

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Contracts and Purchasing

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

**AUTHORIZED BY:** Lisa H. Spriggs *LS*      **CONTACT:** Ray Hooper *RWH for*      **EXT.** 7111

<b>Agenda Date</b> <u>8/24/04</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"/>
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**MOTION/RECOMMENDATION:**

**BACKGROUND:**

**CONSTRUCTION CONTRACTS**

- 10. **Award CC-1241-04/AJR– Markham Regional Water Treatment Plant Phase IIA Expansion with Wharton-Smith, Inc., of Lake Monroe, FL. (\$1,767,000.00).**

CC-1241-04/AJR will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary for the expansion of Phase IIA at the Markham Regional Water Treatment Plant which shall include the construction of a 1.5 MG ground storage tank; furnish/install 2 each 3,200 gpm high service pumps with variable frequency drives; yard piping, chemical systems modifications; electrical systems; instrumentation and control systems; operations building enhancements; and site work.

<b>Reviewed by:</b> <b>Co Atty:</b> _____ <b>DFS:</b> _____ <b>Other:</b> _____ <b>DCM:</b> <i>[Signature]</i> <b>CM:</b> <i>[Signature]</i>  <b>File No.</b> <u>CFSP00</u>
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This project was publicly advertised and the County received five responses. The Review Committee which consisted of Carol Hunter, Sr. Engineer; Hugh Sipes, Sr. Engineer; and Dennis Westrick, P.E., Manager, (all from Environmental Services) evaluated the submittals. Consideration was given to bid price, qualifications and experience.

The Review Committee recommends contract award to the lowest priced, responsive, responsible bidder, Wharton-Smith, Inc. of Lake Monroe, in the amount of \$1,767,000.00. The completion time for this project is 190 calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 087879-40102-56065000, CIP# 2166-01. Environmental Services Department/Planning Engineering and Inspections 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.

**11. Approve Change Orders #6 and #7, and Approve the Certificate of Final Completion for FC-1159-01/BJC - Lake Mary Boulevard - Phase III and East Lake Mary Boulevard Segment 1, with Bergeron Land Development of Kissimmee (\$378,435.07) (Time Extension).**

FC-1159-01/BJC provides for all labor, materials, equipment, coordination and incidentals necessary for the construction of approximately 2.57 miles of 4-lane divided urban road with curbed, closed drainage, landscaping and signals for Lake Mary Boulevard - Phase III and East Lake Mary Boulevard - Segment I.

Change Order #6 and Change Order #7 provided for the final adjustment of pay item quantities for the Lake Mary Blvd Phase III & East Lake Mary Blvd – Segment 1 portion of the project. An additional sixty-five (65) days of contract time for additional work were required for the completion of this project.

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

Original Contract Sum	\$ 7,993,947.35
Add Change Orders #1-5	3,812,913.39
Add Change Order #6	35,784.57 (plus 47 days)
Add Change Order #7	<u>342,650.50</u> (plus 18 days)
Revised Contract Sum	\$12,185,295.81

As of July 27, 2004 all work and documentation has been satisfactorily completed. Funds are available in account number 077515-06067000 (Engineering, Roads) CIP #DE56251Z. 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 Change Order #6, Change Order #7 and the Certificate of Final Completion.

12. **Approve Renewal #1 for CC-1188-02/BJC – Continuing Contracts for Miscellaneous Roof Repairs and Roof Inspection Reports with Sunshine Roofing & Consulting, Inc. of Orlando and The Roofing Connection, Inc. of Casselberry (November 5, 2004 through November 4, 2005) (Not-to-exceed \$200,000/year combined).**

CC-1188-02/BJC provides for all labor, materials, equipment, coordination, and incidentals necessary for roof repairs, reports and related appurtenances. A time and materials contract is currently being utilized to procure these services. The time and materials contract provides for the acquisition of services based on direct labor hours and materials.

Sunshine Roofing & Consulting and The Roofing Connection have agreed to renew their contracts for the period November 5, 2004 through November 4, 2005 at the current rates, terms and conditions. At the sole option of the County, the contracts may be renewed for one additional twelve (12) month period.

Authorization for work by the Contractors under this Agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Contractor. The work and the dollar amount for each Work Order will be negotiated on an as-needed basis. Each project shall be within the budget constraints approved by the Board.

This is a budgeted contract and funds are available in account number 010560-53046000 (Facilities Maintenance, Maintenance and Repairs). The Administrative Services Department/Facilities Maintenance Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the renewals and authorize the Purchasing and Contracts Division to notify the Contractors of such action.

## **PROFESSIONAL SERVICES**

13. **Approve Ranking List; Authorize Negotiations, and Award Master Agreements for PS-5166-04/TLR – Architectural & Engineering Services for Construction Projects which Cost Under \$500,000.**

PS-5166-04/TLR will provide three licensed Architects/Engineers firms to perform various professional services, including Construction Engineering and Inspection (CEI), on small scale construction projects with an estimated construction cost not to exceed \$500,000.00. The projects will include restoration, renovation, construction and general consulting and the services will be provided in accordance with all applicable Federal, State and local statutes, ordinances, rules and regulations.

