



AGENDA ITEM REPORT

DATE: March 19, 2019
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contracts for Plumbing, HVAC and Electrical Engineering Services - Countywide

I. MOTION REQUESTED

- A) Award Competitive Negotiation Request for Proposal No. CN180582TJM, Plumbing, HVAC and Electrical Engineering Services - Annual, to the following vendors for an initial period of two years, to provide professional consulting services, as approved in the departments' annual adopted budgets: Diversified Technology Consultants, Inc.; McKim & Creed, Inc.; OCI Associates, Inc. and TLC Engineering Solutions, Inc. dba TLC Engineering for Architecture. 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) Authorize the County Manager 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 County Manager or designee 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 up to six months, 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 plumbing, HVAC, and electrical engineering services to provide professional consulting services, on an as needed basis, for an initial period of two years, with the option to renew for three additional one-year periods, to Diversified Technology Consultants, Inc.; McKim & Creed, Inc.; OCI Associates, Inc. and TLC Engineering Solutions, Inc. dba TLC Engineering for Architecture. Total expenditures for these services during Fiscal Year 2017-2018 were approximately \$78,742.75.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On October 19, 2018, Procurement Management issued Competitive Negotiation Request for Proposal No. CN180582TJM, Plumbing, HVAC and Electrical Engineering Services - Annual. On the proposal deadline of November 19, 2018, Procurement Management received five proposals.

The Competitive Negotiation Evaluation Committee's first evaluation meeting was held on December 11, 2018, during which the committee considered criterion listed in the solicitation: Qualifications of the Firm/Company Relevant Experience; Plan of Approach; References and Personnel. All five firms were short-listed to return for interviews. Interviews were conducted on January 4, 2018. Following the interviews, the final committee meeting was held. The committee recommended awarding contracts to four of the five firms: Diversified Technology Consultants, Inc.; McKim & Creed, Inc.; OCI Associates, Inc. and TLC Engineering Solutions, Inc. dba TLC Engineering for Architecture.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	
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 budgets.
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V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

The current agreement is expiring on March 31, 2019.

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Diversified Technology Consultants, Inc. Signed Agreement	2/22/2019	Contract
McKim & Creed, Inc. Signed Agreement	2/22/2019	Contract
OCI Associates, Inc. Signed Agreement	2/22/2019	Contract
TLC Engineering for Architecture, Inc. Signed Agreement	2/22/2019	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	3/6/2019 - 8:49 AM
Budget Services	Henkel, Anne	Approved	3/6/2019 - 3:38 PM
Budget Services	Winton, Peter	Approved	3/7/2019 - 9:47 AM
County Attorney	Lira, Louis C.	Approved	3/7/2019 - 10:50 AM
County Manager	Brady, Christine	Approved	3/8/2019 - 3:48 PM