



## AGENDA ITEM

### TITLE

Award of Contract to Coastal Engineering Associates, Inc., for Engineering Services for Septic to Sewer Conversion, District A, and Development of Septic Upgrade Incentive Program for Utilities Department

Award of Contract to Coastal Engineering Associates, Inc., for Engineering Services for Septic to Sewer Conversion, District A, and Development of Septic Upgrade Incentive Program for Utilities Department

### BRIEF OVERVIEW

On September 8, 2021, the Purchasing and Contracts Department issued a Request for Qualifications (RFQ No. 21-RG0045/PH) for Engineering Services for Septic to Sewer, District A and Septic Upgrade Incentive Program. The term of the resulting contract is for thirty-six (36) months or through construction completion, whichever is greater. The County intends to award one (1) contract to the highest-ranked proposing firm.

Four (4) proposals were received on the opening date of October 20, 2021, from the following firms (in alphabetical order):

- Chen Moore & Associates - Maitland, FL
- Coastal Engineering Associates, Inc. - Brooksville, FL
- Kimley-Horn - Ocala, FL
- Mead & Hunt - Tampa, FL

A Professional Services Review Committee (PSRC) comprised of Richard Kirby, P.E., Utilities Engineering Division Manager; Fred LaPiana, Assistant Public Works Director; Darrell Rose, Utilities Inspector II; and Alys Brockway, Water Resources Manager, met on December 1, 2021, to review and rank the four (4) written proposals. The selection process was conducted using the guidelines set forth in Section 287.055, Florida Statutes. This statute only permits negotiation of fees or project costs as a part of the contract negotiation process (i.e., after the firms have been ranked).

The PSRC consensus scoring actions resulted in a short list of these three (3) firms in highest ranking order:

<u>FIRM NAME</u>	<u>TOTAL AVG. POINTS</u>
1. Coastal Engineering Associates, Inc.	88.75
2. Mead & Hunt	83.00
3. Kimley-Horn	72.25

As per the attached memo dated December 13, 2021, the PSRC concurs with the ranking order and recommended that contract negotiations begin with the highest-ranked firm. Staff entered into negotiations for RFQ No. 21-RG0045/PH with Coastal Engineering Associates,

Inc. Staff has successfully completed negotiations. The final negotiated contract is attached for your approval.

**FINANCIAL IMPACT**

Funding is available in the following accounts: HCUD Septic to Sewer Grant department 33505-Improv-Sewer Line Upgrade Account 5626322 and HCUD Septic Incentive Program Grant department 33504-Contracted Services Account 5303401. Separate purchase orders will be issued for each project.

**LEGAL NOTE**

The Board has the authority to take the recommended action pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

**RECOMMENDATION**

It is recommended that the Board approve and authorize the Chairman’s signature on attached negotiated Contract No. 21-RG0045/PH with Coastal Engineering Associates, Inc., for the Engineering Services for Septic to Sewer, District A in the estimated amount of \$1,798,678 and Septic Upgrade Incentive Program of estimated \$298,540 and authorize the Chief Procurement Officer to approve change orders as they become necessary and required against available budgets.

**REVIEW PROCESS**

Katrina Tejera	Approved	07/28/2022	1:41 PM
Grace Sheppard	Approved	07/28/2022	1:44 PM
Gordon Onderdonk	Approved	07/29/2022	3:59 PM
Helen Gornes	Approved	08/01/2022	3:51 PM
Toni Brady	Approved	08/03/2022	10:09 AM
Pamela Hare	Approved	08/03/2022	10:34 AM
Pamela Hare	Approved	08/08/2022	11:03 AM
Maureen Sikora	Approved	08/08/2022	3:50 PM
Jenine Wimer	Approved	08/10/2022	11:05 AM
Jeffrey Rogers	Approved	08/11/2022	10:41 PM
Jeffrey Rogers	Approved	08/11/2022	10:41 PM
Colleen Conko	Approved	08/12/2022	3:09 PM

**RESULT:**     **ADOPTED**  
**MOVER:**     Wayne Dukes  
**SECONDER:** Jeff Holcomb  
**AYES:**       Champion, Allocco, Narverud, Dukes and Holcomb