

**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>7/26/2005</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

- 12. **Award CC-1266-05/TLR – Environmental Studies Center Water Main to Central Florida Tapping and Construction Services, Longwood (\$52,486.00).**

CC-1266-05/TLR will provide for all labor, materials, equipment, coordination, transportation and incidentals necessary for the construction of approximately 760 linear feet of new 4" water main providing a new water service. The water main will be constructed using directional drill installation, and will run from the existing water main on the north side of Valentine Way to the Seminole County Environmental Studies Center, located on the south side of Osprey Trail.

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

This project was publicly advertised and the County received one (1) response. The Review Committee consisting of Mike Harber, Sr. Engineer; Hugh Sipes, Sr. Engineer; and Jeff Thompson, Principal Engineer, evaluated the responses. Consideration was given to the bid price, qualifications and experience.

The Review Committee recommends award of the contract to the lowest priced, responsive, responsible bidder, Central Florida Tapping and Construction Service, Inc., in the amount of \$52,486.00. The completion time for this project is ninety (90) calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 40100.169100. Environmental Services and Fiscal Services/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.

13. Approve Change Order #2 to CC-1239-04/TLR – Yankee Lake Boundary Fence with Price Construction, Orlando (\$56,816.00 + 45 days).

CC-1239-04/TLR provides for all materials, equipment, transportation, tools and labor necessary to construction approximately 14,697 linear feet of 6-ft high chain link fence with barb wire attachment along the eastern property line of Yankee Lake WTP. Change Order #2 will provide for two swing gates for access to the gas transmission main; an additional 2,600 LF of 6-ft fencing, top rails and barbed wire along the western property line due to property west of the facility being sold and rezoned from agricultural to residential. Forty-Five additional days are required for the completion of this project. The following is a summary of the cost of the contract:

Original Contract Sum	\$242,279.80
Change Order #1	Time extension
Change Order #2	<u>\$56,816.00 (+45 days)</u>
Revised Contract Sum	\$299,095.80

This is a budgeted item and funds are available in account number 40100.169100 CIP #137001. Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the County Manager to execute Change Order #2.

14. Accept and authorize the Chairman to execute the Certificate of Final Completion for CC-1214-03/PWM – Southern Service Areas Flowmeter Replacement (Certificate of Completion).

CC-1214-03/PWM provided for all labor, materials, equipment, coordination, transportation and incidentals necessary for the replacement of fourteen (14) existing raw and finished water flow meters at three (3) existing water treatment plants in Seminole County's Southern Service Areas. As of July 5, 2005, all work and documentation have been satisfactory completed. Environmental Services/Water-Waste Water 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.

PROFESSIONAL SERVICES

15. **Approve Ranking List, Authorize Negotiations, and Award Three Master Agreements for PS-5179-05/MJB – Master Agreement for Solid Waste Management Engineering Services to PBS&J of Orlando, S2L, Incorporated of Maitland, and Jones, Edmunds and Associates of Winter Park (Aggregate Budgetary Not-to-Exceed \$490,000.00 per year).**

PS-5179-05/MJB will provide professional engineering services for waste landfills, recycling facilities, feasibility studies, and emergency debris collection oversight (if necessary) and other studies as needed. The contract period is three years with three 1-year renewal options.

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

- SCS Engineers (SCS)
- Jones, Edmunds & Associates, Inc. (Jones Edmunds)
- Neel-Schaffer, Inc.
- S2L, Incorporated (S2Li)
- Brown and Caldwell
- PBS&J

All six firms were invited to participate in telephone interviews in lieu of presentations.

The Evaluation Committee, which consisted of David Gregory, Acting Director, Environmental Services; Dennis Westrick, P.E., Manager PEI Division and Greg Regan, Senior Coordination, Solid Waste Division evaluated the submittals and telephone interviews giving consideration to the following criteria:

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

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

- PBS&J
- S2Li
- Jones Edmunds
- Brown & Caldwell
- Neel-Schaffer
- SCS

Authorization for performance of services by the Consultants under these agreements 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 term of the contracts is three years with three 1-year renewal options. The estimated contract value is \$490,000.00 per year total for the three contracts combined.

Environmental Services/Solid Waste Management and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate, and authorize the Chairman to execute the Agreements as prepared by the County Attorney's Office.

