



INDIAN RIVER COUNTY, FLORIDA DEPARTMENT OF UTILITY SERVICES

Date: October 12, 2017

To: Jason E. Brown, County Administrator

From: Vincent Burke, P.E., Director of Utility Services

Through: Richard B. Szpyrka, P.E., Public Works Director
Himanshu Meta, P.E., Solids Waste Managing Director

Prepared By: Arjuna Weragoda, P.E., Capital Projects Manager

Subject: Extension of Indian River County Continuing Contract Agreement for Professional Services

DESCRIPTIONS AND CONDITIONS:

On November 15, 2011, the Board of County Commissioners (BCC) approved fourteen (14) firms, and on December 6, 2011, BCC approved two additional (2) firms for a total of sixteen (16) firms currently selected for the Continuing Contract Agreement for Professional Services with Indian River County. On November 4, 2014, the BCC approved a three-year extension and amendment to the Continuing Contract Agreement for Professional Services to provide certain professional services, which is set to expire November 16, 2017. Those services are for Public Works, Solid Waste, Utilities-Major and Utilities-Minor.

Staff, with assistance from the Purchasing and Legal Departments, drafted a new Request for Qualifications (RFQ) in compliance with Florida Statute 287.055 for professional engineering firms in regard to various continuing engineering services. Due to Hurricane Irma, the advertisement of RFQ 2018008 was delayed by two weeks. Currently, RFQ 2018008 is advertised, and proposals are to be submitted by October 24, 2017. Purchasing has received interest from many engineering firms with regards to RFQ 2018008. Once a selection committee has been approved by the County Administrator, given the anticipated number of proposals, staff anticipates the review to take three to four weeks. Once the committee has short-listed firms then per the Purchasing Manual guidelines and Florida Statute 287.055, discussions must be conducted with the short-listed firms in order to come up with the final rankings. Therefore, staff anticipates the entire process to take 60 to 90 days.

The current continuing services agreement for professional services has been utilized by the Department of Community Development, Public Works, Solid Waste and Utilities for various projects. The existing list comprises firms that have a satisfactory track record in performing civil engineering projects in the field of water, sewer, roadways, traffic analysis, structural, solid waste management, water resources and master planning. Therefore, county staff is proposing, subject to approval by the BCC, to extend the agreements for another three-month term that would expire February 15, 2018. Staff has negotiated standard fee schedules with each individual firm on the selection list. The fee schedules reflect fair and competitive rates for comparable professional services and tasks. These fees will be the basis for individual projects, work orders and purchase orders.

Out of the sixteen (16) firms, thirteen (13) firms opted to extend their agreements for another three-month term. Below is the list of firms that have submitted an executed agreement for the Extension and Amendment of the Continuing Services Contract for Professional Services.

Atkins North America, Inc.	Kimley-Horn and Associates, Inc.
Bridge Design Associates, Inc. (now Wantman Group)	Masteller & Moler, Inc.
Carollo Engineers, Inc.	MBV Engineering, Inc.
Carter Associates, Inc.	Neel-Schafer, Inc.
CDM Smith	SCS Engineers
Geosyntec Consultants	Schulke, Bittle & Stoddard, LLC
Brown and Caldwell	

FINANCING/FUNDING:

Funding for projects will be allocated from individual accounts described in the Capital Improvement Plans, Renewal and Replacement Plan, or other accounts in the various departments. Once a contract has been negotiated with one of the above-listed consultants, a work order will be submitted to the BCC for approval.

RECOMMENDATION:

Since the county is in the process of selecting firms under RFQ 2018008, staff recommends approval of renewing the existing contract for three months with a single end date of February 15, 2018, for the thirteen (13) firms, and requests the Board of County Commissioners to authorize the Chairman to execute the agreements on their behalf.

ATTACHMENT(s):

1. Extension of Continuing Contract Agreement for Professional Services (13-firms).