



Legislation Text

File #: 18-1350, **Version:** 1

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD THE CONTRACT FOR CCNA # PSEN-18-02-03 "WTP IMPROVEMENT PROJECTS" PART A "WTP LIME SYSTEM REPLACEMENT" TO CAROLLO ENGINEERS IN AN AMOUNT NOT TO EXCEED \$79,750 FOR THE STUDY PHASE AND AN AMOUNT NOT TO EXCEED \$240,000 FOR THE DESIGN PHASE.

SUMMARY EXPLANATION AND BACKGROUND:

1. On June 6, 2018, the City Commission authorized the advertisement of PSEN-18-02 "Professional Service Providers (Architectural, Engineering, Surveying & Mapping)", which was advertised on June 26, 2018.

2. The purpose of this solicitation was to provide various Professional Services that the City may need or that may arise, in accordance with the Consultant's Competitive Negotiation Act (CCNA - Florida Statute 287.055). Services may include, however is not limited to, the need of the selected professionals to create specifications, designs/plans, design criteria packages, etc. The solicitation allowed for firms to submit responses to qualify for one, multiple, or all of the ten Professional Service disciplines listed below:

- General Civil and Environmental Engineering
- Treatment Plant Process Engineering
- Electrical Engineering
- Geotechnical
- Structural Engineering
- Land Surveying
- General Architectural
- Landscape Architecture
- Hydro-Geological
- FDOT Roadway Engineering

3. On September 17, 2018, the City Commission approved the findings and recommendation of the evaluation committee and approved the following 35 firms to be used in the pool of professional service providers in no particular order, based on the ten separate professional service disciplines:

- 1. General Civil and Environmental Engineering** (16 firms)
- 2. Treatment Plant Process Engineering** (5 firms)
- 3. Electrical Engineering** (8 firms)
- 4. Geotechnical** (6 firms)
- 5. Structural Engineering** (7 firms)
- 6. Land Surveying** (15 firms)
- 7. General Architectural** (9 firms)

- 8. Landscape Architecture** (9 firms)
- 9. Hydro-Geological** (4 firms)
- 10. FDOT Roadway Engineering** (10 firms)

4. The Environmental Services Division would like to utilize a firm from the pool of Professional Service Providers to complete “WTP Improvement Projects”. The “WTP Improvement Projects” has been split into the following portions:

- Part A “WTP Lime System Replacement”
- Part B “WTP Miscellaneous Projects”

5. The Environmental Services Division has evaluated the current statements of qualifications and performance data on file with all five pre-qualified firms in the pool of professional services providers that were approved as part of the Treatment Plant Process Engineering Discipline. In addition, the Environmental Services Division requested each of the firms to provide information to the City showing their interest and understanding of the project for the City’s review. Furthermore, the Environmental Services Division conducted discussions with all of the five firms, listed below, regarding their qualifications, approach to the project, and ability to furnish the required services:

- 1) Ingemel S.A. LLC
- 2) Kimley-Horn and Associates, Inc.
- 3) CPH, Inc.
- 4) Calvin, Giordano and Associates, Inc.
- 5) Carollo Engineers, Inc.

6. Administration originally intended for the City’s staff to evaluate the firms and negotiate an agreement to be brought forward for the City Commission’s approval, however after further consideration, Administration decided it would be best to convene a formal evaluation committee to evaluate the firms in regards to the proposed project.

7. On December 20, 2018, the City convened an evaluation committee that was tasked with selecting, in order of preference, no less than three firms that they deem to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the Evaluation Committee shall evaluate the qualifications of the proposers based on the weighted criteria listed below:

- 1) Ability of professional personnel (30%)
- 2) Whether a firm is a certified minority business enterprise (5%)
- 3) Past performance (30%)
- 4) Willingness to meet time and budget requirements (15%)
- 5) Location (10%)
- 6) Recent, current, and projected workloads of the firms (10%)

In the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee would be asked to break the tie and rank the tied vendors based on the volume of work previously awarded to each firm by the City, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

8. At the December 20, 2018 meeting, the Environmental Services Director made a presentation to the Evaluation Committee to identify how the Environmental Services Director evaluated the current statements of qualifications and performance data on file for the pre-qualified pool of professional services providers, regarding the proposed project and how the Environmental Services Director conducted discussions with the firms regarding their qualifications, approach to the project, and ability to furnish the required services, resulting in the presentation of the all five firms that were pre-qualified under the Treatment Plant Process Engineering Discipline to be evaluated by the Evaluation Committee.

9. At the December 20, 2018 meeting, the evaluation committee deferred the item to a future date in order to give them additional time to review the proposals. This was partly due to a network outage due to a fiber line cut that limited the amount of time that the evaluators had to access the documents and review them.

10. As a result of the December 20, 2018 meeting, the Procurement Division reached out to all five firms in order to obtain additional information from the firms regarding their willingness to meet time and budget requirements, and their recent, current, and projected workloads in order to assist the committee with their evaluation.

11. On January 3, 2019, the evaluation committee re-convened and ranked the vendors deemed to be the most highly qualified to perform the required services, in the order as shown below:

Vendor	Rank
Carollo Engineers, Inc.	1
Calvin, Giordano & Associates, Inc.	2
Kimley-Horn and Associates, Inc.	3
CPH, Inc.	4
Ingemel S.A. LLC	5

12. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City to negotiate a contract with the top ranked firm and proceeding to next vendor if contract cannot be negotiated with top ranked vendor, and to present the negotiated contract to the City Commission for award.

13. The City's Administrative Staff has negotiated a contract with Carollo Engineers for professional services at compensation which the City determines is fair, competitive and reasonable. In making such determination, the City's Administrative Staff has conducted a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.

14. The compensation section of the agreement between the City and Carollo Engineers will not be based on a lump sum. Carollo Engineers shall be entitled to invoice the City on a monthly basis for services performed.

15. Recommend the City Commission to approve the findings and recommendation of the evaluation committee and to award the contract for CCNA # PSEN-18-02-03 "WTP Improvement Projects" Part A "WTP Lime System Replacement" to Carollo Engineers in an amount not to exceed \$79,750 for the study phase and an amount not to exceed \$240,000 for the design phase.

FINANCIAL IMPACT DETAIL:

- a) Initial Cost:** An amount not to exceed \$319,750, which includes \$79,750 for the study phase and \$240,000 for the design phase.
- b) Amount budgeted for this item in Account No:** There is \$100,000 available in the account # 471-533-6031-63000 (Water Plants).
- c) Source of funding for difference, if not fully budgeted:** A budget adjustment will be made to move the following amounts to account # 471-533-6031-63000 (Water Plants):
 - \$50,000 from account # 471-536-6010-64051 (Computer Programs)
 - \$46,000 from account # 471-535-6021-64214 (Truck)
 - \$123,750 from account # 471-533-6031-64400 (Other Equipment)
- d) 5 year projection of the operational cost of the project:** Not Applicable.
- e) Detail of additional staff requirements:** Not Applicable.