

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20140247

ACTION REQUESTED/PURPOSE:

- A) Concur with the selection of three consulting firms by the Competitive Negotiations Committee for CN140182 MISCELLANEOUS ELECTRICAL AND INSTRUMENTATION DESIGN SERVICES FOR LEE COUNTY UTILITIES as follows: McKim and Creed, Inc.; RKS Consulting Engineers, Inc.; and Tetra Tech, Inc.
- B) Authorize staff to negotiate hourly rates and independent cost for a contract period of one year.
- C) Authorize the Procurement Director, with Administration approval, to renew contracts for up to three additional one year periods, upon mutual agreement of both parties and at the same terms and conditions, if doing so is in the best interest of Lee County.
- D) Authorize Chair to execute contracts on behalf of the Board.

FUNDING SOURCE:

Funds: Utilities Capital Improvements and Lee County Utilities Operations; Programs – Capital Projects, Water Treatment Plants, Wastewater Treatment Plants, Water Distribution, Wastewater Collection; Projects – Electrical Equipment Upgrade and Replacements, Instrumentation Upgrades and Improvements; Other Professional Services, and Other Contracted Services. Funds are budgeted in the Lee County Utilities FY13/14 CIP and Operating Budgets and in each subsequent fiscal year.

WHAT ACTION ACCOMPLISHES:

Concurs with Ranking and Awards Annual Contracts to three consulting firms
Establishes the selection of consulting firms for CN140182 Miscellaneous Electrical and/or Instrumentation Design Services for Lee County Utilities. Authorizes staff to negotiate and award Annual Contracts with 3 consulting firms, McKim and Creed, Inc.; RKS Consulting Engineers; and, Tetra Tech, Inc. to provide professional engineering services on an as needed basis. Provides professional engineering design, permitting, and construction observation services for major/minor work to include but not limited to: electrical power systems; emergency power supply systems; electrical motor control centers; process and instrumentation controls and SCADA systems. Funds are budgeted in the Lee County Utilities FY13/14 CIP Budget and in each subsequent fiscal year.

MANAGEMENT RECOMMENDATION: Approve

Departmental Category: Item #18

Meeting Date: 5/20/2014

Agenda:

Requirement/Purpose: (specify)

Consent

- Statute
- Ordinance
- Admin Code AC-4-4
- Other

Request Initiated

Commissioner: All
Department: UTILITIES
Division: No Divisions
By: Pam Keyes

Background:

Letters of Interest were solicited on behalf of the Board of County Commissioners for CN140182 Miscellaneous Electrical and Instrumentation Design Services for Lee County Utilities. The deadline for receipt of Letters of Interest was March 21, 2014. A total of 3 Letters of Interest were received by the established deadline and considered at the Competitive Negotiations Committee meeting held on March 31, 2014. The Competitive Negotiations Committee consisted of the following staff members: Pam Keyes, Utilities Director as Voting Chair; Doug Meyers, LCU; and Dewayne Tagg, LCU. Based on the information submitted by the Consultants in their Letters of Interest, it was the consensus of the Committee that all three firms be shortlisted for telephone interviews. Telephone Interviews were conducted on April 2, 2014 with the short listed firms.

11. Required Review:

<i>Pam Keyes</i>	<i>Robert Franceschini</i>	<i>Emma Wolf</i>	<i>Mike Figueroa</i>	<i>Peter Winton</i>	<i>Dawn Perry-Lehnert</i>
UTILITIES	Purchasing	Budget Analyst	Risk	Budget Services	County Attorney
<i>Doug Meurer</i>					
Public Works Director					

12. Commission Action:

APPROVED

During the evaluation process the Competitive Negotiations Committee considered criteria as listed in the solicitation request, including: experience with large electrical switchgear installation; experience with designing and overseeing water and wastewater facility control systems; personnel qualifications; general approach; and firms' location. At the committee meeting, members deemed all three firms qualified to perform the work required under this solicitation.

On the basis of the information submitted by the firms in their Letters of Interest and after conducting telephone interviews, the consensus of the committee was to recommend to the Board the selection of three firms and request Board approval for staff to commence contract negotiations with McKim and Creed, Inc.; RKS Consulting Engineers, Inc.; and Tetra Tech, Inc.

Per Section 6 of the Contracts Manual for annual –type master contracts, the Board can concur with the selection of the consultants and authorize staff to negotiate hourly rates and independent costs within the same Agenda Item. This will eliminate the need for an additional Agenda Item requesting board approval of the Agreements. Supplemental Task Authorizations that exceed County Administration's approval level of \$100,000 will be presented to the Board for consideration and approval on a case by case basis.

Funds are available in the following accounts: 20742948730.506410 & 506310, 20743048730.506410 & 506310, OD5360248700.503190 & 503490, OD5360448700.503190 & 503490, OD5361548700.503190 & 503490, OD5360148700.503190 & 503490, OD5361848700.503190 & 503490, OD5361948700.503190 & 503490, OD5362748700.503190 & 503490, OD5363148700.503190 & 503490, OD5360548700.503190 & 503490, OD5362048700.503190 & 503490, OD5362448700.503190 & 503490, OD5362848700.503190 & 503490, OD5362948700.503190 & 503490 and OD5365148700.503190 & 503490.

Attachments: 1) CN Specifications Package
2) Short List / Telephone Interview Meeting Minutes
3) Sample PSA