

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Contracts and Purchasing

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

AUTHORIZED BY: Ray Hooper  **CONTACT:** Lisa H. Spriggs  **EXT.** 7172

Agenda Date <u>10/14/03</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

- 19. **Award CC-1212-03/PWM – Twelve Continuing Work-Order Contracts for Miscellaneous Seminole County S.H.I.P. Home Repairs, Rehabilitations, and Total Reconstruction Projects to Aagaard McNary Construction of Orlando;**

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

Atlas General Inc. of Winter Springs; Chad Willhite of Keystone Heights; Corinthian Builders, Inc. of Lake Mary; Elizabethian Construction Services, Inc. of Winter Springs; George Rada of Mt. Dora; J.F. VII Corporation of Casselberry; The M.J. Simpson Corporation of Altamonte Springs; Neace Builders, Inc. of Casselberry; Ruby Builders, Inc. of Orlando; Trinity Homes of Maitland; and Unipark Construction Corporation of Orlando (Not-to-exceed \$2,700,000/per year for all twelve combined).

CC-1212-03/PWM will provide for all labor, materials, equipment, coordination, and incidentals necessary for repairs, rehabilitations, and total reconstruction for Seminole County's S.H.I.P. Program for low-income housing. This process shall consist of two parts. Part I shall pre-qualify State licensed General, Residential and Building Contractors to participate in repairs and renovations for Seminole County's S.H.I.P. Program. Consideration was given to the firm's qualifications, experience, and personnel. Part II shall require all successful pre-qualified contractors to submit bids on specific projects ranging up to \$85,000 each. The Bidder with the lowest priced, responsible, and responsive bid meeting the S.H.I.P. schedule will be assigned a work order to perform the job. The S.H.I.P. program targeted small construction companies and anticipates enough work to give work orders to all twelve in a competitive environment.

This project was publicly advertised and the County received thirteen (13) responses. One submittal was found non-responsive and disqualified for not having the required State license. The Review Committee, which consisted of Don Fisher, Planning and Development Director; Diane Ledford, S.H.I.P. Program Manager; and Colleen Rotella, Planning Manager, evaluated the submittals. The remaining twelve submittals were found qualified.

The Review Committee recommends award of the Contracts to Aagaard McNary Construction, Orlando; Atlas General Inc., Winter Springs; Chad Willhite, Keystone Heights; Corinthian Builders, Inc., Lake Mary; Elizabethian Construction Services, Inc., Winter Springs; George Rada, Mt. Dora; J.F. VII Corporation, Casselberry; The M.J. Simpson Corporation, Altamonte Springs; Neace Builders, Inc., Casselberry; Ruby Builders, Inc., Orlando; Trinity Homes, Maitland; and Unipark Construction Corporation, Orlando; in the not-to-exceed amount of \$2,700,000.00 per year for all Contractors. The contract will become effective the date of its execution and will remain in effect for a period of three years. At the sole option of the County, the contract may be renewed for two additional terms not to exceed one year each.

This is a budgeted project and funds are available in account number 12002-115002-58082000 (project# SH023317). Planning and Development/CDBG Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the Agreements as prepared by the County Attorney's Office.

20. Approve Change Order #10 to FC-1142-00/BJC – CR 427, Phase V & VI with Bergeron Land Development, Kissimmee (\$226,097.87).

FC-1142-00/BJC provides for all labor, materials, equipment, coordination and incidentals necessary for the construction of approximately 1.25 miles of four lane urban roadway along an existing two lane corridor from US 17/92 to Hester Avenue (CR 427 – Phase V) and construction of approximately 2 miles of four lane urban roadway expandable to a six lane roadway along an existing two lane corridor from Hester Avenue to Lake Mary Boulevard (CR 427 – Phase VI). Change Order #10 will provide for the final adjustment of roadway contract quantities to reflect quantities installed in the field. No additional contract time is required for the completion of this project. The following is the summary of the cost of this contract:

Original Contract Sum	\$8,145,604.69
Change Orders 1 thru 9	129,637.26
Add Change Order #10	<u>226,097.87</u>
Revised Contract Sum	\$8,501,339.82

Funds are available in account numbers 077515-56067000 (Engineering, Roads) and 077521-56067000 (Arterial Road Projects, Roads), CIP #DE56047Z. Public Works/Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the Chairman to execute the Change Order.

