



Legislation Text

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MOTION TO APPROVE THE THREE YEAR AGREEMENT WITH SYNALOVSKI, ROMANIK, SAYE LLC, PURSUANT TO THE AWARD OF RE-19-15 "PARKS ARCHITECTURAL AND ENGINEERING SERVICES" FOR AN AMOUNT NOT TO EXCEED \$250,000.

PROCUREMENT PROCESS TAKEN:

- Chapter 35 of the City's Code of Ordinances 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." - 35.18(A) states, "A purchase of or contracts for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$25,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein."

- Section 35.19(A) states "All sealed competitive solicitations as defined in § 35.18 shall be presented to the City Commission for their consideration prior to advertisement."

- Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."

- 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.”

- F.S. Section 287.055(2)(g) states “A “continuing contract” is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction costs of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.”

SUMMARY EXPLANATION AND BACKGROUND:

1. On November 13, 2019, the City Commission authorized the advertisement of RFQ # RE-19-15 "Parks Architectural and Engineering Services", which was advertised on November 19, 2019.
2. The purpose of this solicitation was to establish a “continuing contract,” as defined by Florida Statute 287.055(2)(g), with the most highly qualified firm to provide Parks Engineering and Architectural on an as needed basis.
3. On April 15, 2020, the City Commission approved the findings and recommendation of the evaluation committee to award RE-19-15 “Parks Architectural and Engineering Services” to Synalovski Romanik Saye, LLC. and to direct the City Manager to negotiate a contract for services.
4. Synalovski Romanik Saye, LLC. has met with City Administration and has negotiated the agreement attached to this agenda. The agreement is for a three (3) year period, which may be extended upon mutual agreement of the parties for two (2) renewal periods of three (3) years each.
5. The City may request from Synalovski Romanik Saye, LLC. from time to time, on an as needed basis, architectural and engineering services pursuant to the scope of work more particularly described in **Exhibit “ A ”**. The City’s requests will describe the scope of work for an individual assignment of work, the desired time frame for its completion and the method of payment to be used.

Upon receipt of these requests, Synalovski Romanik Saye, LLC. shall timely review the scope of work and schedule described in each request, and provide the City a proposal for the assignment of work identified, which shall include but may not be limited to: a not to exceed fee for services; a list of professionals required for the assignment; an estimate of the work hours required to accomplish the services; and, any other information reasonably required by the City. If the Parties agree to a scope of work, schedule, and fee for an assignment of work, the City may in its sole discretion, issue an amendment or purchase order authorizing Synalovski Romanik Saye, LLC. to perform such services.

6. The following are the hourly rates which were negotiated and made part of the agreement:

TITLE	Hourly Rate
Architect/Engineer	\$ 200.00
Architectural/Engineering Project Manager	\$ 175.00
Architect/Engineer	\$ 150.00
Architectural/Engineering Technical Staff	\$ 125.00
Administrative Assistant	\$ 100.00
Clerical Staff	\$ 75.00

7. Request City Commission to approve the negotiated three year agreement with Synalovski Romanik Saye, LLC., pursuant to the award of RE-19-15 "Parks Architectural and Engineering Services" for an amount not to exceed \$250,000.00.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: \$250,000 (The agreement is for a 3 year period, and the \$250,000 will be used on an as needed basis).

b) Amount budgeted for this item in Account No: Funds will be budgeted in account # 1-572-7001-31500 (Professional Services - Other), when needed.

c) Source of funding for difference, if not fully budgeted: Not Applicable.

d) 5 year projection of the operational cost of the project The following 5 year projected is based off an equal monthly prorating of the \$250,000. The Department may use more or less in each of the 3 years of the agreement.

	Current FY	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	\$0	\$0	\$0
Expenditures	\$27,778	\$83,333	\$83,333	\$55,556	\$0
Net Cost	\$27,778	\$83,333	\$83,333	\$55,556	\$0

e) Detail of additional staff requirements: Not Applicable.