

**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 08/10/04 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐
Public Hearing – 1:30 ☐ **Public Hearing – 7:00** ☐

MOTION/RECOMMENDATION:

BACKGROUND:

CONSTRUCTION CONTRACTS

12. **Award CC-1233-04/DRS - Construction of Three (3) Florida National Scenic Trail Bridges to Cathcart Contracting Company, Oviedo (\$244,729.21).**

CC-1233-04/DRS will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary for the construction of three (3) Florida National Scenic Trail bridges.

Reviewed by:

Co Atty: _____

DFS: _____

Other: _____

DCM: SS

CM: KB

File No. CFSP00

This project was publicly advertised and the County received one response. The Review Committee consisting of David Martin, Skip Groeneveld and Kathleen Myer, evaluated the submittal. Consideration was given to bid price, qualifications and experience.

The Review Committee recommends award of the contract to the lowest priced, responsive, responsible bidder, Cathcart Contracting Company of Oviedo, in the amount of \$244,729.21. The completion time for this project is one hundred twenty (120) calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project and funds are available in accounts numbered 077501-560670, CIP #D150281X and 077501-560670, CIP #D150301X. Public Works Department/Engineering Division and 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.

13. Award CC-1237-04/TLR – Cross Seminole Trail North to Schuller contractors of Orlando (\$1,589,000).

CC-1237-04/TLR will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary for the construction of a trail facility that will include but not be limited to site preparation, asphalt trail pavement, unpaved path, landscape, park furniture, and concrete sidewalk with emphasis on highly aesthetic quality finished products.

This project was publicly advertised and the County received seven (7) responses. The Review Committee consisting of David Martin, Principal Engineer; Jerry McCollum, County Engineer; and Skip Groeneveld, Program Manager, 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, Schuller Contractors, Inc., Orlando, in the amount of \$1,589,000.00. The completion time for this project is three hundred (300) calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 077533.560650, CIP #181702. Public Works/Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

14. Award CC-1239-04/TLR – Yankee Lake Regional WRF Boundary Fence to Price Construction, Inc., Orlando (\$242,279.80).

CC-1239-04/TLR will provide for all materials, equipment, transportation, tools and labor necessary to construct approximately 14,697 linear feet of 6-ft high chain link fence with barb wire attachment along the eastern property line, including one double swing gate (16-ft opening), and general clearing of a path along the fence line that is 10-ft minimum and 15-ft maximum width.

This project was publicly advertised and the County received eight (8) responses. The Review Committee consisting of Gary Rudolph, Utilities Manager; Ruth Hazard, Principal Engineer; and Glenn Foreman, Operational Supervisor, 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, Price Construction Inc., Orlando, in the amount of \$242,279.80. The completion time for this project is one hundred eighty (180) calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 087801.560630, CIP #13701. 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.

PROFESSIONAL SERVICES

15. Approve Ranking List, Authorize Negotiations, and Award a Master Agreement for PS-5163-04/AJR – St. Johns and Lake Harney Basin Engineering Evaluation and Drainage Inventory.

PS-5163-04/AJR will provide for an Engineering Study of the St. Johns and Lake Harney Basin. There are four phases: Phase I -Implementation of the recommended improvements in the "Mullet Lake Park Road Outfall Study" – February 2004, prepared by Inwood Consulting Engineers; Phase II - addresses the basin system inventory; Phase III - provides engineering analysis to determine the entire basin drainage system capacity and demands and Phase IV, Implementation.

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

- Brown & Caldwell, Maitland;
- ECT, New Smyrna Beach;
- Inwood Consulting Engineers, Inc., Oviedo.

The Evaluation Committee, which consisted of JR Ball III, P.E., Principal Engineer; Mark Flomerfelt, P.E., Road & Stormwater Manager; Kimberly Ornberg, P.E., Principal Engineer; Ed Torres, P.E., Principal Engineer; and Robert Walter, P.E., Principal Engineer evaluated the submittals and short-listed all three firms for presentations.

Presentations were evaluated on the following criteria:

- Qualifications;
- Experience;
- Methodology;
- Ability to Perform.

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):

1. Inwood Consulting Engineers, Inc., Oviedo;
2. ECT, New Smyrna Beach;
3. Brown & Caldwell, Maitland.

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 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 \$200,000.00 per year. The contract is for five years with two five year renewal options.

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 an Agreement as prepared by the County Attorney's Office.