21. Approve Renewal #1 to FC-1164-01/BJC – Master Agreements for Miscellaneous Construction & Renovations Projects with an estimated value of \$100,000.00 or less including emergencies, with Elizabethan Construction Services, Inc., Longwood; Hunter-Nelson, Inc., Orlando; R. L. Haines Construction, Inc., Winter Park; and Terra Firma, CMI, Orlando (November 13, 2003 through November 13, 2004) (Not-to-Exceed a combined total of \$2,000,000.00/year).

FC-1164-01/BJC provides for all labor, materials, transportation, and incidentals necessary to perform construction and renovation projects under \$100,000.00 per project and emergency repairs at designated County facilities on an as-needed basis, including but not limited to structural repair work, minor renovations, new construction, drywall, framing, masonry, glazing, plumbing, electrical, roofing, board-up, cost estimating, limited design, project management and any associated trade-work.

Elizabethan Construction Services, Hunter-Nelson, Inc., R. L. Haines Construction, Inc. and Terra-Firma, CMI have agreed to extend their contract for the period November 13, 2003 through November 13, 2004 at the pricing, terms and conditions of the original agreement. At the sole option of the County, this contract may be extended for one additional 12-month period. The estimated amount for

the specified period is not-to-exceed \$2,000,000.00 for all Consultants under this Master Agreement.

Authorization for performance by the Contractor 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 for each task of the project.

Administrative Services/Facilities Maintenance Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the renewal and authorize Purchasing to notify the contractors of such action.

22. Accept and authorize the Chairman to execute the Certificate of Completion for FC-1175-02/BJC – Hiley’s Fish Camp/Overlook Park, with The Watauga Company, Titusville (Certificate of Completion).

FC-1175-02/BJC provided for all labor, materials, equipment, coordination, and incidentals necessary for improvements to Hiley’s Fish Camp/Overlook Park including a pavilion; sidewalks/parking and wooden docks as described in the drawings and specifications. As of September 18, 2003, all work and documentation have been satisfactory completed. Library and Leisure Services/Parks and Recreation and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the acceptance of this project and authorize the Chairman to execute the Certificate of Completion.

PROFESSIONAL SERVICES (CCNA)

23. Approve ranking list for PS-5146-03/BJC – Master Agreement for CEI Services for State Road 434 Access Management Project – (US 17-92 to SR 419) and award a Master Agreement to AB/WCG Joint Venture, Orlando (Not-to-Exceed \$575,000.00).

PS-5146-03/BJC will provide various professional services related to construction and engineering inspections for the construction of the SR 434 Access Management Project from US 17-92 to SR 419.

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

- AB/WCG Joint Venture, Orlando;
- A2 Group, Inc., Orlando;
- Carter & Burgess, Inc., Orlando;
- Dyer, Riddle, Mills & Precourt, Inc., Orlando;
- GAI Consultants, Orlando;
- HNTB Corporation, Orlando;
- H.W. Lochner, Inc., Orlando;

- Keith & Schnars, P.A., Altamonte Springs;
- PBS&J, Orlando;
- Reynolds, Smith and Hills CS, Inc., Plantation;
- URS Construction Services, Inc., Ft. Lauderdale.

The Evaluation Committee, which consisted of Brett Blackadar, P.E., Principal Engineer, Public Works; Antoine Khoury, P.E., Principal Engineer, Public Works; Steve Krug, P.E., Principal Engineer, Public Works; Jerry McCollum, P.E., County Engineer, Public Works; and Tom Radzai, Senior Engineer, Public Works evaluated the submittals and short-listed three firms.

The Evaluation Committee, less Mr. Khoury, interviewed the following three short-listed firms:

- AB/WCG Joint Venture, Orlando;
- HNTB Corporation, Orlando;
- URS Construction Services, Inc., Ft. Lauderdale.

