

**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 ACTIONA) 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 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?	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

[120523R-C-41-PSA - Wiss, Janey, Elstner Associates, Inc.](#)

12/27/2023

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