

MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

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| SUBJECT | Engineering Services for Utilities Engineer of Record | DATE POSTED | MC X SE 11/21/16 DS X SE 11/21/16 CC N/A |
| PURCHASING REPRESENTATIVE | Greg Davis, 749-3037 | DATE CONTRACT SHALL BE AWARDED | Upon Completion of Successful Negotiations |
| DEPARTMENT | Utilities | CONSEQUENCES IF DEFERRED | None |
| SOLICITATION | RFP16-2334CD | AUTHORIZED BY DATE | Melissa M. Wendel CPPO |

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Carollo Engineers, Inc., Sarasota, FL

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 purpose of this Request for Proposal (RFP) is to solicit proposals from qualified individuals, corporations, partnerships and other legal entities for selection of an engineering firm to provide Engineering Services for Utilities Engineer of Record on an as required Countywide basis.

The successful Consultant shall perform, on an as required basis, all of the professional services necessary for Engineering for Engineer of Record projects for Manatee County. The successful Consultant shall conduct studies and prepare reports regarding maintenance and operation of existing facilities, systems and connections; perform rate studies; provide technical assistance on utility, operational, technical, engineering and financial issues, including, but not limited to, bond refinancing, grant funding, loans and bond issues related to the utility system. Prepare annually, at the end of each fiscal year, reports in accordance with bond requirements. The successful Consultant shall be required to provide required services for selected utility projects incorporated into the Manatee County Capital Improvement Plan (CIP). Other work may include a variety of tasks, special projects and feasibility studies associated with utility engineering services. Engineering service specialties shall include but are not limited to civil, structural, mechanical, electrical/instrumentation, environmental and industrial. Other service specialties shall include but are not limited to biological and ecological evaluations, geological, geotechnical and hydrogeological investigations, mapping and surveying.

SOLICITATIONS:

The RFP was released on mymanatee.org and Demand Star and also provided to the Manatee County Chamber of Commerce for release to its members. One (1) proposal was received from Carollo Engineers, Inc., Sarasota, FL

Manatee County Firms that were directly solicited:

None

Manatee County Firms that submitted proposals:

None

Local firms that submitted proposals include:

Carollo Engineers, Inc., Sarasota, FL

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| ATTACHMENTS (List in order of attached) | FUNDING SOURCE (Acct Number & Name) | Term Agreement <input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds |
| COST \$ 1,500,000 annually | AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement) | N/A |

EVALUATION COMMITTEE (VOTING) MEMBERS:

Chris Daley, Contracts Negotiator, Procurement Division, Financial Management (Chair)
 Jeff Goodwin, Wastewater Division Manager, Utilities Department
 Sia Mollanazar, Deputy Director, Engineering Services, Public Works Department

Non-voting members:

Mark Simpson, Water Division Manager, Utilities Department
 Jeff Streitmatter, Project Management Division Manager, Public Works Department
 Scott May, Utility Engineering Division Manager, Public Works Department

EVALUATION RESULTS:

The Evaluation Committee convened to discuss the sole proposal received and to review evaluation committee requirements. In addition, the Evaluation Committee discussed the proposal based on the stated requirements in the RFP, and concluded to continue the acquisition process and make a recommendation to the County Administrator to engage in negotiations.

The Evaluation Committee discussed the efforts made by the Procurement Division to obtain multiple responses which included extending the proposal due date and contacting various engineering firms who had downloaded the RFP document and/or asked questions during the clarification period of the RFP to inquire about their interest in providing a response to this RFP. The majority of the firms contacted expressed interest in providing design work only through the Utility Architectural/Engineering Services agreements, electing not to provide a proposal in response to this RFP because of concerns of not possessing enough knowledge of our system to compete for the Engineer of Record services agreement.

Carollo Engineers, Inc., Sarasota, FL- This firm is located in Sarasota, Florida and is the current Utilities Engineer of Record for the past five (5) years. Carollo Engineers, Inc. has demonstrated success providing the Engineer of Record services for Manatee County during the past five (5) years and also has a lengthy history of successfully performing the required duties of an Engineer of Record for the City of Punta Gorda, Orange County, Palm Beach County, Lee County and (EOR) Hillsborough County.

The team has in-house expertise in all elements required of an Engineer of Record with the exception of dam design and Inspection but proposed a sub-consultant with experience in this area that is acceptable to the County. Carollo also employs staff recognized in the State for their experience in working closely with other entities in the preparation for the issuance of Utility Bonds as well as the annual recertification of the facilities and other bond covenants. Carollo has proven it possesses extensive community knowledge of Manatee and Sarasota Counties where all of the primary team members reside. The fees and final scope of work for this service shall be determined through negotiations.

The Evaluation Committee voted 3-0 to proceed with **Carollo Engineers, Inc., Sarasota, FL.**

The resulting agreement will be managed by the Utilities Department

ESTIMATED COST OF SERVICES: \$1,500,000 annually

FUNDING: Various

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.