



## Legislation Text

File #: 20-0002, Version: 1

MOTION TO REJECT ALL BIDS FOR PSEN-18-02-04 "DESIGN AND POST SERVICES - PINES VILLAGE WATER MAIN IMPROVEMENTS PHASE II" AND TO AUTHORIZE THE ADVERTISEMENT OF PSUT-20-02 "DESIGN AND POST DESIGN SERVICES: PINES VILLAGE WATER MAIN IMPROVEMENTS PHASE II & SEPTIC TANK CONVERSION" IN ACCORDANCE WITH THE CONSULTANTS COMPETITIVE NEGOTIATION ACT (CCNA).

### PROCUREMENT PROCESS TAKEN:

- ***Chapter 35 of the City's Code of Ordinance is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."***
- ***Section 35.15 defines a Request for Qualifications as "A written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include, but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The city may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer."***
- ***Florida Statute (F.S.) 287.055 is known as the "Consultant's Competitive Negotiation Act" (CCNA).***
- ***F.S. Section 287.055(2)(a) defines Professional services as "those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice."***
- ***F.S. Section 287.055(2)(f) states "Project" means that fixed capital outlay study or planning activity described in the public notice of the state or a state agency under paragraph (3)(a). A project may include:***
  - 1. A grouping of minor construction, rehabilitation, or renovation activities.***
  - 2. A grouping of substantially similar construction, rehabilitation, or renovation activities.***
- ***F.S. Section 287.055(3)(a)(1) states "Each agency shall publicly announce, in a uniform and consistent manner, each occasion when professional services must be purchased for a***

***project the basic construction cost of which is estimated by the agency to exceed the threshold amount provided in s.287.017 for CATEGORY FIVE (\$325,000) or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in s.287.017 for CATEGORY TWO (\$35,000), except in cases of valid public emergencies certified by the agency head. The public notice must include a general description of the project and must indicate how interested consultants may apply for consideration.”***

**SUMMARY EXPLANATION AND BACKGROUND:**

1. The Utilities Division required services from qualified firms to provide design engineering, permitting and construction phase services encompassing the second phase of water main improvements in the Pines Village area.

2. On February 28, 2019, PSEN-18-02-04 “Design and Post Services - Pines Village Water Main Improvements Phase II” was advertised on BidSync, and on March 8, 2019, the City opened nine (9) proposals from the following vendors:

**Vendor Name**

A.D.A Engineering, Inc.  
Kimley-Horn and Associates, Inc.  
CES Consultants, Inc.  
CPH, Inc.  
Calvin, Giordano & Associates, Inc.  
Craven Thompson & Associates, Inc.  
Florida Technical Consultants  
Chen and Associates  
Premiere Design Solutions, Inc.

3. On May 28, 2019, the City convened an evaluation committee that was tasked with selecting, in order of preference, no less than three (3) 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 evaluated 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 will 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 selecting the most highly qualified firms.

4. At the May 28, 2019, meeting, the evaluation committee made a motion, which passed unanimously, to recommend the top four (4) vendors to be shortlisted and brought back for presentations and a question/answer period:

- 1) CPH, Inc.
- 2) Calvin, Giordano & Associates, Inc.
- 3) Kimley-Horn and Associates, Inc.
- 4) A.D.A. Engineering, Inc.

5. On June 17, 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:

Rank	Vendor Name
1	CPH, Inc.
2	Kimley-Horn and Associates, Inc.
3	A.D.A. Engineering, Inc.
4	Calvin, Giordano & Associates, Inc.

6. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award PSEN-18-02-04 "Design and Post Services - Pines Village Water Main Improvements Phase II" to the first ranked vendor, CPH, Inc., and to direct the City Manager to negotiate a contract for services.

7. On November 13, 2019, a motion was presented to the City Commission to approve the findings and recommendation of the evaluation committee and to award PSEN-18-02-04 "Design and Post Services - Pines Village Main Improvements Phase II" to CPH, Inc., and to direct the City Manager to negotiate a contract for services.

8. During the November 13, 2019 commission meeting, a motion was made and passed by the City Commission to amend the item to include the provision of sanitary sewer service mains, at the same time of the water main improvements, to those properties in the Pines Village Phase II area which are currently on septic tanks.

9. The initial solicitation did not contemplate the inclusion of sanitary sewer service for the Pines Village Phase II area. In addition, the construction costs of the addition of the sanitary sewer service is estimated to exceed the CCNA threshold requirements for advertisement. As a result, the solicitation requires re-advertisement for the inclusion of the sanitary sewer service with the water main improvements project for Pines Village Phase II.

10. This process will NOT preclude any of the consultants that were previously included in the Pool of Professional Service Providers from responding to this solicitation.

11. Request City Commission to reject all bids for PSEN-18-02-04 "Design and Post Services - Pines Village Water Main Improvements Phase II" and to authorize the advertisement of PSUT-20-02 "Design and Post Design Services: Pines Village Water Main Improvements Phase II & Septic Tank Conversion" in accordance with the Consultants Competitive Negotiation Act (CCNA).

## **FINANCIAL IMPACT DETAIL:**

**a) Initial Cost:** The City anticipates the costs of the professional services to be approximately \$1,000,000.

- b) Amount budgeted for this item in Account No:** Funds are currently budgeted for this project in account # 471-533-6032-63233 (Water Main).
- c) Source of funding for difference, if not fully budgeted:** Funds for the Sewer portion of this project are to be determined.
- d) 5 year projection of the operational cost of the project:** Not Applicable.
- e) Detail of additional staff requirements:** Not Applicable.