16. Approve Ranking List, Authorize Negotiations, and Award a Master Agreement for PS-5186-05/AJR – Travel Time and Delay Study to GMB Engineers & Planners, Inc., Orlando (Estimated contract value \$100,000.00).

PS-5186-05/AJR will provide services for studies involving field acquisition and analysis of travel time and delay data for selected roadways in the County for the purpose of developing measurements of operational levels of service. The scope shall include but not be limited to initial set-up, scheduling, collection, data reduction, periodic travel time and delay study data submittals, and meetings.

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

- F.R. Aleman & Associates, Inc.
- GMB Engineers & Planners, Inc.
- Neel-Schaffer, Inc.

The Evaluation Committee, which consisted of Brett W. Blackadar, P.E., Principal Engineer; Jerry McCollum, P.E., County Engineer; and Antoine Khoury, P.E., Principal Engineer, evaluated the submittals and elected to short-listed all three firms.

Consideration was given to the following criteria:

- Approach/Understanding
- Qualifications
- Similar Project Experience
- Innovative Techniques or Solutions
- Location of firm.

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

- GMB Engineers & Planners, Inc.
- Neel-Schaffer, Inc.
- F.R. Aleman & Associates, 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 and negotiated on an as-needed basis for the project. The term of the contract is three years. The estimated contract value is \$100,000.

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

MULTIPLE CONSULTANT CONTRACT WORK ORDERS OVER \$50K

17. **Approve Work Order #22 – Annual Water Quality Services under contract PS-5150-03/AJR – General Environmental Services Agreement – to EMS Scientists, Engineers, Planners, Inc. of Altamonte Springs (FY05 - \$15,200.00; FY06 - \$91,000.00; FY07 & FY08 – TBD by Budget) (Term – 38 months).**

Work Order #22 will provide for Annual Water Quality Monitoring Services as required for compliance under the County's federally mandated USEPA MS4 NPDES Permit. Services consist of (but are not limited to) the following: water quality monitoring, NPDES permit required chemistry & biological monitoring, vegetation assessments, monthly lake gauge/hydrologic recording, and weather station and continuous monitoring water quality station calibration and maintenance.

The four firms on contract PS-5150-03/AJR; EMS, ECT, Inc., Water and Air, Inc., and E Sciences, Inc.; were all solicited for proposals. Only EMS and ECT responded and ECT subsequently withdrew their offer leaving EMS. EMS's proposal was reviewed by Public Works, Roads-Stormwater Division and found acceptable.

The term of the work order is 38 months. The amount of the work order is \$15,200.00 for the remainder of FY05 and \$91,000.00 for FY06, with the FY07 and FY08 amounts to be determined by the Board approved budgets for those Fiscal years.

FY05 funds are available in account number 077600.530310. Public Works/Road-Stormwater Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the County Manager to execute the Work Order.

18. Approve Work Order #19 – Lake Howell Road / Design under contract PS-5165-04/AJR – Master Agreement for Continuing Professional Services for Public Works Minor Construction Projects under \$1M – to Keith and Schnars, PA of Altamonte Springs (\$59,999.09)

Work Order #19 will provide engineering services for the design, permitting, and preparation of construction plans for proposed drainage improvements to Lake Howell Road. The project covers the retrofit of an existing retention pond and will alleviate existing road flooding along the north end of Lake Howell Road. The preliminary cost estimate for construction is \$200,000.00.

The six firms on contract PS-5165-04/AJR (WBQ, PEC, Inwood, Keith & Schnars, Metric and HDR) were contacted for proposals with Keith & Schnars and Metric responding. The Public Works evaluation team, consisting of Roland Raymundo, PE.; Bob Walter, PE; and Ed Torres, PE; evaluated the proposals and selected Keith & Schnars based on the following evaluation criteria: Technical Issues & Approach, Completeness of Proposal, and Adequate Resources Proposed. The work order will run until one year after completion of the construction. The amount of the work order is \$59,999.09.

Funds are available in account number 077641.560680, CIP 2091-03. Public Works/Roads-Stormwater Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the County Manager to execute the Work Order.

