



AGENDA ITEM REPORT

DATE: June 5, 2018
DEPARTMENT: County Manager
REQUESTER: Peter Winton
TITLE: Award Contract for Municipal Service Tax Benefit Unit Engineer of Record

I. MOTION REQUESTED

- A. Award Competitive Negotiation No. CN180143DLK Municipal Service Tax Benefit Unit Engineer of Record to Kisinger Campo & Associates, Corp., to provide all consulting services needed with respect to MSTBU projects on an as needed basis for a period of two years as approved in the department's annual adopted budget.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the Director of Procurement Management the authority to negotiate renewals of the contract, including changes in price, for up to three additional one-year periods, and/or to extend the contract, and to execute all associated documents, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Award contract for Municipal Service Tax Benefit Unit Engineer of Record to Kisinger Campo & Associates, Corp., to provide any and all consulting services Lee County needs with respect to MSTBU projects. MSTBU projects include, but are not limited to, installation of seawalls, streetlighting, road paving, water and sewers, drainage improvements, walls and miscellaneous construction improvements. They may also conduct surveys, develop design alternatives, prepare an environmental impact summary, prepare final plans and specifications, and cost estimates for an initial term of two years with the option to renew for three additional one-year periods. Total expenditures for these services under the previous contract, from January 2015 to January 2018, were approximately \$59,992.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

MSTBU submitted a request to Procurement Management to obtain proposals for the project known as CN180143DLK Municipal Service Tax Benefit Unit Engineer of Record for conducting surveys, developing design alternatives, preparing environmental impact summaries, developing traffic data, preparing final plans and specifications, cost estimates, etc., on an as needed basis. On the proposal deadline of March 5, 2018, Procurement received four proposals. The Competitive Negotiation Committee meeting was held on March 19, 2018, and all letters of interest were considered. Members indicated whom they considered the most qualified along with the justification of their decision. The committee scored the firms on qualifications, experience, plan of approach, and personnel.

Interviews were organized by Procurement Management and held on April 5, 2018. The committee recommended award to Kisinger Campo & Associates. Services to be provided under the agreement include conducting surveys, develop design alternatives, prepare an environmental impact summary, develop traffic data, prepare final plans and specifications, cost estimates, etc.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$200,000
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 Required by Admin Code AC-4-4
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: MSBU Program: MSTBU Project: Account Strings: GD5133110400.503190 and CIP projects	
G)	Fund Type?	Other MSTBU
H)	Comments:	

V. RECOMMENDATION
 Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
CN180143 Signed Contract Kisinger	5/21/2018	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
County Manager	Turner, Nicole	Approved	5/22/2018 - 11:47 AM
County Manager	Winton, Peter	Approved	5/23/2018 - 7:59 AM
Budget Services	Borman, Lori	Approved	5/23/2018 - 8:35 AM
Budget Services	Winton, Peter	Approved	5/23/2018 - 1:10 PM
County Attorney	Fredyma, John J.	Approved	5/24/2018 - 1:47 PM
County Manager	Winton, Peter	Approved	5/24/2018 - 2:22 PM