- 16. Award Work Order #6 - Assistance with Rural Land Study under PS-597-01/BJC – Planning Consultants Services Agreement for Comprehensive Planning to Glatting Jackson Kercher Anglin Lopez Rinehart, Inc., Orlando (\$124,283.00).**

Work order #6 will provide for a rural land study in East Seminole County. Quotes were requested from the three consultants on this contract; Glatting

Jackson Kercher Anglin Lopez Rinehart, Inc., Orlando; Land Design Innovations, Maitland; and Wilbur Smith Associates, Orlando .

The following two quotes were received:

Land Design Innovations	\$110,965.00
Glatting Jackson Kercher Anglin Lopez Rinehart, Inc.	\$124,283.00

The Planning and Development Department evaluated the submittals and recommends award of work order #6 to Glatting Jackson Kercher Anglin Lopez Rinehart, Inc. as the firm offering the best value to the County. The Planning and Development Staff based their recommendation on Glatting Jackson's past experience in working for the County on rural lands issues, their ability to prepare new "structure graphics" for the documents, and their familiarity with the location.

Staff recommends award of work order #6 to Glatting Jackson Kercher Anglin Lopez Rinehart, Inc. for a total not-to-exceed amount of \$124,283.00. This is a budgeted project and funds are available in account number 110200-53031000. Planning and Development Department and Fiscal Services/Purchasing and Contracts Division recommend that the Board to authorize the County Manager to execute work order #6 as prepared by the Purchasing and Contracts Division.

17. Approve Amendment #1 to Work Order #9 - SR 46/Orange Blvd. Intersection Improvements, PS-5116-02/BJC, with Keith & Schnars, P.A., Altamonte Springs (\$16,518.71)

Work Order #9 provides for construction, engineering & inspection services for SR46/Orange Blvd. Amendment #1 will provide for additional full-time CEI services for construction of the intersection improvements to SR46/Orange Blvd. The construction schedule for this project has been extended due to difficulties with the mast arm signal permitting with FDOT.

The following is a summary of the cost of Work Order #9

Original Work Order	\$41,317.41
Add Amendment #1	<u>\$16,518.71</u>
Revised Work Order Sum	\$57,836.12

Funds are available in account number 077541-560670, CIP# PE700082X. 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.

REQUEST FOR PROPOSALS

18. Award RFP-4221-04/AJP – Master Agreement for Acquisition Services for Bunnell Road/Eden Park Avenue, to The Tiece Company, Debary (\$170,000.00).

RFP-4221-04/AJP will provide professional acquisition services for the acquisition of approximately sixty-three (63) project parcels for a joint road improvement project development.

This project was publicly advertised and the County received nine (9) submittals. The Evaluation Committee comprised of JR Ball III, P.E., Principal Engineer; Henry Brown, Assistant County Attorney; Mark Gisclar, Road Projects Acquisition Manager; Robert Risner, Appraiser; and Lynn Vous, Assistant County Attorney, evaluated the submittals. Consideration was given to each firm's demonstrated ability/qualifications of the firms and individuals to provide all desired services; and approach to work.

The top three firms were short-listed and invited to make presentations. They were also asked to provide pricing for acquisition services on the 69 parcels. The short-listed firms (listed in alphabetical order) were:

American Acquisition
HDR Acquisition
The Tiece Company

The Evaluation Committee recommends that the Board award a Master Agreement to the firm offering the best value to the County, The Tiece Company of Debary. The agreement will take effect upon execution and remain in effect for two (2) years and at the sole option of the County the agreement may be renewed for one period not to exceed one year.

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 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 \$170,000.00.

This is a budgeted project and funds are available in accounts numbered 077515.560610 and 077523.560610 (0062-02). 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 Master Agreement as prepared by the County Attorney's Office.

19. Approve Corrected Amendment #2 to RFP-4188-03/BJC – Security Services for Seminole County, to Allied Protection Services, Inc. of Fort Myers (\$213,499.52 per year).

Amendment #2 was originally approved by the Board at the July 13, 2004 Board meeting in the amount of \$179,903.36. However, due to a mathematical error, the amount approved was incorrect. The calculated cost for weekend guard duty was based on one guard when it should have been based on two; a difference of \$33,596.16 per year.

