

MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

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| SUBJECT | Indoor Air Quality Diagnosis Services | DATE POSTED | MC 12/22/14 ✓ SE DS 12/22/14 ✓ SE CC 12/22/14 ✓ SE |
| PURCHASING REPRESENTATIVE | Christine Pearson, 3037 | DATE CONTRACT SHALL BE AWARDED | January 15, 2015 or later |
| DEPARTMENT | Property Management | CONSEQUENCES IF DEFERRED | None |
| SOLICITATION | RFP #14-2217CP | AUTHORIZED BY DATE | Melissa M. Wendel, CPPO December 19, 2014 |

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with NV5, Brandon, Florida, GLE Associates, Inc., Tampa, Florida, and Terracon Consultants, Tampa, Florida to provide Indoor Air Quality Diagnosis Services for the Property Management Department.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

PROJECT BACKGROUND:

The intent of this Request for Proposal and resulting contract is to provide the Manatee County Property Management Department Environmental Indoor Air Quality Diagnosis services. Manatee County is responsible for various buildings, libraries, community centers and other facilities throughout the County. From time to time the County has the need for indoor air quality services including related investigations, consulting, mitigation and other services to access and improve the indoor air qualities in the facilities.

SOLICITATIONS:

The RFP was advertised on the Manatee County website, DemandStar, and was also provided to the Manatee County Chamber of Commerce for release to its members. Six (6) proposals were received.

There were no **Manatee County** firms directly solicited and none that submitted a proposal.

Other firms that submitted proposal include:

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| American Management Resources Corp. | Fort Myers, FL |
| Ardaman & Associates, Inc. | Tampa, FL |
| Cardno, ATC | Tampa, FL |
| GLE Associates, Inc. | Tampa, FL |
| NV5 | Brandon, FL |
| Terracon Consultants, Inc. | Tampa, FL |

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| | N/A | FUNDING SOURCE (Acct Number & Name) | Various Sources <input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds |
| COST | Estimated Average Annual Cost: \$250,000. | AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement) | N/A |

EVALUATION COMMITTEE (VOTING) MEMBERS:

Charlie Bishop - Director, Property Management Department
Randy Hromyak – Senior Risk Analyst, County Attorney’s Office
Jacob Erickson - Contracts Negotiator, Financial Management Department (Chairman)

EVALUATION RESULTS:

The Evaluation Committee convened on October 24, 2014 and determined that all proposers should provide an oral interview. Those firms, in alphabetical order, were:

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|-------------------------------------|----------------|
| American Management Resources Corp. | Fort Myers, FL |
| Ardaman & Associates, Inc. | Tampa, FL |
| Cardno, ATC | Tampa, FL |
| GLE Associates, Inc. | Tampa, FL |
| NV5 | Brandon, FL |
| Terracon Consultants, Inc. | Tampa, FL |

The Evaluation Committee convened on 11/17/2014 to provide for the Oral Interview from each firm.

The Evaluation Committee convened on 11/17/2014 to discuss the proposals based on the stated requirements in the RFP, continuing the acquisition process, and determining a recommendation to the County Administrator.

The Evaluation Committee voted to seek authorization from the County Administrator to commence negotiations with NV5, Brandon, Florida, GLE Associates, Inc., Tampa, Florida, and Terracon Consultants, Tampa, Florida.

The three firms selected all have all demonstrated exceptional qualifications and capabilities to perform the work in the Scope of Services and have the necessary resources to meet the needs of Manatee County.

REMAINING RESPONDENTS:

The remaining respondents, although well qualified, were not selected based on a comparison of capabilities of the selected firms.

ESTIMATED COST OF SERVICES: The estimated average annual expenditure is \$250,000.00

FUNDING: Various sources, based upon the project associated with the work performed.

The above justifications are a generalized summary of major observations intended only to provide a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee’s decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.

The Evaluation Committee voted 3-0 to proceed with NV5, Brandon, Florida, GLE Associates, Inc., Tampa, Florida, and Terracon Consultants, Tampa, Florida.

The resulting agreement will be managed by the Property Management Department