

**AGENDA ITEM REPORT**

DATE: August 6, 2019
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contracts for Miscellaneous Professional Services for FEMA, NFIP and CRS Projects

I. MOTION REQUESTED

- A) Award Competitive Negotiation Request for Proposal No. CN190192TJM, Miscellaneous Professional Services for FEMA, NFIP & CRS Projects, to provide professional consulting services, including Coastal Engineering, as approved by the departments' annual adopted budgets to: Johnson Engineering, Inc., JR Evans Engineering, P.A., Kimley-Horn and Associates, Inc., and MRD Associates, Inc. Individual projects with a cost of \$100,000.00 or more shall 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) Grant the County Manager or designee the authority to renew the contracts, for up to three additional one-year periods, and to execute all associated documents, as approved by the departments' annual adopted budgets, if doing so is in the best interest of the County, and there are no cost increases associated with the renewals.

II. ITEM SUMMARY

Awards contracts for Miscellaneous Professional Services for FEMA, NFIP and Community Rating System (CRS) Projects, on an as needed basis for an initial period of two years, with the option to renew for three additional one-year periods, to Johnson Engineering, Inc., JR Evans Engineering, P.A., Kimley-Horn and Associates, Inc., and MRD Associates, Inc., to provide coastal/riverine engineering consulting services. The pool of contractors will assist Lee County with routine duties associated with the Federal Emergency Management Agency (FEMA) and the National Flood Insurance Program (NFIP) and with emergency duties resulting from state or federal emergency declarations. In addition, the pool will assist Lee County in the review of FEMA's proposed South West Florida Coastal Risk MAP study covering 450 miles of shoreline along the Gulf of Mexico. Total expenditures for these services during Fiscal Year 2017-2018 were approximately \$146,441.25. Expenditures are anticipated not to exceed \$350,000.00 annually.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

On March 8, 2019, Procurement Management issued Competitive Negotiation Request for Proposal No. CN190192TJM, Miscellaneous Professional Services for FEMA, NFIP, & CRS Projects. On the proposal deadline of April 9, 2019, Procurement Management received four proposals.

The Evaluation Committee's first evaluation meeting was held on April 24, 2019, during which the committee considered criterion listed in the solicitation: Qualifications of Firm, Company Relevant Experience & Reference, Firm Plan of Approach, and Personnel. All four firms were short-listed to return for interviews. Interviews were conducted on May 8, 2019. Following the interviews, the final committee evaluation meeting was held. The committee recommended awarding contracts to all four firms: Johnson Engineering, Inc., JR Evans Engineering, P.A., Kimley-Horn and Associates, Inc., and MRD Associates, Inc.

Staff recommends awarding to the four qualified firms. During Fiscal Year 2017-2018, total expenditures for these services were approximately \$146,441.25.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Program:	

	Project: Account Strings:
G)	Fund Type?
H)	Comments: Expenditures will be on an as needed basis, as approved in the departments' adopted budgets, in an amount not to exceed \$350,000.00 annually.

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Contract Johnson Engineering Inc.	7/16/2019	Contract
Contract JR Evans Engineering, P.A.	7/16/2019	Contract
Contract Kimley-Horn & Associates, Inc.	7/16/2019	Contract
Contract MRD Associates, Inc.	7/16/2019	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	7/23/2019 - 8:39 PM
Budget Services	Henkel, Anne	Approved	7/24/2019 - 8:12 AM
Budget Services	Winton, Peter	Approved	7/26/2019 - 9:09 AM
County Attorney	Fraser, Andrea R.	Approved	7/26/2019 - 11:39 AM
County Manager	Winton, Peter	Approved	7/26/2019 - 1:55 PM