

AGENDA ITEM REPORT

DATE: December 5, 2023
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Disaster/Emergency Structural Engineering Services

I. MOTION REQUESTED

A) Award Competitive Negotiation Request for Proposal No. CN230067NAT, Structural Engineering Services: Pre-Positioned Federal to Wiss, Janey, Elstner, Associates, Inc. for structural engineering services needed after a disaster or emergency using Federal funding, on an as needed basis, for an initial term of three years. Individual projects in excess of \$100,000.00 will be presented to the Board following disaster or emergency policy.
 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 contract, for up to three additional years, and to execute all associated documents if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s).

II. ITEM SUMMARY

Awards a competitively solicited contract to Wiss, Janey, Elstner, Associates, Inc. to provide structural engineering services needed after a disaster or emergency, using federal funding, on an as-needed basis, for an initial term of three years.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management advertised a solicitation for structural engineering services using federal funding on March 10, 2023, with all proposals due by 2:20PM on Wednesday April 12, 2023. At the time of opening eight (8) proposals had been received including one from Wiss, Janey, Elstner, Associates, Inc.

Evaluation Meeting 1 was held on May 22, 2023, and the Evaluation Committee members discussed all proposals received. Firms were scored and the most qualified firms were shortlisted for Presentation/Interviews in Evaluation Meeting 2. The Committee short listed three (3) firms including Wiss, Janey, Elstner, Associates, Inc.

Evaluation Meeting 2 was held on June 26, 2023. The Committee saw presentations and interviewed each firm that was shortlisted. After all presentations and interviews the Committee then discussed the firms and ranked each firm. When all rankings were tallied Wiss, Janey, Elstner, Associates, Inc. was ranked as the top qualified firm. Procurement Management conducted negotiations with the top ranked firm to develop the contract being awarded.

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?	No
C)	Is this a revenue or expense item?	N/A
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: Various funds. Program: Project: Account Strings:	
G)	Fund Type?	Other: Various funds.
H)	Comments: Expenditures will be on an as needed basis and funding transferred to appropriate accounts when required and is not included in the annual adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Professional Service Agreement_Vendor Executed_OCR.pdf	11/14/2023	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	11/22/2023 - 1:00 PM
Budget Services	Henkel, Anne	Approved	11/27/2023 - 4:14 PM
Budget Services	Winton, Peter	Approved	11/27/2023 - 5:06 PM
County Attorney	Holborn , Robert	Approved	11/28/2023 - 8:57 AM
County Manager	Winton, Peter	Approved	11/28/2023 - 9:24 AM