19. Approve Work Order #20 – Anchor Road Stormwater Improvements under contract PS-5165-04/AJR – Master Agreement for Continuing Professional Services – Public Works Minor Construction Projects under \$1M – to Inwood Consulting Engineers, Inc. of Oviedo (\$89,942.31)

Work Order #20 will provide engineering services for the design, permitting, and preparation of construction plans to solve numerous flooding problems along Anchor Road. Services will include preparation of legal sketches and descriptions of drainage easements needed to provide regular maintenance of the area's existing outfall system. The preliminary cost estimate for construction is \$450,000.00.

The six firms on contract PS-5165-04/AJR (WBQ, PEC, Inwood, Keith & Schnars, Metric and HDR) were contacted for proposals with PEC, Inwood and Metric responding. The Public Works evaluation team, consisting of Roland Raymundo, PE.; Bob Walter, PE; and Ed Torres, PE; evaluated the proposals and selected Inwood Consulting Engineers based on the following evaluation criteria: Technical Issues & Approach, Completeness of Proposal, and Adequate Resources Proposed. The work order will run until one year after completion of the construction. The amount of the work order is \$89,942.31.

Funds are available in account number 077641.560680, CIP 2091-02. Public Works/Road-Stormwater Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the County Manager to execute the Work Order.

REQUEST FOR PROPOSALS

20. Award RFP-4247-05/BJC – Term Contract for Liquid Sludge Hauling Services – Northwest Area Regional Wastewater Treatment Facility, to H & H Liquid Sludge Disposal, Inc., Ft. Worth.

RFP-4247-05/BJC will provide liquid sludge hauling services from the Yankee Lake Water Reclamation Facility to the Greenwood Lakes Wastewater Treatment Facility (approximately 11 miles). The quantity would be a maximum of 50,000 gallons per day, five to seven days per week.

This project was publicly advertised and the County received two (2) submittals in response to the solicitation. The Evaluation Committee which consisted of Glenn Foreman, Environmental Services Department; Ruth Hazard, Environmental Services Department and Gary Rudolph, Environmental Services Department evaluated the submittals. The evaluation was based on the proposed cost to the County and the ability/capability of the firms to provide required services.

The Evaluation Committee recommends award of the contract to the most responsive, responsible, lowest proposer, H & H Liquid Sludge Disposal, Inc, at a cost of \$0.030 fee per gallon. 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 two (2) successive periods not to exceed one (1) year each. The estimated annual usage of this agreement is \$700,000.00.

Environmental Services/Water and Sewer Division 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.

21. Award RFP-4250-05/AJR – Miscellaneous Parcels – Acquisition Services for Recreational Trail Projects to The Triage Company, Debary, (Estimated \$100,000.00 per year).

RFP-4250-05/AJR will provide Seminole County with a professional property acquisition consultant to provide support services to complete property acquisition along the recreational trails throughout the County. The consultant will be responsible for assembling all professional experts necessary to complete the acquisition process.

The project was publicly advertised and the County received six (6) submittals:

- American Acquisition Group, LLC, Tampa;
- Clayton, Roper & Marshall, Altamonte Springs;
- HDR Acquisition Services, Inc., Tampa;
- Interstate Acquisition Services, Inc., Clermont;
- PARARA Services, Inc., Deland;
- The Triage Company, Debary.

The Evaluation Committee comprised of Mark Gisclar, Major Projects Acquisition Coordinator; Lenor Bromberg, P.E., Engineering Special Projects; Bob Risner, Appraiser; Al Schwarz, Assistant County Attorney and Lynn Vouis, Assistant County Attorney, reviewed the proposals.

Consideration was given to the following criteria:

- Qualifications of the firm;
- Approach to the work;
- Hourly rate schedule.

The Evaluation Committee short-listed three (3) firms to interview:

- HDR Acquisition Services, Inc., Tampa;
- Interstate Acquisition Services, Inc., Clermont;
- The Triage Company, Debary.

Consideration was given to the following criteria:

- Approach to the work;
- Past Experience with Government Municipalities;
- Qualifications;
- Quality of Presentation.

The Evaluation Committee recommends that the Board award an agreement to The Triage Company of DeBary. The Triage Company has shown excellent past performance for the County and is very familiar with the trail projects. The agreement will take effect upon execution and remain in effect for three (3) years and at the sole option of the County may be renewed for two (2) one (1) year periods.

