

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: September 20, 2023

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator
Kristin Daniels, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Approval of Final Ranking of Firms and Authorization to Negotiate for RFQ 2023057, Design Services for Oslo Park Paving and Drainage Project (IRC-2308)

BACKGROUND:

On May 16, 2023, the Board postponed approval for non-Ad Valorem Assessments for street paving in the Oslo Park area, and directed staff to pursue design, engineering, and cost estimation for the project. The reason for the postponement was due to the County not having a full cost estimate for the project, which will impact the non-Ad Valorem Assessment borne by property owners. Once the project cost estimate is determined staff will meet with the community, share the cost estimate of the project and the associated non-Ad Valorem Assessment amount, and determine the level of support for the project by the affected property owners.

In accordance with Section 287.055, Florida Statute (Consultants Competitive Negotiation Act), a request for qualifications (RFQ) was issued on June 21, 2023, and statements of qualifications (SOQs) accepted on July 21, 2023. Three firms submitted SOQs.

A selection committee, comprised of Kirstin Leiendecker, Assistant Public Works Director, Adam Heltemes, Roadway Production Manager, Harrison Youngblood, Utilities Engineer, and Ryan Sweeney, Current Development Chief, independently reviewed and scored the SOQs. The committee met, and compiled an initial ranking of firms. All three firms were invited to participate in discussions with the committee, after which, a final ranking of firms was developed.

The Committee's final ranking is:

1. Carter and Associates, Inc.
2. Masteller & Moler, Inc.
3. Kimley-Horn and Associates, Inc.

Staff is ready to begin negotiations with the top ranked firm, and will bring an agreement to the Board at a meeting in the near future. In addition to design and permitting services to convert approximately 4.5 miles of unpaved residential roadways into 22-foot paved roadways, the project is anticipated to entail analyzing and designing improvements to the current drainage system, a full survey of the project area, and community outreach.

FUNDING:

Presuming the project cost estimate, and more specifically support from property owners for the associated non-Ad Valorem Assessment, this expenditure will be initially funded by Gas Tax with a cash budget amendment. Once the amount of the project is determined, and the assessments begin to be collected, the Gas Tax fund will be reimbursed for expenses over 25% of the project costs.

RECOMMENDATION:

Staff recommends the Board approve the Committee's final ranking of firms, and authorize negotiations with the top ranked firm in accordance with FS 287.055, and the subsequently ranked firms, should negotiations with the top ranked firm fail.