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

- A/R.C Associates, Inc., Orlando
- Bentley Architects & Engineers, Inc., Longwood
- GLE Associates, Inc., Orlando
- Hanson Professional Services, Inc., Maitland
- KZF Design LLC, Orlando
- SCA Design Group, Winter Park
- Starmer Ranaldi Planning & Architecture, Winter Springs

The Evaluation Committee, which consisted of Rafael Fernandez, Principal Coordinator; Frank Raymond, Sr Coordinator; Chief Bill Baer, Public Safety, EMS; and Carol Hunter, Sr. Engineer, evaluated the submittals and short-listed four firms (listed alphabetically):

- Bentley Architects & Engineers, Inc., Longwood
- GLE Associates, Inc., Orlando
- Hanson Professional Services, Inc., Maitland
- Starmer Ranaldi Planning & Architecture, Winter Springs

Consideration was given to the following criteria:

- Project Approach/technical issues
- Team Experience and Make-up
- Similar Experience
- QA/QC Plan per project

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

- Bentley Architects & Engineers, Inc., Longwood
- GLE Associates, Inc., Orlando
- Starmer Ranaldi Planning & Architecture, Winter Springs

Administrative Services/Facilities Maintenance 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 three Agreements prepared by the County Attorney's Office.

14. **Approve Amendment #4 to PS-578-00/BJC - Construction Engineering and Inspection Services for Lake Mary Boulevard/Silver Lake Boulevard - Phase III and East Lake Mary Boulevard/Silver Lake Drive Extension Segment I, with AB/WCG - Joint Venture of Maitland (\$75,140.02).**

PS-578-00/BJC provides for construction engineering and inspection (CEI) services for the Lake Mary Boulevard/Silver Lake Boulevard - Phase III and East Lake Mary Boulevard/Silver Lake Drive Extension Segment I project. The services are necessary to determine that the project is constructed to reasonable conformity with the plans, specifications and contract provisions.

Amendment #4 will provide for additional compensation related to the 65 day time extension requested by the road contractor, Bergeron Land Development under project FC-1159-01/BJC change orders No. 6 and 7. The estimated final completion date through this Amendment is June 22, 2004. The following is a summary of the cost of the contract:

Original Contract Sum	\$ 959,291.35
Add Amendments #1 through 3	471,212.52
Add Amendment #4	<u>75,140.20</u>
Revised Contract Sum	\$1,505,644.07

Funds are available in account number 077515-56067000 (Engineering, Roads) CIP #DE56251Z. The 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 as prepared by the County Attorney's Office.

## **REQUEST FOR PROPOSALS**

**15. Approve Amendment #3 to RFP-4118-01/BJC - Billing and Collection Services for Seminole County EMS/Fire/Rescue Division, with Advanced Data Processing, Inc. of Miami (add two years to the contract term).**

RFP-4118-01/BJC provides billing and collection services for Emergency Medical Services Transport, on a case by case basis as required. Amendment #2 will revise the contract terms to add two (2) additional renewal periods not to exceed one (1) year each. This Amendment does not affect compensation to the Service Provider and all contract terms and conditions remain unchanged. Compensation is set at 8% of collected accounts as an incentive and a flat \$13/account for Medicaid accounts.

RFP-4118-01/BJC was awarded for a one year base period with two 1-year renewals for a total period of three years. Staff recommends adding two additional 1-year renewals for a total of five years. The need for collection services is ongoing, the rates are fair and reasonable and the existing contractor is performing well. Historically, the County has had difficulty finding contractors to perform these services adequately. Now that we have a contractor in place who is performing, staff recommends adding two additional renewals to the contract; allowing the County the option to continue the existing service.

Public Safety Department/EMS/Fire/Rescue 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.

- 16. Approve Renewal #2 to RFP-4168-02/BJC - Collection Services for Public Defender Liens/Finance, Environmental Services Department/Utilities Division, Public Safety/Animal Control and Library & Leisure Services, with Merchants Association Collection Division, Inc. of Tampa (October 25, 2004 through October 24, 2005) (18% of collected accounts).**

RFP-4168-02/BJC provides for a qualified firm to perform a complete review of outstanding receivables and engage in the appropriate activities required to collect the outstanding receivables for the Public Defender's Office, Environmental Services/Utilities, Animal Control and Library and Leisure Services Department.

Merchants Association Collections has agreed to renew their contract for the period October 25, 2004 through October 24, 2005 at the current terms and conditions.

Environmental Services Department/Utilities Division; Library and Leisure Services Department; County Finance Department; and Public Safety Department/Animal Control 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 Consultant of such action.

### **INVITATIONS FOR BID**

- 17. Approve Amendment #7 to BD-260-01/BJC – HVAC Maintenance and Repair Agreement, with The Trane Company of Orlando (\$115,961.31).**

BD-260-01/BJC provides for all labor, materials, equipment, refrigerant, oil, filters, components and other parts required to operate, maintain and correct any malfunctions in the County's heating, ventilation, air conditioning, and refrigeration systems on all of the County's contracted buildings.

Amendment #7 will provide for additional funds to include the addition and deletion of contracted buildings listed in exhibit C and exhibit C-1 (as part of the backup documentation). Note that the majority of the additional cost is associated with the addition of the Criminal Justice Center (approximately \$110,000.00).

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

Annual Not-to-Exceed Amount	\$625,879.00
Amendments #1-6	133,011.68
Add Amendment #7	<u>115,961.31</u>
Revised Annual Not-to-Exceed Amount	\$874,851.99

Funds are available in accounts numbered 010560-53034000 and 010568-530340 (Facilities Maintenance, Contracted Services). Administrative Services Department/Facilities Maintenance 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 as prepared by the County Attorney's Office.

### **OTHER**

- 18. 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 (\$60,309.52).**

ArcInfo/View/GIS/SDE/IMS and editor maintenance software will provide for the maintenance of ESRI software currently running on various hardware on the County's platforms. The maintenance agreement consists of both phone support for installation, troubleshooting and problem reporting, as well as, software upgrades for that maintenance support. 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 140300.530460 (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.