



**AGENDA ITEM REPORT**

**DATE:** January 21, 2020  
**DEPARTMENT:** Utilities  
**REQUESTER:** Pamela Keyes  
**TITLE:** Award Contract for Utilities Water and Wastewater Engineer of Record

**I. MOTION REQUESTED**

- A. Award Competitive Negotiation Request for Proposal No. CN190217BAG, Lee County Utilities Water & Wastewater Engineer of Record - Annual, to Carollo Engineers, Inc., to provide professional engineering services for the physical inspection of County facilities and the preparation of the annual report with evaluation and recommendations, on an as needed basis for an initial period of three years, as authorized through annual Supplemental Task Authorizations approved by the Board.
- 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 two additional one-year periods, five years total, and to execute all associated documents, if doing so is in the best interest of Lee County, Each Annual Supplemental Task Authorization greater than \$100,000 will require Board approval.

**II. ITEM SUMMARY**

Awards a contract with Carollo Engineers, Inc. to prepare the annual Lee County Utilities Engineer of Record report for a period of five years. A competitive solicitation was completed and only one proposal was submitted. The Report provides an overview of the physical, operations and financial condition of the water and wastewater systems and is required by Bond Resolution to ensure compliance with bond provisions. The average expenditures for these services during FY15 through FY18 was approximately \$200,000 annually. Each Annual Supplemental Task Authorization greater than \$100,000 will require Board approval.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

Under Section 5.18 of the Second Amended and Restated Water and Sewer Revenue Bond Resolution of Lee County (No. 93-06-40), Lee County Utilities is required to prepare and submit an Annual Water and Wastewater Engineer of Record Report. The Engineer of Record Report provides an overview of the physical, operational and financial conditions of the water and wastewater systems as well as evaluating Lee County Utilities' compliance with the bond provisions. Procurement Management obtained proposals for the project known as Competitive Negotiation Request for Proposal No. CN190069GWT, Lee County Utilities Water & Wastewater Engineer of Record - Annual. On the Proposal deadline of February 11, 2019 Procurement Management received one proposal. Procurement Management advertised this project a second time as CN190217BAG with a proposal deadline of April 16, 2019 and again received one proposal. An evaluation meeting was held on May 9, 2019, during which the Evaluation Committee considered criterion as listed in the solicitation request including such items as: qualifications of the firm, relevant experience of the company, and personnel. Based on the information submitted by the proposer, the Committee reached a consensus to negotiate with and recommend the award of a contract to Carollo Engineers, Inc. for use on an as needed basis for an initial three year period. The contract can be renewed up to two additional one periods, upon the agreement of both parties, as approved in the departments' annual adopted budget, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

Staff recommends awarding the contract to Carollo Engineers, Inc. to allow Lee County Utilities to fulfill its obligation to prepare and submit an Annual Water and Wastewater Engineer of Record Report.

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?	Yes
C)	Is this a revenue or expense item?	Expense

D)	Is this Discretionary or Mandatory?	Mandatory Water and Sewer Bond Resolution No. 93-06-40
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Utilities Operating Program: Utilities Operating Project: EOR Account Strings: OD5366348700	
G)	Fund Type?	Enterprise
H)	Comments:	

**V. RECOMMENDATION**  
Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Proposed Agreement</a>	1/8/2020	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Utilities	Turner, Nicole	Approved	1/9/2020 - 8:06 AM
Utilities	Keyes, Pamela	Approved	1/9/2020 - 8:47 AM
Budget Services	Guttery, Angela	Approved	1/10/2020 - 2:09 PM
Budget Services	Winton, Peter	Approved	1/13/2020 - 8:55 AM
County Attorney	Swindle, Amanda	Approved	1/13/2020 - 2:55 PM
County Manager	Brady, Christine	Approved	1/14/2020 - 12:15 PM