

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

DATE: December 26, 2019

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Budget Director

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Ranking of Firms and Authorization to Negotiate – RFQ 2020008 for Lost Tree Island Conservation Area Ecological Enhancement Planning and Design Services

BACKGROUND:

On October 15, 2019, the Board of County Commissioners approved a cost-share agreement with the Indian River Lagoon Council (Contract IRL2019-18) for the Lost Tree Island Conservation Area enhancement project and authorized staff to issue a Request for Qualifications (RFQ) for design and engineering services. The results of the RFQ are shown below.

RFQ RESULTS:

Advertising Date:	October 17, 2019
RFQ Opening Date:	November 8, 2019
DemandStar Broadcast to:	812 Subscribers
RFQ Documents Requested by:	30 Firms
Replies:	3 Firms

ANALYSIS:

A selection committee comprised of Kevin Kirwin, Director, Parks and Conservation Resources, Beth Powell, Assistant Director, Parks and Conservation Resources, Wendy Swindell, Conservation Lands Project Specialist, Eric Charest, Environmental Compliance Specialist, and Andy Sobczak, Chief of Environmental Planning and Code Enforcement independently evaluated and scored the received statements of qualifications in accordance with FS 287.055, the RFQ, and the County Purchasing Manual.

The initial ranking of firms developed by the committee was:

1. Miller Legg
2. Carter Associates, Inc.
3. Kimley-Horn

The three firms were invited to participate in the discussion phase, and at the conclusion of the discussions, each committee member listed his or her overall ranking of firms, and a final ranking was established. The final ranking of firms is:

1. Carter Associates, Inc.
2. Kimley-Horn
3. Miller Legg

Staff is prepared to begin negotiations and bring a final agreement to the Board at a meeting in the near future.

FUNDING:

Funding for the Lost Tree Islands Conservation Area enhancement is provided through multiple sources approved in the updated Capital Improvement Element of the Comprehensive Plan (CIE), adopted on December 3, 2019. The total amount allocated in the CIE is \$2,215,000 which includes anticipated grant funding. Optional Sales Tax has been allocated in 2019/20 in the amount of \$200,000 plus an additional \$65,000 through an Indian River Lagoon National Estuary Program grant that was approved by the Board on October 8, 2019. The total funding necessary to complete the improvements will vary depending on the complexity of design, method of enhancement, grant funding available/awarded, and competitive award of bids. The project will be designed in phases, to assist with completion over time and as funds are available.

RECOMMENDATION:

Staff recommends the Board approve the committee's final ranking 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.