The Consultant will be authorized to perform services under this agreement by written Work Orders issued and executed by the County and signed by the Consultant. The scope and dollar amount for each Work Order will be within the constraints of the Board approved project budget. The estimated contract value is \$100,000.00 per year.

This is a budgeted project and funds are available in several project specific accounts. The County Attorney's Office 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.

22. Award RFP-4251-05/AJR – Miscellaneous Parcels – Appraisal Services for Recreational Trail Projects to Cuddeback & Associates, (Estimated \$150,000.00 per year).

RFP-4251-05/AJR will provide Seminole County with a professional property appraisal consultant to provide support services to complete property appraisals for parcels that are to be acquired by the County as permanent recreational trails. The consultant must prepare appraisal reports that conform to the County's appraisal requirements.

The project was publicly advertised and the County received six (6) submittals:

- Bullard, Hall & Adams, Inc., Daytona Beach;
- Clayton, Roper & Marshall, Altamonte Springs;
- Cuddeback & Associates, Land O Lakes;
- Florida Realty Analyst, Longwood;
- The Appraisal Group of Central FL, Inc., Altamonte Springs;
- The Spivey Group, Inc., Orlando.

The Evaluation Committee comprised of Mark Gisclar, Major Projects Acquisition Coordinator; Lenor Bromberg, P.E., Engineering Special Projects; Bob Risner, Appraiser; Al Schwarz, Assistant County Attorney and Lynn Vouis, Assistant County Attorney, reviewed the proposals.

Consideration was given to the following criteria:

- Eminent Domain Trial Experience;
- Technical Proposal/Fee Schedule;
- Quality of Work Product;
- Firm/Staff Qualifications;
- References.

The Evaluation Committee short-listed three (3) firms to interview:

- The Appraisal Group of Central FL, Inc., Altamonte Springs;
- Clayton, Roper & Marshall, Altamonte Springs;
- Cuddeback & Associates, Land O Lakes.

Consideration was given to the following criteria:

- Trial Testimony;
- Approach to Work;
- Past Experience with Government Municipalities;
- Qualifications;
- Quality of Presentation.

The Evaluation Committee recommends that the Board award an agreement to Cuddeback & Associates, Land O Lakes. Cuddeback & Associates focus only on eminent domain projects and have very qualified team members with extensive trial experience. The agreement will take effect upon execution and remain in effect for three (3) years and at the sole option of the County may be renewed for two (2) one (1) year periods.

The Consultant will be authorized to perform services under this agreement by written Work Orders issued and executed by the County and signed by the Consultant. The scope and dollar amount for each Work Order will be within the constraints of the Board approved project budget. The estimated contract value is \$150,000.00 per year.

This is a budgeted project and funds are available in several project specific accounts. The County Attorney's Office 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.

INVITATION FOR BID

- 23. Award IFB-3120-05/BJC – Term Contract for Short Term Rental of Heavy Equipment for Public Works Department, to Ring Power Corporation, Riverview (Categories 1 through 29) and Thompson Pump & Manufacturer, Orlando (Category 30).**

IFB-3120-05/BJC will provide for all labor, materials, equipment, coordination and incidentals necessary for the short term rental of equipment for the Public Works Department. Equipment to be utilized for Public Works/Road-Stormwater Division drainage maintenance and construction projects.

The project was publicly advertised and the County received four (4) submittals in response to the solicitation. The Review Committee which consisted of Jimmie Beach, Roads-Stormwater Division and Michael Arnold, Roads-Stormwater Division reviewed the response and recommend award of the contract to the two (2) most responsible, responsive Bidders, Ring Power Corporation, Riverview (Categories 1 through 29) and Thompson Pump & Manufacturer, Orlando (Category 30). Consideration was given to past performance and rental price proposal.

The agreements shall take effect on the date of its execution by the County and shall run for an initial period of three (3) years with two (2) one (1) year renewal options. The estimated aggregate contract value for three years is \$510,000.00.

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 Release Orders does not exceed budgetary constraints.

Public Works/Roads-Stormwater Division and Fiscal Services/Purchasing and Contracts Division recommends the Board to award the project and authorize the County Manager to execute the contracts as approved and prepared by the County Attorney's Office and pursuant to the IFB documents.