

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

DATE: December 27, 2017

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Mike Smykowski, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Recommended Approval of Ranking of Firms and Award of Annual Maintenance of West Wetlands at WRWWTF (RFP 2018004)

BACKGROUND:

On behalf of the Department of Utility Services, Requests for Proposals (RFPs) were solicited for annual maintenance of the West Wetland Treatment System (WTS) at the West Regional Wastewater Treatment Facility (WRWWTF). The 169± acre WTS is made up of an influent deep settling pond with overland flow through 9 deep marsh cells and 3 shallow marsh cells to a final storage outfall cell and is permitted to a 4.0 MGD Average Annual Daily Flow (AADF) capacity. The proposed term of award is from February 1, 2018 through January 31, 2020, with one optional two-year extension available.

RFQ RESULTS:

Advertising Date:	October 22, 2017
RFP Opening Date:	November 22, 2017 at 2:00 pm
DemandStar Broadcast to:	703 Subscribers
RFP Documents Requested by:	34 Firms
Replies:	4 Firms

ANALYSIS:

A selection committee comprised of Terry Southard, Utility Operations Manager, Rich Meckes, Wastewater Superintendent, Eric Charest, Environmental Compliance Specialist, Art Pfeffer, Project Specialist and Michael Loveday, Temporary Chief Operator independently evaluated and scored the received proposals in accordance with the County Purchasing Manual. These scores were compiled by the committee, an overall ranking of the submittals developed and the final ranking of firms determined.

The final ranking established by the committee is:

	Proposing Firm	Location
1.	Ecotech Consultants, Inc.	Vero Beach
2.	Florida Environmental Consulting, Inc.	Vero Beach
3.	Wetland Solutions, Inc.	Gainesville
4.	Bio-Tech Consulting, Inc.	Orlando

FUNDING:

The contract was previously awarded for a period of one year, for an annual fee of \$34,000, with a three-month extension through January 31, 2018 granted by the Board on October 24, 2017. The current proposal is for \$32,000 annually, representing a decrease of nearly six percent. Operation and Maintenance of the system is available and budgeted in the Utilities – Sludge – Other Professional Services Account as shown below.

Account Number	Account Description	FY 17/18 Estimated Cost
47121836-033190	Utilities – Wastewater Treatment – Other Professional Services	\$32,000

RECOMMENDATION:

Staff recommends the Board approve the committee’s final ranking and award RFP 2018004 to Ecotech Consultants, Inc. Staff further requests that the Board of County Commissioners approve the sample agreement and authorize the Chairman to execute said agreement after receipt and approval of the required certificate of insurance and after the County Attorney has approved the agreement as to form and legal sufficiency.

Attachment:

Sample Agreement