



DEPARTMENT OF PURCHASING AND CONTRACTS

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DATE: May 22, 2023
TO: Fran Hallet, Procurement Agent II
FROM: Marie Warren
SUBJECT: Recommendation for Award Bid No. 23-TG0011/FH
Project Name: Gopher Tortoise Removal

The attached bid received from Bio Tech Consulting Inc. for the above referenced project/solicitation is submitted for your review, evaluation, and award recommendation. In accordance with the Hernando County Ordinance No. 93.16, Section 2-105 (6) and Purchasing and Contracts Department Policies and Procedures Manual, Procedure No. 130F, Paragraph 3. (D), Policy140I, Paragraph 2(H), please complete items 2 through 6 and return this award recommendation form with your technical evaluation attached, approved by your department director/manager on or by 5:00 p.m. on April 4, 2023.

- 1. Total Contract Bid Price is: \$ N/A
2. Reference checks are satisfactory: XX YES NO
3. Recommend award as responsive and responsible bidder XX YES NO
4. Request Next Bidder? YES NO XX
5. Provide a statement that addresses the reason(s) for your recommendation or rejection. Include your basis for determining that pricing is fair and reasonable, and that the Bidder has the ability and resources to perform in accordance with the bid terms, conditions, and scope. Bio Tech Consulting Inc is qualified and had excellent reference checks.
6. Provide the funding information: Fund 1013 Dept 03211 Account 5306308
7. Fund 1013 Dept 03211 Account 5306306: Fund 1013, Dept 03211 Account 5616313
8. Fund 1013, Dept 03211 Account 5616371

Recommendation Approved By: [Signature] Date: 5/25/23
Department Director/Manager

TECHNICAL EVALUATION FOR BID AWARD

ITB# 23-TG0011/DK
Gopher Tortoise Removal

VENDOR: BIO TECH CONSULTING, INC

This document has been developed to facilitate your evaluation. Your evaluation should be limited to the attached. **Purchasing will ensure that all documents required by the solicitation are contained for evaluation. This documentation will be included with the bid submitted for evaluation. Bids that are determined non-responsive by the Purchasing Division will not be submitted to you for evaluation.** Please note that you should focus your attention on the areas contained within this document. Your evaluation will be a major consideration as to the responsiveness and/or responsibility of a bidder.

- A. Is the amount of the bid reasonable and realistic for the services to be performed or the item or equipment to be purchased? **NO BID REQUIRED, BASED ON SKILL AND REFERENCES**

If the bid is considered reasonable/realistic, provide justification for your conclusion.

If you consider the bid to be unreasonable and/or unrealistic, please explain in detail.

- B. Was an independent County estimate developed prior to soliciting for the procurement? **NO**

If affirmative, submit this estimate with your evaluation in the same format as the bid schedule and describe the extent the estimate was used in the analysis of the bid.

- C. Do the resources (manpower, equipment, supplies, etc.) proposed by the bidder meet the minimum requirements, if any, established by the solicitation? **YES**

If minimums were not identified in the solicitation, you may request information on proposed resources from the bidder **through Purchasing.**

TECHNICAL EVALUATION FOR BID AWARD

Page 2

When specific types and quantities of equipment are required to meet minimum standards, the bidder may address this requirement by providing purchasing with a pro-forma invoice with confirmation from a bank or lending institution to the effect that they are prepared to finance the lease or purchase of equipment necessary to perform the services if the bidder is awarded the contract. N/A

D. Does the bidder have a satisfactory record of performance? YES

At a minimum, the bidder's record on previous county contracts must be considered and an attempt must be made to contact all references. The reference form attached is to be used for your documentation of your reference check. If references cannot be contacted, the Department shall contact Purchasing for additional references. Purchasing shall request from the bidder in writing of this fact and inform that the reference must contact the project person within two business days, or it will negatively impact the evaluation the bid.

E. Provide your overall recommendation on the Recommendation for Award Form. WOULD USE THIS VENDOR FOR FUTURE PROJECTS.

Note: At no time will the user/project person/bid evaluator discuss responsiveness, responsibility, or withdrawal from the bidding process with any bidder. Moreover, it is strictly prohibited for any County representative involved in the bidding process to attempt to negotiate bids, influence or otherwise impact the business decisions of a bidder.

