

Lee County Board Of County Commissioners  
Agenda Item Summary

Blue Sheet No. 20020285

**1. REQUESTED MOTION:**

**ACTION REQUESTED:**

Concur with the ranking of Consultants by the Competitive Negotiations Committee for CN-02-12, LAKES PARK MASTER PLAN, in the following order of ranking and authorize contract negotiations to commence with the number one ranked firm: (1) WilsonMiller Inc.; (2) Banks Engineering Inc.; (3) Coastal Engineering Consultants; and (4) Vanasse Daylor. Further, authorize Chairman on behalf of the Board to execute an agreement for an amount not-to-exceed \$143,800.00.

**WHY ACTION IS NECESSARY:** Pursuant to Administrative Code AC-4-4 Lee County Contracts Manual, approved by the Board on September 25, 2001, the Board is required to approve all Consultant rankings.

**WHAT ACTION ACCOMPLISHES:** The Consultant awarded this project will provide professional services for the project known as Lakes Park Master Plan.

**2. DEPARTMENTAL CATEGORY:**

Parks & Recreation

COMMISSION DISTRICT #:

C11C

**3. MEETING DATE:**

05-28-2002

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-4
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
  - B. DEPARTMENT
  - C. DIVISION Parks & Recreation
- BY: John Yarbrough, Director

*[Signature]*

**7. BACKGROUND:**

Letters of Interest were solicited on behalf of the Board of County Commissioners for professional services for the project known as Lakes Park Master Plan.

The deadline for receipt of Letters of Interest was February 21, 2002. A total of nine (9) Letters of Interest were received by the established deadline. All nine (9) Letters of Interest were considered at the Competitive Negotiations Committee meeting held on March 4, 2002. The Competitive Negotiations Committee consisted of the following staff members: Jim Lavender, Public Works Director as Chairman; John Yarbrough, Parks & Recreation Director and Gary Porter, Project Manager. Based on the information submitted by the Consultants in their Letters of Interest, it was the consensus of the Committee to invite four (4) firms for interviews/presentations.

On the basis of the information submitted by the firms in their Letters of Interests and after conducting the interviews/presentations on March 14, 2002, with the "short list" firms, the Committee agreed to recommend to the Board the following order of ranking of Consultants: : (1) WilsonMiller Inc.; (2) Banks Engineering Inc.; (3) Coastal Engineering Consultants; and (4) Vanasse Daylor.

For the purposes of being in a position to expedite the execution of the Professional Services Agreement for this project in accordance with the provisions of the Contract Manual under Professional Services, it should be noted that the Parks & Recreation Division has estimated the cost of the project to be \$143,800.00.

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**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 5-15-02	<i>[Signature]</i> 5/13/02	N/A		<i>[Signature]</i> 5/16/02	<i>[Signature]</i> 5-16-02	<i>[Signature]</i> 5/16/02	<i>[Signature]</i> 5/16	<i>[Signature]</i> 5/16/02	<i>[Signature]</i>

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

RECEIVED BY  
COUNTY ADMIN. *[Signature]*  
5/16 9:00  
COUNTY ADMIN.  
FORWARDED TO: *[Signature]*  
5/16 2:30

REC'D. 5/15/02  
BY CO. ATTY.  
3:43 PM  
CO. ATTY. 5/16/02  
FORWARDED TO:  
Budget  
9:00 AM

Funding is available in account string: 20179630100.506510

Attachment: Committee Overall Ranking Sheet

COMPETITIVE NEGOTIATIONS COMMITTEE  
INTERVIEWS/PRESENTATIONS OVERALL RANKING SHEET  
FOR  
CN-02-12 LAKES PARK MASTER PLAN  
MONDAY MARCH 14, 2002 @ 2:00 P.M.

COMPANY NAME	NUMBER RANKED
Banks Engineering Inc.	<u>2</u>
Coastal Engineering Consultants	<u>3</u>
Vanasse Daylor	<u>4</u>
WilsonMiller Inc.	<u>1</u>

COMMITTEE MEMBER

(PROJECT MGR) SIGNATURE: Darryl L. Porter