

Blue Sheet No. 20160344	Lee County Board Of County Commissioners Agenda Item Report Meeting Date: 6/21/2016	Item No. 27
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TITLE:

Approve the selection of firms for Request for Proposal RFP160126 Miscellaneous Planning Services

ACTION REQUESTED:

A) Approve the selection of consultants by the Proposal Evaluation Committee for Request for Proposals No. RFP160126, Miscellaneous Planning Services, as follows: Johnson Engineering, Inc.; Stantec Consulting Services Inc.; Hole Montes, Inc., Kimley-Horn and Associates, Inc.; Waldrop Engineering, PA; EnSite, Inc.; and RWA, Inc.

B) Authorize staff to negotiate Professional Services Agreements with the selected firms to provide consulting services for miscellaneous planning projects on an as-needed basis.

C) Authorize the Chair to execute contracts on behalf of the Board of County Commissioners upon receipt.

FUNDING:

Funds will be available within specific project budgets.

WHAT ACTION ACCOMPLISHES:

Approval provides Lee County with 7 firms capable of providing professional consulting services for miscellaneous planning projects. Staff will negotiate services with these firms on an as-needed, project-by-project basis.

MANAGEMENT RECOMMENDATION:

Approve.

Requirement/Purpose: (specify)	Request Initiated
<input type="checkbox"/> Statute <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Admin Code AC-4-4 <input type="checkbox"/> Other	Commissioner: Department: PROCUREMENT MANAGEMENT Division: No Divisions By: Mary Tucker

Background:

Approval will establish a pre-qualified list of on-call consultants to work singularly or in combination to develop project scopes, schedules, and deliverables for specific tasks and to perform those tasks if and when they are needed.

Proposals were accepted on February 16, 2016 for Request for Proposals No. RFP160126 Miscellaneous Planning Services. A total of nine vendors submitted proposals which were considered at the first evaluation meeting held on May 4, 2016. After reviewing the submitted proposals, the committee determined that eight firms met the minimum requirements as set forth by the solicitation documents. The committee then decided to do telephone interviews. As a result of these interviews, the committee is recommending award to the following vendors: Johnson Engineering, Inc.; Stantec Consulting Services Inc.; Hole Montes, Inc., Kimley-Horn and Associates, Inc.; Waldrop Engineering, PA; EnSite, Inc.; and RWA, Inc. Pending Board approval, the list of vendors will remain in effect for two years.

1. Sample Contract

Required Review:					
Mary Tucker	Mary Tucker	Thelma Davis	Corris L. McIntosh Jr.	Peter Winton	Christine Brady
PROCUREMENT MANAGEMENT	Purchasing	Budget Analyst	County Attorney	Budget Services	County Manager

2. Minutes from May 4, 2016 Evaluation Meeting