

**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 *RH* **EXT.** 7111

Agenda Date <u>11/15/2005</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

- 26. **Award CC-0012-05/TLR – Utility Systems Pipeline Construction and Repairs to Sunshine Building and Development Corp., Casselberry, Cathcart Contracting Co., Winter Park and American Persian Engineering & Constructors, Inc., Orlando (Estimated amount of \$500,000.00 combined per year).**

CC-0012-05/TLR will provide for all materials, equipment, labor and supervision as necessary to construct and install the assigned repair, refurbishment and replacement projects within Seminole County Utilities collection and distribution systems.

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

This project was publicly advertised and the County received three (3) responses. The Review Committee consisting of Marc Maheu, Senior Coordinator; Tom Owens, Senior Coordinator; Stan Brown, Lead Mechanic; and Gary Rudolph, Utilities 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 bidders, Sunshine Building and Development Corp., Cathcart Contracting Co. and American Persian Engineering & Constructors, Inc. with a combined amount of \$500,000 per year and a term of seven years; a five year base period and two 1-year renewal options.

Authorization for performance of services 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 Contractors. Each of the contractors will be allowed to propose on each work order. They may bid unit prices below their contract unit price, but may not bid higher. Each work order will be awarded to the contractor offering the lowest price that meets the County's schedule.

The work and dollar amounts for each work order will be based on the project and will be negotiated on an as-needed basis, not to exceed \$250,000 per work order. The budget funding for this contract will be with each work order, since each work order has a unique scope and cost. The work and dollar amount for each Work Order will be within the constraints of the Board approved budget.

Environmental Services 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.

27. Accept and authorize the Chairman to execute the Certificate of Final Completion for CC-1253-04/TLR – Kewannee Trail Water Main with Cathcart Contracting Co. (Certificate of Completion).

CC-1253-04/TLR provided for all labor, materials, equipment, coordination, and incidentals necessary for the construction of a 12" water main and removal or abandonment of the existing AC 8" water main and PVC 8" force main within the Kewannee Trail right-of-way, from Indian Hills Water Treatment Plant, near Wilshire Boulevard and goes north to Waverly Drive. As of October 14, 2005 all work and documentation have been satisfactory completed. Environmental Services 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

- 28. Approve Amendment #1 to PS-5150-03/AJP – Master Agreement for General Environmental Services with EMS Scientists, Engineers, Planners, Inc., Altamonte Springs (Revised Rates).**

PS-5150-03/AJP will provide various professional services that include Water Quality Monitoring and Analysis, Permitting, Permit Compliance, Mitigation Services, Gopher Tortoise Permitting, Environmental Monitoring, Contamination, Resource Management, and other miscellaneous general environmental services. Amendment #1 will allow for an adjustment to the rates originally incorporated into the agreement dated March 09, 2004. The adjustment is to correct an error that was discovered in the computation of billing rates and the updated raw salaries.

Public Works/Stormwater Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the Chairman to execute Amendment #1 as prepared by the County Attorney's Office.

REQUEST FOR PROPOSALS

- 29. Award RFP-0045-05/TLR – HUD's Home Self-Sufficiency Program for Tenant Based Rental Assistance to The Center for Affordable Housing, Inc., Sanford, (\$940,105.00 for 30 months).**

RFP-0045-05/TLR will provide a sub-recipient to administer the HOME – Tenant Based Rental Assistance (TBRA) program for Seminole County. The program is intended to provide TBRA for up to two years to eligible very low-income residents (\leq 50% of the Area Median Income as established by HUD). This program is coupled with assisting the participant, defined as a head of household or one "aging out of foster care" who are currently permanent residents of Seminole County, in achieving self-sufficiency through education or training. A participant, with the provision of rental assistance for a two-year term, may continue to cover household rent while participating in an up to two-year education/training program designed to provide new employment skills and future income potential, thus providing self-sufficiency.

This project was publicly advertised and the County received one (1) proposal, listed below:

- The Center for Affordable Housing, Inc., Sanford

The Evaluation Committee, which consisted of Alice Gilmartin, Principal Coordinator; Diane Ledford, Principal Coordinator; and Shelley McHaney, Planner, evaluated the proposal. The initial evaluation criteria consisted of the following:

Approach
(Support to participants)

- Stabilize the family
- Provide various counseling needs to include education or training opportunities
- Ability to network with other social services for the benefit of the participants

Ability to Perform

- Prepare income certification per HUD requirements
- Demonstrate ability to monitor project to federal requirements and provide examples of monitoring experience
- Perform HQS inspections
- Superior file management

Experience/Qualifications

Qualifications and experience of the agency, including sub-consultants, and personnel relevant to this project, their role and participation:

- Experience in similar work
- Past and current experience with governmental entities
- Relevant confirmation of references

Proven Financial Stability

- Most recent Audited Financial Statement
- Other measures or examples of financial stability

The Evaluation Committee recommends award of the contract to The Center for Affordable Housing, Inc., Sanford, as they demonstrated a firm approach and ability to perform as well as extensive qualifications and experience.

The amount of this contract will be for the full TBRA allocation of \$940,105 for 30 months with an additional 30 month option. This is a budgeted project and funds are available in account number 110262.580821 and 110901.53034. Planning and Development/Community Resources and Fiscal Services/Purchasing and Contracts Division recommend that the Board award and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

30. **Approve Amendment #1 to RFP-4217-04/JVP - Term Contract for Seminole County Bunker Gear, with Fisher Safety, Orlando (Price Increase) (Term Contract).**

RFP-4217-04/JVP provides for all bunker gear and protective clothing utilized by Seminole County Fire and Rescue personnel.

Amendment #1 will provide for price increases for four items due to the escalations in costs associated with manufacturer increases. A market research was limited due to the fact that Fisher Safety is the Central Florida only Morning Pride supplier and all Morning Pride suppliers are dealing with the same manufacturer price increases. The list of products and the proposed costs are included as part of the backup documents. The increase request ranges between 8% to 10% of the original prices.

Public Safety Fire Rescue and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the County Manager to execute the Amendment as approved and prepared by the County Attorney's Office.

31. Assignment of Appraisal Services Contract- RFP-4203-03/AJP: Appraisal Services for Consumers/Lake Hayes Water Transmission Main Project, to Retech, Inc. of Odessa, FL.

RFP-4203-03/AJP provides for the appraisal and acquisition of eighteen (18) parcels for the construction of this water transmission main project. The original contract was awarded to HDR Acquisition Services, Inc. of Tampa, with Mr. Ron Tegenkamp, MAI, as the appraiser of record. Mr. Tegenkamp has left the employ of HDR, and is currently the owner and appraiser of record for Retech, Inc.

The original appraisals under this contract are required to be updated for Order of Take hearings and potential trial work, and only the original MAI appraiser may perform these updates. County staff desires that these updates and trial work remain with the original appraiser of record. Under this assignment, the terms and conditions are the same as the original agreement.

This is a budgeted project and funds are available in account number 40102-087879-560650, CIP# DF85607X. (Water and Sewer, Professional Services). The County Attorney's Office, Department of Environmental Services, and Fiscal Services/Purchasing and Contracts Division recommends that the Board approve the assignment of rights, responsibilities, and the right to payment under this contract to Retech, Inc., and authorize the Chairman to execute the Assignment Agreement as prepared by the County Attorney's Office.