

**INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM**

DATE: December 15, 2020

TO: Jason E. Brown, County Administrator

THROUGH: Richard B. Szpyrka, P.E., Public Works Director
James W. Ennis, P.E. PMP, Assistant Public Works Director

FROM: Michael Heller, Project Specialist

SUBJECT: Professional Roof Design and Evaluation Consulting Services,
RFQ No. 2020031

CONSENT

DESCRIPTION AND CONDITIONS

On February 20, 2020, a Request for Qualifications (RFQ No. 2020031) was advertised for Professional Roof Design and Evaluation Consulting Services for a variety of future projects that may be authorized by Indian River County. The professional services may include evaluations of existing roof conditions, design solutions for remedial work, design solutions for roof replacement, and preparation of design documents.

All submittal packages are on file in the County Purchasing Division.

A selection committee comprised of Rich Szpyrka, P.E., Public Works Director, Vincent Burke, P.E., Director of Utilities Services, James Ennis, P.E., Assistant Public Works Director/County Engineer, Michael Heller, Engineering Project Specialist, and Andy Sobczak, Chief of Environmental Planning and Code Enforcement independently reviewed the seven (7) qualified submittal packages and short-listed three (3) firms for interviews in accordance with FS 287.055 and the County Purchasing Manual. On July 7, 2020, the board authorized the Public Works Department to enter into contract negotiations with the three top ranked firms: Jay Ammon Architect, Inc., REI Engineers, Inc. and A/R/C Associates, Inc.

FUNDING

Although no funding is directly allocated for these continuing contract services, funds are available within project specific County Accounts for these services. Following extension of the Agreements, County Staff will present tasks to the Board as individual Work Orders prior to commencement.

RECOMMENDATION

Staff recommends the Board approve the sample agreement and submitted rate schedules and authorize the Chairman to execute the agreements once the County Attorney has approved as to form and legal sufficiency and Risk Management has approved their required certificates of insurance.

PAGE TWO

Agenda Item: Professional Roof Design and Evaluation Consulting Service,

RFQ No. 2020031
For BCC Meeting January 5, 2021

ATTACHMENTS

1. Sample Agreement
2. Rate Schedules – Exhibit A

APPROVED AGENDA ITEM FOR JANUARY 5, 2021