The correct summary of the cost of the Contract through Amendment #2 is as follows:

Original Contract Sum	\$342,000.00
Amendment #1	8,008.00
Add Amendment #2	213,499.52
Revised Contract Sum	\$563,507.52

RFP-4188-03/BJC provides for all labor and incidentals necessary to provide security services to miscellaneous buildings throughout Seminole County. This amendment provides for armed guards at the Criminal Justice Center. The hour requirements for this post total 14,640 hours annually: 2 armed guards M-F from 12:30 AM until 8:30 AM and 4:30 PM until 12:30 AM the following day (8,320 hours annually); 2 armed guards on weekends from 12:30 AM Saturday until 12:30 AM on Monday morning (4,992 hours annually); 2 additional unarmed guards M-F from 5:00 PM until 11:00 PM to accompany the cleaning personnel through the building (3,120 hours annually) and 2 armed guards on County holidays from 8:30 AM until 4:30 PM (estimated 10 holidays per year).

This is a budgeted project and funds are available in accounts numbered 010530-00100-519-53034000 (General Fund). Administrative Services Department/Support Services Division and Fiscal Services/Purchasing and Contracts Division recommend the Board authorize the County Manager to execute the corrected amendment as prepared by the County Attorney's Office as long as the contract does not exceed \$563,507.52 per year.

BIDS

20. Approve and Award Bid #2001-04/GMG, Sale of County Owned Surplus Property – Office Building and Lot located at 997 East SR 436, Altamonte Springs to Arnold P. Stein of Maitland for \$125,464.00.

On May 25, 2005 the Board of County Commissioners declared County owned property (Single Story Block – Seminole County Sheriff's Community Sub-

Station (2,710 sq ft building) and Lot (approx 0.18 acres)) located at 997 East SR 436, Altamonte Springs, FL to be surplus and it was offered for bid on May 28, 2004. The Board set a minimum acceptable bid amount of \$78,463.00.

Bid #2001-04/GMG was publicly advertised for sale at the minimum bid amount and one responsive bid was received in the amount of \$125,464.00, submitted by Mr. Arnold P. Stein, who is an adjacent property owner.

On August 12, 1999, a License Agreement was granted to Mr. Rishell, who is an adjacent property owner, for an access lane and parking for Mr. Rishell's business.

On July 15, 2002, a Right of First Refusal was granted to Mr. George P. Rishell, who did not submit a bid. Mr. Rishell was notified by letter dated June 23, 2004 of the bid amount and was allowed 20 days to exercise his Right of First Refusal by posting a bid security of \$6,273.20. Mr. Rishell did not post a bid security; therefore he did not exercise his Right of First Refusal. Mr. Rishell was subsequently notified by certified mail on July 14, 2004 that by virtue of him not posting a bid security, he had in fact waived his Right of First Refusal and that the County intended to proceed to sell this surplus property to the successful bidder, Mr. Stein.

Administrative Services/Support Services and Fiscal Services/Purchasing and Contracts have reviewed the bid and recommend the Board award the sale of this surplus property to Mr. Arnold P. Stein in the amount of \$125,464.00. Further recommend the Board authorize the Chairman to execute the County Deed and the agreement for sale.

MISCELLANEOUS CONTRACTS

- 21. Approve Fifth (Final) Renewal of M-138-00/BJC – Radio Maintenance and Service Agreement, with Motorola, Inc. of Altamonte Springs (\$331,008.72) (October 1, 2004 through September 30, 2005).**

M-138-00/BJC provides for annual service and maintenance of the SmartNet Communications System throughout the County. Motorola, Inc. has agreed to renew their agreement for the period of October 1, 2004 through September 30, 2005 for an annual fee of \$331,008.72. The list of equipment covered under this Agreement is included as part of the backup documents.

Funds are available in account number 140200-53046000 (Division Operations, Repair and Maintenance). Information Technologies
Department/Telecommunications Division and Fiscal Services
Department/Purchasing and Contracts Division recommend that the Board

approve the renewal and authorize the Purchasing and Contracts Division to notify the contractor of such action.

OTHER

- 22. Approve Sole Source Procurement and authorize the issuance of Purchase Orders for the purchase of Field and Laboratory Calibration, repair, maintenance and chemicals, with Hach Company, Ames, IA.**

Florida Department of Environmental Protection required field and laboratory equipment for the County water and wastewater facilities to be calibrated. These calibrations must be in accordance with the Manufacturer's specifications and must be performed every six (6) months. Hach Company is the manufacturer's representative authorized to perform the required services on those equipments. We have acquired (6) water treatment plants from Florida Water Services, that require us to replace equipment and supplies.

Environmental Services Department/Water and Sewer Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the Sole Source procurement and authorize the issuance of Purchase Orders on an as needed basis as long as the cumulative amount does not exceed \$125,000.00 per year for a period of five (5) years.