

**AGENDA ITEM REPORT**

DATE: January 16, 2018
DEPARTMENT: County Manager
REQUESTER: Glen Salyer
TITLE: Add Renewal Options to the Annual Contract for FEMA Coastal Risk Map Development

I. MOTION REQUESTED

A) Approve the addition of three one-year renewal periods to the annual contract with The Woods Hole Group, Inc., under Competitive Negotiation No. CN140361, FEMA Coastal Risk Map Development, increasing the renewal options to five additional one-year periods, as approved in the department's annual adopted budget.

B) Approve exercising the third one-year renewal option of the annual contract with The Woods Hole Group, Inc., under Competitive Negotiation No. CN140361, FEMA Coastal Risk Map Development, for providing the County with an engineering firm/consultant to independently review the FEMA Coastal Risk Map development process, as approved in the department's annual adopted budget.

C) Authorize the Director of Procurement Management or designee to sign the renewal documents on behalf of the Board of County Commissioners.

D) Grant the Director of Procurement Management the authority to negotiate renewals of the contract, including changes in price, and to execute renewal documents for up to two additional one-year periods, with County Administration approval, as approved in the department's annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves three additional renewal options and exercises the third renewal of the annual contract with The Woods Hole Group, Inc. through January 19, 2019. Renewals allow the County to retain the consultant as FEMA's coastal analysis (wave and surge) continues beyond FEMA's original estimated timeline for Flood Insurance Rate Map updates. Total expenditures for these services during the current contract term were approximately \$46,610.85.

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

On January 20, 2015, the Board of County Commissioners awarded Competitive Negotiation No. CN140361 to The Woods Hole Group, Inc., for providing the County with an engineering firm/consultant to independently review the FEMA Coastal Risk Map development process. The original term of the contract was for one year with an option to renew for two additional one-year periods. The original solicitation documents for Competitive Negotiation No. CN140361 included the possibility of extending until the completion of the project, estimated to require another three years to complete. Board approval is requested to add additional renewal options and exercise the third renewal option.

Total expenditures for these services during the current contract term were approximately \$46,610.85.

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?	General Fund

H)	Comments: Expenditures will be as needed and within the department's annual approved, adopted budget.
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V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Proposed Change Order	1/3/2018	Change Order

REVIEWERS:

Department	Reviewer	Action	Date
County Manager	Turner, Nicole	Approved	1/3/2018 - 8:23 AM
County Manager	Salyer, Glen	Approved	1/4/2018 - 3:35 PM
Budget Services	Henkel, Anne	Approved	1/5/2018 - 10:38 AM
Budget Services	Winton, Peter	Approved	1/5/2018 - 10:43 AM
County Attorney	Trank, Mark A.	Approved	1/5/2018 - 11:21 AM
County Manager	Salyer, Glen	Approved	1/5/2018 - 12:00 PM