REFERENCE CHECK

BID #: 23-TG0011/DK BID TITLE: Gopher Tortoise Removal

RESPONDENT: Bio-Tech Consulting Inc

REFERENCE (Company or Person): Amick Holdings, LLC

PHONE #: 407-293-6562 PERSON YOU SPOKE TO: Cheryl Gotsis

1. Describe the work contracted by your firm/company.
Removal of gopher tortoise and relocation for development sites.

2. Was the work completed on time?
Yes

3. Were you satisfied with the final results?
Yes

4. Did you implement their recommendations?
Yes

5. Did you encounter any problems?
No

6. How would you rate the company on a scale of 1 to 5 (low to high) on the following:

Professionalism	<u>5</u>
Qualifications	<u>5</u>
Final Product	<u>5</u>
Cooperation	<u>5</u>
Reliability	<u>5</u>

7. Would you contract with this company again?
Yes xx No Maybe

Reference checked by: Marie Warren Date: 5/18/2023

REFERENCE CHECK

BID #: 23-TG0011/DK BID TITLE: Gopher Tortoise Removal

RESPONDENT: Bio-Tech Consulting Inc

REFERENCE (Company or Person): J M B Companies

PHONE #: 337-522-7205 PERSON YOU SPOKE TO: Brad Segura

1. Describe the work contracted by your firm/company.

Gopher tortoise surveys and vegetation surveys

2. Was the work completed on time?

Yes

3. Were you satisfied with the final results?

Yes

4. Did you implement their recommendations?

Yes

5. Did you encounter any problems?

No

6. How would you rate the company on a scale of 1 to 5 (low to high) on the following:

Professionalism 5

Qualifications 5

Final Product 5

Cooperation 5

Reliability 5

7. Would you contract with this company again?

Yes xx No _____ Maybe _____

Reference checked by: Marie Warren Date: 5/23/2023

REFERENCE CHECK

BID #: 23-TG0011/DK BID TITLE: Gopher Tortoise Removal

RESPONDENT: Bio-Tech Consulting Inc

REFERENCE (Company or Person): Pulter Homes - North Florida

PHONE #: 407-509-4014 PERSON YOU SPOKE TO: Doug Hoffman

1. Describe the work contracted by your firm/company.

Wetland flagging & permitting for endangered species inspections. Ecological reviews & environmental assessments.

2. Was the work completed on time?

Yes

3. Were you satisfied with the final results?

Yes

4. Did you implement their recommendations?

Yes

5. Did you encounter any problems?

No

6. How would you rate the company on a scale of 1 to 5 (low to high) on the following:

Professionalism	<u>5</u>
Qualifications	<u>5</u>
Final Product	<u>5</u>
Cooperation	<u>5</u>
Reliability	<u>5</u>

7. Would you contract with this company again?

Yes xx No _____ Maybe _____

Reference checked by: Marie Warren Date: 5/26/2023

About Bio-Tech Consulting, Inc.

It is Bio-Tech Consulting's mission to guide clients through to project completion – always with a focus on helping them maximize project opportunities, minimize project timeframes and achieve ecologically sustainable environmental solutions.

Established in 2003, Bio-Tech Consulting, Inc. is a full-service environmental consulting firm headquartered in Orlando, FL with offices across the state. Our staff is comprised of experienced environmental professionals – including biologists, project managers, planners and environmental scientists – that maintain excellent working relationships with regulatory agencies that are responsible for issuing permits on local, state and federal levels.

Bio-Tech Consulting's services include lake management, pond management, erosion and sediment control, permitting, wetlands mitigation, environmental assessments, monitoring, wildlife sciences, landscaping services, and coastal and marine services. Projects range from single-family residences to master planned communities to governmental facilities.

With the expertise, equipment, knowledge and commitment, Bio-Tech Consulting guides its clients through the increasingly complex and rapidly changing permitting and compliance processes on local, state and federal levels.

Offices

Orlando | Main Office | Servicing this Account
3025 East South Street
Orlando, FL 32803

Jacksonville Office
11235 St. Johns Industrial Parkway N, Suite 2
Jacksonville, FL 32246

Key West Office
1107 Key Plaza, Suite 259
Key West, FL 33040

Why Bio-Tech Consulting:

- Team of Experts
- Years of Environmental Experience
- Unique Permitting Solutions
- Expert Wildlife Professionals
- 19 Years of Organic Growth
- Served 1,000+ Clients
- Completed 1,000s of Unique Projects

Bio-Tech Consulting Project Approach

Protected Species Assessments

Bio-Tech staff includes biologists with extensive knowledge of listed wildlife species that exist in the region and the surrounding counties, including identification, recognition of indirect indicators of presence, recognition of typical habitat, and agency survey and permitting requirements.

