



ITEM 14.  
Procurement Management - Consent

### AGENDA ITEM REPORT

**DATE:** October 2, 2018  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contracts for Miscellaneous Landscape Architectural Services - Countywide

#### I. MOTION REQUESTED

- A) Award Competitive Negotiation Request for Proposal No. CN180324TJM Annual-Landscape Architectural Services to the following six firms for a period of two years, to provide miscellaneous landscape architectural services, as approved in the departments' annual adopted budgets: David M. Jones, Jr. and Associates, Inc.; Ensite, Inc.; Kimley-Horn and Associates, Inc.; Johnson Engineering, Inc.; Stantec Consulting Services Inc.; and Waldrop Engineering, P.A. Individual projects with a cost of \$100,000.00 or more will be brought back to the Board for approval.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Authorize the Director of Procurement Management or designee to approve individual projects over \$50,000 and up to \$100,000 on behalf of the Board of County Commissioners.
- D) Grant the Director of Procurement Management the authority to negotiate renewals of the contracts, including changes in price, for up to three additional one-year periods, and/or to extend the contracts, and to execute all associated documents, with County Administration approval, as approved by the departments' annual adopted budgets, if doing so is in the best interest of the County.

#### II. ITEM SUMMARY

Awards contracts for miscellaneous landscape architectural services to: David M. Jones, Jr. and Associates, Inc.; Ensite, Inc.; Kimley-Horn and Associates, Inc.; Johnson Engineering, Inc.; Stantec Consulting Services Inc.; and Waldrop Engineering, P.A., to provide miscellaneous landscape architectural services and consulting, on an as needed basis, for an initial period of two years with the option to renew for three additional one-year periods. Total expenditures for these services for Fiscal Year 2016-2017 were approximately \$13,230.00.

#### III. BACKGROUND AND IMPLICATIONS OF ACTION

##### A) Board Action and Other History

On May 11, 2018, Procurement Management advertised Competitive Negotiation Request for Proposal No. CN180324TJM for Annual-Landscape Architectural Services. On the proposal deadline of June 11, 2018, Procurement Management received six proposals. The Competitive Negotiation Committee first evaluation meeting was held on July 30, 2018, during which the committee considered criterion listed in the solicitation: Qualifications of the Firm, Company Relevant Experience & Reference, Firm Plan of Approach and Personnel. All six firms were short-listed.

Interviews were conducted on August 14, 2018 and the final committee meeting was held after the interviews. The evaluation committee recommends awarding contracts to all six firms: David M. Jones, Jr. and Associates, Inc.; Ensite, Inc.; Kimley-Horn and Associates, Inc.; Johnson Engineering, Inc.; Stantec Consulting Services Inc.; and Waldrop Engineering, P.A.

Total expenditures for these services in FY 2016-2017 were approximately \$13,230.00.

##### B) Policy Issues

##### C) BoCC Goals

##### D) Analysis

##### E) Options

#### IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	

F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budget.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION****VII. FOLLOW UP****ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Proposed Contract - David M. Jones</a>	9/17/2018	Contract
<a href="#">Proposed Contract - Ensie</a>	9/17/2018	Contract
<a href="#">Proposed Contract - Johnson</a>	9/17/2018	Contract
<a href="#">Proposed Contract - Kimley-Horn</a>	9/17/2018	Contract
<a href="#">Proposed Contract - Stantec</a>	9/17/2018	Contract
<a href="#">Proposed Contract - Waldrop</a>	9/17/2018	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	9/17/2018 - 10:58 AM
Budget Services	Henkel, Anne	Approved	9/18/2018 - 12:41 PM
Budget Services	Winton, Peter	Approved	9/18/2018 - 1:25 PM
County Attorney	Swindle, Amanda	Approved	9/18/2018 - 2:25 PM
County Manager	Brady, Christine	Approved	9/24/2018 - 9:27 AM