



AGENDA ITEM REPORT

DATE: April 20, 2021
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Miscellaneous Planning Service - Countywide

I. MOTION REQUESTED

A) Award Request for Proposal No. RFP200361BAG Miscellaneous Planning Service – Countywide to provide planning services to develop project scopes, schedules, and deliverables for specific tasks, on an as needed basis, for an initial term of three years, as approved in the departments’ annual adopted budgets to multiple vendors as follows: Waldrop Engineering, P.A., Johnson Engineering, Inc., Kimley-Horn and Associates, Inc., Stantec Consulting Services, Inc., Tindale Oliver Associates, Inc., Hole Montes, Inc., S & ME, Inc., Calvin, Giordano & Associates, Inc., and RWA, Inc. Purchases in excess of \$100,000.00 will be presented to the Board for approval.
 B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
 C) Grant the County Manager or designee the authority to renew the contracts, for up to three additional years, and to execute all associated documents, as approved in the departments’ annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewals.

II. ITEM SUMMARY

Award competitively solicited contracts to a selection of responsive and responsible vendors to provide planning services to develop project scopes, schedules, and deliverables for specific tasks, on an as needed basis, for an initial term of three years, as approved in the departments’ annual adopted budgets. The awarded firms are as follows: Waldrop Engineering, P.A., Johnson Engineering, Inc., Kimley-Horn and Associates, Inc., Stantec Consulting Services, Inc., Tindale Oliver Associates, Inc., Hole Montes, Inc., S & ME, Inc., Calvin, Giordano & Associates, Inc., and RWA, Inc. The contracts can be renewed for an additional three years at the agreement of all parties. The expenditures for these services in Fiscal Year 2019-2020 were \$43,856.52. Purchases in excess of \$100,000.00 will be presented to the Board for approval.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained proposals for the project known as Request for Proposal No. RFP200361BAG Miscellaneous Planning Service – Countywide. On the solicitation deadline of October 6, 2020, Procurement Management received sixteen submittals.

An evaluation meeting was held on Monday December 14, 2020, during which the Evaluation Committee considered criterion as listed in the solicitation request including such items as: qualifications of company, company relevant experience & reference, plan of approach, personnel and pricing. Based on the information submitted by the proposers, the Committee reached a consensus to negotiate with and recommend the award of a contract to nine firms for use on an as-needed basis for an initial three year period as approved in the departments’ annual adopted budgets. The contract can be renewed up to three additional years, upon the agreement of all parties. Total expenditures for these services for Fiscal Year 2019-2020 were \$43,856.52.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	

G)	Fund Type?
H)	Comments: Expenditures will be on an as needed basis as approved in the departments' annual adopted budget.

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Hole Montes Contract	4/2/2021	Contract
Calvin Giordano & Associates Contract	4/2/2021	Contract
Johnson Engineering Proposed Contract	4/2/2021	Contract
Kimley Horn Contract	4/5/2021	Contract
RWA Inc. Contract	4/5/2021	Contract
S & Me, Inc. Contract	4/5/2021	Contract
Stantec Consulting Services Contract	4/5/2021	Contract
Tindale Oliver Contract	4/5/2021	Contract
Waldrop Engineering Proposed Contract	4/5/2021	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	4/7/2021 - 2:48 PM
Budget Services	Henkel, Anne	Approved	4/8/2021 - 8:28 AM
Budget Services	Winton, Peter	Approved	4/8/2021 - 10:09 AM
County Attorney	Swindle, Amanda	Approved	4/9/2021 - 11:03 AM
County Manager	Winton, Peter	Approved	4/9/2021 - 3:56 PM