Consideration was given to the following criteria:

- Proposed Approach to performing the work;
- Similar Project Experience;
- Past Performance/Past Record;
- Experience of Firm/Individual.

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. AB/WCG Joint Venture, Orlando;
2. HNTB Corporation, Orlando;
3. URS Construction Services, Inc., Ft. Lauderdale.

Funding will be with federal money administered through FDOT. 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 a Master Agreement as prepared by the County Attorney's Office.

24. Approve Amendment #1 for PS-5128-02/BJC – Engineering Services and Construction Engineering and Inspection Services for Country Club Well #3 project, with Inwood Consulting Engineers, Inc., (Time Extension).

PS-5128-02/BJC provides for the design, permitting, bid package (specifications and drawings) and construction administration for the installation of a new raw

water supply well, piping and plant modifications located within the property boundaries of Seminole County's Country Club Water Treatment Plant.

Amendment #1 will extend the Term of this agreement 60 days past the final completion of construction of County Club Well #3. This will align the CEI agreement with the Construction contract.

Environmental Services Department and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the Chairman to execute the amendment as prepared and approved by the County Attorney's office.

25. Approve Renewal #1 for PS-5120-02/BJC – Master Agreement for General Engineering Consultant Services to support Seminole County Public Works Department with PBS&J, Inc. of Orlando (November 26, 2003 through November 25, 2004) (Not-to-Exceed \$740,000.00 per year).

PS-5120-02/BJC provides for the support of a Consultant for a wide range of engineering, architectural, technical, management, and administrative services for the Seminole County Public Works Department. The term Consultant shall include the prime Consultant and its sub-consultants. The Consultant shall function as an extension of the Seminole County Public Works Department's resources by providing qualified technical and professional personnel to perform the duties and responsibilities assigned under the terms of the Agreement for General Engineering Services. The Consultant shall minimize to the greatest extent possible the Seminole County Public Work's Department's need to apply its own resources to assignments authorized by the Seminole County Public Works Department.

PBS&J has agreed to extend their contract for the period November 26, 2003 through November 25, 2004 at the pricing, terms and conditions of the original agreement. At the sole option of the County, this contract may be extended for one additional 12-month period. The estimated amount for the specified period is not-to-exceed \$740,000.00.

Authorization for performance of professional 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 the dollar amount for each Work Order will be negotiated on an as-needed basis for each task of the project.

Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the renewal and authorize the Purchasing and Contracts Division to notify the Consultant of such action.

26. **Approve Second (Final) Renewal for PS-599-01/BJC – General Professional Consulting Services for Transportation Planning/Technical Transportation Planning Work Tasks with, Glattig Jackson Kercher Anglin Lopez Rinehart, Inc. of Orlando; GMB Engineers & Planners of Orlando; and Leftwich Consulting Engineers, Inc. of Orlando (December 15, 2003 through December 14, 2004) (Not-to-Exceed \$65,000.00).**

PS-599-01/BJC provides for expertise and technical skills on an as needed basis to assist Seminole County staff in the implementation of the County's Comprehensive Plan, as it relates to Transportation Planning and Technical Transportation Planning Work Tasks and the fulfillment of the Transportation Planning Work Program activities; to include public involvement for these tasks. These activities will be divided into Transportation Planning Studies and Transportation Technical Studies.

Glattig Jackson Kercher Anglin Lopez Rinehart, Inc.; GMB Engineers & Planners; and Leftwich Consulting Engineers, Inc., have agreed to extend their contracts for the period of December 15, 2003 through December 15, 2004 at the pricing, terms and conditions of the original agreement. The estimated amount for the specified period is not-to-exceed \$65,000.00 for all Consultants under this Master Agreement.

Authorization for performance of professional services by the Consultants under this agreement shall be in the form of written Work Orders issued and execute by the County and signed by the Consultants. The work and dollar amount for each Work Order will be negotiated on an as-needed basis.

Planning and Development/Comprehensive Planning Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the renewal and authorize Purchasing to notify the Consultants of such action.