Our team has performed hundreds of wildlife surveys throughout the state and this region and has guided projects from initial evaluation through the array of state and federal permitting requirements. Specific duties and tasks we undertake on a regular basis for clients include:

- + Threatened and Endangered Wildlife Assessments
- + Species Specific Surveys (Gopher Tortoises, Scrub Jays, etc.)
- + Wildlife Monitoring (Eagle Surveys, etc.)
- + Wildlife Relocations (Gopher Tortoises, etc.)
- + Incidental Takes and Mitigation

Gopher Tortoise Permitting and Relocation

Bio-Tech Consulting is often called upon during the earliest phases of a project or potential project due diligence to conduct comprehensive protected species surveys and assessments.

More than 15 staff members are currently Authorized Gopher Tortoise Agents and assist with surveys, permitting and often-associated gopher tortoise relocation efforts throughout this region and the state and understand that the FFWCC requires a per tortoise mitigation fee for all relocation permits.

As needed, our staff will conduct 100 percent surveys and issue cost estimates based on the estimated gopher tortoise population on the subject site. Bio-Tech staff also coordinate with the FFWCC on the client's behalf and will complete and submit all required relocation permits, after action reports and mitigation fees. Bio-Tech also is qualified to conduct the entire gopher tortoise relocation effort if/as needed per project site.

Project Scheduling Tactics

Each year, Bio-Tech Consulting engages clients with hundreds of new environmental service contracts. Many of these new engagements are contracted for several years with many milestone deliverables incorporated into the overall project timeline.

To track environmental permitting projects from proposal creation, proposal submittal and contract execution, the company utilizes an internal, cloud-based software system for tracking project status, due dates, deliverables and billing. This new, custom-built proposal and project management system enhances these processes even further.

Project Management Approach with Hernando County

Each task order assigned by Hernando County to Bio-Tech Consulting will be implemented while maintaining the needs, goals and interest of the County. Our Project Managers will coordinate directly with the client's Project Manager in outlining, understanding and clarifying the needs of the

County for each task prior to the notice to proceed authorization. The general approach to each task assigned to the Bio-Tech Consulting Team would consist of the following:

1. Bio-Tech Consulting will either meet or communicate with County personnel to define the needs of the project. An understanding of the County's exact needs is critical to the success of every project. Bio-Tech Consulting has a proven track record of completing tasks and projects in a timely and cost-effective manner.
2. The County may require the Bio-Tech Consulting Team to coordinate with other consultants and state and federal agencies. Bio-Tech will be committed to understanding the relationships of the various entities and developing a close relationship with all parties. Bio-Tech Consulting will coordinate with the necessary parties to build upon the understanding of all task requirements, meet timelines, and complete all work authorizations.
3. A timeline will be developed for each task showing the estimated time of project execution and completion will be submitted to the client.
4. The strategies that will be used to implement, manage, and complete each project will be discussed and approved by the County prior to implementation.
5. Bio-Tech Consulting will continually coordinate with client personnel throughout the project to ensure that the client is kept aware of the progress of the project.
6. All work products will be produced and submitted to the County as required by each task. The work products may include environmental reports, letters, technical memorandums, agency correspondence, minutes of meetings, environmental tables, graphics, figures, etc.
7. Once approved by the client, a project completion and closing letter will be submitted to the County's Project Manager.

Clear lines of communication with the County, agency personnel, design and construction engineers, etc. will be imperative in delivering each task within scope of the County's specified timeframes, design parameters and commitments. Affective coordination from the Project Manager down line to Core Team Members will ensure commitments are maintained.

Bio-Tech Consulting's promise to affective coordination begins by having a team kick-off meeting for each task order. Team meetings, meeting minutes, tasks list and task schedules will be on going developments and the County will be kept well-aware of project scheduling. Scheduling of services begins with the Project Manager understanding the commitments the County has for each project. The Project Manager will detail the schedule for work and milestones for each project.