphabetical order):

- First Vehicle Services
- Serco Inc.

The Evaluation Committee conducted interviews with the two short-listed firms using the same solicitation evaluation criteria. The Evaluation Committee also requested Best and Final Offers from the two short-listed firms.

The review and analysis conducted by the Evaluation Committee determined that Serco Inc. provided the best value overall. Serco Inc.'s price proposal was \$5,128.28 per year (or .1%) more than First Vehicle Services and Serco was the highest ranked firm. The cost associated with the transition to a new company is estimated to be from \$75,000 to \$150,000 during the first year. The incumbent, Serco, Inc., would prove to be more cost effective overall when considering this transition cost. Upon evaluation of these offers, the Evaluation Committee recommends that the Board award a contract to Serco Inc.

This is a budgeted project and funds are available in account numbers 010500.530310 and 010500.560460. Administrative Services, and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the award and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

## **TERM CONTRACTS**

### **29. Award IFB-600009-06/JVP – Term Contract for Elevator Maintenance, to General Elevator Sales and Service, Orlando (Term Contract).**

IFB-600009-06/JVP will provide for the elevator maintenance and services for various buildings throughout Seminole County.

This project was publicly advertised and the County received two (2) submittals in response to the solicitation. The Review Committee which consist of Al Mitchell, Facilities Maintenance and Speed Thomas, Facilities Maintenance Manager, recommend award of the contract to the most responsible, responsive Bidder, General Elevator Sales and Service, Orlando.

The agreements shall take place on the date of their execution by the County and shall run for a period of one (1) year and, at the sole option of the County, may be renewed for five (5) successive one (1) year periods.

Authorization for performance of services by the Contractor 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 Release Orders does not exceed budgetary constraints.

Administrative Services/Facilities Maintenance 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.

**30. Award RFP-600006-06/GMG – Performance Work Statement for Rough-cut Mowing and Grounds Maintenance in Roads Locations (Group A and B), to Ott Landscape Maintenance, Inc., Deland; and Stormwater Locations (Group C), to Cato Environmental Services, Inc., Lake Mary (Term Contracts).**

RFP-600006-06/GMG will provide for grounds maintenance services for Roads and Stormwater locations throughout the county. The successful Contractor will be responsible for all labor, materials, equipment, coordination, transportation and incidentals necessary to provide grounds maintenance services as specified in the RFP documents at the County's Roads and Stormwater locations as follows:

*Group A - Roads Locations:* Roadside rough-cut mowing, curb edging, sidewalk edging, and where specified, slope mowing. The locations under this group are all designated road Right-of-Way property located within Seminole County.

*Group B - Roads Off Route Locations:* Possible off route rough-cut mowing, curb edging, sidewalk edging and slope mowing areas under .30 acres. The locations under this group are all designated road Right-of-Way property located within Seminole County.

*Group C – Stormwater Locations:* Mowing, weed eating, litter removal, pruning, cuttings and trimmings and application of herbicide in designated Roadway and Subdivision Ponds.

This project was publicly advertised and the County received two (2) submittals in response to the solicitation. The County received one (1) response for Groups A and B and one (1) response for Group C. The Evaluation Committee which consisted of Bob Ballerino, Roads-Stormwater Division; Jim Beach, Roads-Stormwater Division; Micheal Nabicht, Roads-Stormwater Division; and Owen Reagan, Roads-Stormwater Division, evaluated the submittals. The evaluation was based on the management approach, past performance of the firms and the proposed cost to the County to provide the required services.

The Evaluation Committee recommends award of the contracts to Ott Landscape Maintenance, Inc., Deland for Groups A & B: Roads Locations and Roads Off Route Locations and to Cato Environmental Services, Inc., Lake Mary for Group C: Stormwater Locations. 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 agreement shall take place on the date of their execution by the County and shall run for a period of one (1) year and, at the sole option of the County, may be renewed for eight (8) successive one (1) year periods. The total annual fee paid to the Contractors pursuant to these Agreements shall not exceed the total amount budgeted by the County for rough-cut mowing and grounds maintenance services for Roads and Stormwater locations.

Public Works Department/Roads-Stormwater Division 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.

**31. Approve Amendment #5 to IFB-3049-02/GMG – Term Contract for Roadway Markings and Striping Materials and Services, with Fausnight Stripe & Line, Inc., Longwood (Price Increase) (Term Contract).**

IFB-3049-02/GMG provides for the supply and installation, maintenance and emergency striping of pavement throughout the County. Amendment #5 will provide for a price increase due to Manufacturer's increase. A market research was conducted and it was determined that the proposed price is in accordance with current market costs and below the cost offered through competitive process to other governmental entities. The comparison is included in the backup documents. The revised Exhibit A, Scope of Services and Price Schedule, will be effective through the renewal period, June 18, 2006 through June 17, 2007.

Public Works Department/Traffic Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the amendment and authorize the Purchasing and Contracts Manager to execute the amendment.

**SOLE SOURCE/PROPRIETARY SOURCE**

- 32. Approve M-600059-06/JVP - Sole Source Procurement for the Purchase of Escom Software for Library and Leisure Services/Parks and Recreation, with Active Network Inc, Sacramento, CA (\$30,806.00).**

M-600059-06/JVP will provide for additional module to the Parks and Recreation automated system to view and reserve bookings via the internet and to use debit/credit cards for Parks and Recreation events. Library and Leisure Services/Parks & Recreation has been utilizing the Escom automation systems since 1996. This module will increase productivity and is compatible with the existing system.

Library and Leisure Services/Parks and Recreation, Information Technologies Department/Information Services Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Purchasing and Contracts Manager to execute the agreement as prepared by the County Attorney's Office.