

Blue Sheet No. 20150395	Lee County Board Of County Commissioners Agenda Item Report Meeting Date: 8/4/2015	Item No. 50
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TITLE:

Approve ranking and award for CN150306 Lee County Utilities Water and Wastewater Engineer of Record for its Water and Wastewater Operations

ACTION REQUESTED:

- A) Concur with the ranking of Engineers by the Competitive Negotiations Committee for CN150306 LEE COUNTY UTILITIES WATER & WASTEWATER ENGINEER OF RECORD as follows: Number 1 – Carollo Engineers, Inc.; Number 2 – Stantec Consulting Services, Inc.; Number 3 – CDM Smith, Inc; Number 4 - CPH, Inc.
- B) Authorize staff to negotiate a Professional Services Agreement with the Number 1 ranked firm, Carollo Engineers, Inc. to provide professional consulting services for a two year term with the option to re-negotiate and renew for up to two additional one year periods.
- C) Approve an annual expenditure not to exceed \$200,000.
- D) Authorize the Chair on behalf of the Board to execute the Agreement upon completion of the final negotiations.

FUNDING:

\$200,000; Enterprise Fund; Included in the FY 14/15 Utilities Operating Budget

This is an annual requirement by Lee County Utilities' Second Amended and Restated Water & Sewer Revenue Bond Resolution No. 93-06-40. The annual expenditure is a not to exceed amount of \$200,000 per year for up to the next four years, and will be included in the annual Operating Budget.

Fund: Utilities Operating; Programs: Sewer Operations and Water Operations; Project: Other Professional Services; Accounts: OD5360648700.503190 & OD5366248700.503190

WHAT ACTION ACCOMPLISHES:

Approves the ranking of consultants, authorizes negotiations, and authorizes award of a Professional Services Agreement with the number one ranked consultant for CN150306 Lee County Utilities Water and Wastewater Engineer of Record. Professional engineering services will include physical inspection of facilities, review of operations for conformance to regulations, review of insurance requirements and rates and charges for compliance with Bond Covenants as necessary to prepare an annual report, and preparation of the Annual Report with evaluation and recommendations, as well as other miscellaneous related services on an as-needed 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: UTILITIES Division: No Divisions By: Pam Keyes

Required Review:					
Pam Keyes	Robert Franceschini	Reginald Kantor	Mike Figueroa	Peter Winton	Corris L. McIntosh Jr.
UTILITIES	Purchasing	Budget Analyst	Risk	Budget Services	County Attorney
Doug Meurer					
County Manager					

Background:

Letters of Interest were solicited on behalf of the Board of County Commissioners for the project known as CN150306 LEE COUNTY UTILITIES WATER & WASTEWATER ENGINEER OF RECORD.

The deadline for receipt of Letters of Interest was June 2, 2015. A total of 4 Letters of Interest were received by the established deadline and considered at the Competitive Negotiations Committee meeting held on June 5, 2015. The Competitive Negotiations Committee consisted of the following staff members: Pam Keyes, Public Utilities Director, Non-Voting Chair; Jessica Munoz, Utilities; Hank Barroso, Utilities; and Tom Mamott, Utilities.

During the evaluation process the Competitive Negotiation Committee considered criteria as listed in the solicitation request, including: experience with water and wastewater treatment facilities, water distribution systems, wastewater collection systems, and reuse water distribution systems; experience in compliance with regulatory requirements; experience with insurance coverage requirements and bonding requirements; and qualifications of key personnel.

At the committee meeting, points were presented and put on record by each committee member with respect to each submittal from all firms. Based on the information submitted by the Consultants in their Letters of Interest, it was the consensus of the committee to rank the firms as follows: Number 1 – Carollo Engineers, Inc.; Number 2 – Stantec Consulting Services, Inc.; Number 3 – CDM Smith, Inc; Number 4 - CPH, Inc. and invite the number one ranked firm for a telephone interview. The Chair entertained a motion to approve the ranking and to delegate authority to Procurement Management to conduct the telephone interview with the number one ranked firm with the further authority to present the selection to the Board if no issues were found during the interview process.

Per Section 6 of the Contracts Manual for annual-type master contracts, the Board can concur with the selection of a consultant and authorize staff to negotiate an annual contract within the same Agenda Item. This will eliminate the need for an additional Agenda Item requesting Board approval of the Professional Services Agreement. It is also requested the Board approve an annual expenditure limit of \$200,000 for this Agreement and eliminate the need for additional Agenda Items requesting Board approval of Supplemental Task Authorizations within this annual expenditure limit.

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 evaluates Lee County Utilities' compliance with the bond provisions.

- 1) Ranking of Firms
- 2) Sample Contract
- 3) Evaluation Meeting Minutes