

**AGENDA ITEM REPORT**

DATE: May 15, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Renew Annual Contracts for Miscellaneous Planning Services - Countywide

I. MOTION REQUESTED

- A) Approve the renewals of the annual contracts with six firms, under Request for Proposal No. RFP160126, Miscellaneous Planning Services, for an additional one-year period, through June 18, 2019, for use on an as needed basis for miscellaneous planning services, as approved in the departments' annual adopted budgets: Hole Montes, Inc.; Johnson Engineering, Inc.; Kimley-Horn and Associates, Inc.; RWA, Inc.; Stantec Consulting Services, Inc.; Waldrop Engineering, P.A.
- B) Authorize the Director of Procurement Management or designee to sign the renewal documents on behalf of the Board of County Commissioners.
- C) Grant the Director of Procurement Management the authority to negotiate renewals of the contracts, including changes in price, for up to two additional one-year periods, and/or extend the contracts, and to execute all associated documents, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves renewals of the annual contracts with six firms for an additional one-year period through June 18, 2019, for use on an as needed basis for miscellaneous planning services, as approved in the departments' annual adopted budgets. Although there were no expenditures for this contract in the previous fiscal year, there are requests to use it in the next fiscal year.

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

On June 21, 2016, the Board of County Commissioners awarded Request for Proposal No. RFP160126 for miscellaneous planning services. The original term of the contract was for one (1) year with an option to renew for four additional one-year periods. The renewal authorization motion was not in the original blue sheet. Board approval will allow the second renewal option to be exercised, and for the remaining two additional contract renewal options to be exercised, with County Administration approval.

Although there were no expenditures for this contract in the previous fiscal year, there are requests to use it in the next fiscal year.

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

V. RECOMMENDATION

Approve

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

Description	Upload Date	Type
Hole Montes Signed Renewal Change Order	4/23/2018	Change Order
Johnson Engineering Signed Renewal Change Order	4/23/2018	Change Order
Kimley-Horn Signed Renewal Change Order	4/23/2018	Change Order
RWA Signed Renewal Change Order	4/23/2018	Change Order
Stantec Signed Renewal Change Order	4/23/2018	Change Order
Waldrop Engineering Signed Renewal Change Order	4/23/2018	Change Order

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	5/1/2018 - 8:23 AM
Budget Services	Henkel, Anne	Approved	5/1/2018 - 11:18 AM
Budget Services	Winton, Peter	Approved	5/1/2018 - 11:43 AM
County Attorney	Lira, Louis C.	Approved	5/1/2018 - 3:52 PM
County Manager	Brady, Christine	Approved	5/7/2018 - 9:33 AM