REQUEST FOR PROPOSALS

27. **Award RFP-4196-03/DRS – Marketing Consulting Services, to Paradise Advertising & Marketing of St. Petersburg, FL (Not-to-Exceed \$125,000.00 per year).**

RFP-4196-03/DRS will provide all labor and incidentals necessary to provide a full service marketing agency to handle all aspects of the promotion of the County as a unique tourism destination. This project was publicly advertised and the County received five submittals (listed in alphabetical order):

- Bennett & Co, Altamonte Springs, FL
- Brandcomet, Maitland, FL
- Development Counsellors International, New York, NY
- Infinite Ideas, Casselberry, FL

- Paradise Advertising & Marketing, St. Petersburg, FL

The Evaluation Committee, which consisted of Suzan Bunn, Director, Tourism Development; Karen Brown, Senior Coordinator, Tourism Development; Kathryn Townsend, Contracts Manager, Tourism Development; Bill McDermott, Director, Economic Development and Chris Pederson, Web Developer, Information Technologies evaluated the submittals. The evaluation was based on the following criteria:

- Approach to Work - Technical
- Qualifications And Related Experience
- Price Proposal

Based on the initial evaluation, the Committee (less Mr. McDermott) interviewed the top 3 firms (listed in alphabetical order):

- Bennett & Co., Altamonte Springs, FL
- Infinite Ideas, Casselberry, FL
- Paradise Advertising & Marketing, St. Petersburg, FL.

The Evaluation Committee recommends award to Paradise Advertising & Marketing, Inc. on the basis of best value. At the conclusion of presentations, Paradise was the unanimous number one ranked firm by the Committee based on their creativity and approach. In addition, Paradise has made a commitment of resources (stretching of current funds) not recommended by the other firms. Finally, Paradise is well known as a destination marketing firm (having represented other destinations in the past), and have wide experience in the Meeting and Sports markets, which are our new niches. The Committee believes Paradise Advertising and Marketing, Inc. will take us to the next level in tourism promotion.

The Evaluation Committee recommends that the Board award the contract to the proposer offering the best value, price and other factors considered, Paradise Advertising & Marketing, Inc. of St. Petersburg, FL in the amount of not-to-exceed \$125,000 per year. The contract will become effective upon execution of the agreement and will remain in effect for a period of three years. At the sole option of the County, the contract may be renewed for two additional terms not to exceed one-year each.

This is a budgeted project and funds are available in account number 011020-53034.

Tourism Development 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.

28. Approve Amendment #1 to RFP-491-00/BJC – Legal Services Consultant Agreement with Lyon Kirwin, P.A. of Winter Park (Name Change and Continuation of Services for Current Cases).

RFP-491-00/BJC provides for legal services to the County. Amendment #1 will change the name of Lyon Kirwin, P.A. to Kirwin Norris, P.A. and make allowance for Kirwin Norris to continue work on cases begun but not completed at the time of the agreement's expiration. This will allow the County to resolicit legal services as scheduled without losing the continuity required on existing legal actions. All other terms, conditions and not-to-exceed amounts are unchanged.

The County Attorney and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the Chairman to execute the amendment as prepared by the County Attorney's office.

29. Approve Amendment #4 to Work Order #5, RFP-489-00/BJC – Appraisal Services, Airport Boulevard – Phase III Major Road Project with Diversified Property Specialists, Inc., DeBary (\$150,000.00).

Work Order #5 provided for the original appraisal reports for Airport Boulevard – Phase III. Appraisal services are necessary to acquire the real properties needed to construct the County's proposed roadway improvements. Amendment #4 will provide additional funding for appraisal updates necessary for Order of Taking hearings, pending litigation and additional lawsuits and extend the time for completion to coincide with completion of project. The following is a summary of the cost of Work Order #5:

Original Work Order Sum	\$159,820.00
Add Amendments 1 thru 3	61,125.00
Add Amendment #4	<u>150,000.00</u>
Revised Work Order Sum	\$370,945.00

Funds are available in account numbers 077515-56061000 (Engineering, Land) and 077521-56061000 (Arterial Road Projects, Land), CIP #DE51021Z. Public Works/Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the project and authorize the County Manager to execute the Amendment as prepared by the County Attorney's Office.