



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.6.

3/22/2022

Subject:

Request Permission to Issue Invitation to Bids, Request for Proposals, and Requests for Qualifications (FY 2022) funded by the Utility Services Department Operations and Maintenance Budget.

Fiscal Impact:

The Utility Services Department requests the Board to procure competitively specific Operation and Maintenance projects, whether via Invitation to Bids, Request for Proposals or Request for Qualifications estimated to cost over \$100,000 annually. This ensures efficient use of available funds and expedites the ability to utilize the budgeted funds in FY 22 Adopted Budget. Projects will be encumbered through Department-initiated purchase orders.

Dept/Office:

Utility Services Department

Requested Action:

It is requested that the Board grant Purchasing Services, on behalf of Utility Services Department, approval to perform the following actions regarding the attached list of commodities and services for Fiscal Year 2022:

- Solicit a competitive Invitation to Bid for to the lowest most responsive and responsible bidder for the projects outlined in the Summary Explanation and Background i.e projects 1, 4, and 5 below;
- Solicit a competitive Request for Proposals and Requests for Qualifications, approve the recommended selection and negotiation committees; and award contracts and/or purchase orders per the selection and negotiation committees' recommendations.
- Exercise renewal options upon evaluation of supplier performance and recommendation from Utility Services staff with the approval of Purchasing Services. This establishes that continuance of the contract is favorable prior to renewal of the agreement.
- Authorize the BOCC Chair to execute all contracts, contract renewals, contract amendments and any necessary contract extensions that exceed \$100,000 in total aggregate value, upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

Summary Explanation and Background:

Upon Board approval for the FY 22 budget for each Department included approval of Capital Improvement Projects (CIP) as submitted in the budget. As a result, the Department's implementation of those projects received Board approval. However, projects submitted under an Operations and Maintenance budget are not pre-approved thus requiring Board approval for such individual projects to be awarded.

The Utilities Department is requesting that the submitted projects as part of this agenda report are approved by the Board. Approval of this action will eliminate repetitive Board action granting permission to purchase

routinely used items and services and eliminate several individual purchase order transactions. Award recommendations will be made by a selection committee for Request for Proposals and Qualifications consisting of user agency representatives approved by the Board for evaluation of proposals. Purchasing and Utility Services staff members will determine the vendor with the lowest most responsive and responsible bids. The competitive procurement method for each project (competitively bid versus competitive proposal) is outlined below for each individual project and is determined by the individual service or commodity requirement.

Acquisition of services for recurring continuing professional consultant contracts will be solicited in accordance with Policy BCC-27 and Section 287.055, Florida Statutes "Consultants' Competitive Negotiation Act." Section 287.055, Florida Statutes allows the County to enter into continuing contracts for professional services for projects in which the estimated construction cost of each individual project under the contract does not exceed \$4 million, if the professional services under the contract do not exceed \$500,000. Firms providing professional services under continuing contracts shall not be required to bid against one another.

The Utility Services Department and Purchasing Services will document recommendations regarding exercising renewal options in the official bid or proposal files. Formal contract renewals will be in accordance with Administrative Order AO-29, Contract Administration.

List of Specific Projects and Selection/Negotiation Committees to be considered:

1. South Central - Treatment Plant Valve and Sewer Replacement (D4)
Duration: up to 3 years
Average Annual budget: \$150,000
Method of Procurement: Invitation to Bid
2. SCADA Support Services (Countywide)
Duration: up to 5 years
Average Annual budget: \$250,000
Method of Procurement: Request for Proposal
Recommended RFP selection/negotiation members:
 - Edward Fontanin, Director, Utility Services Department
 - Steve Allen, SCADA Administrator, Utility Services Department
 - Jeff McKnight, Director, I.T. Department
3. Asset Management/CMMS Consultant (Countywide)
Duration: up to 5 years
Average Annual budget: \$350,000
Method of Procurement: Request for Qualification
Recommended RFP selection/negotiation members:
 - Edward Fontanin, Director, Utility Services Department
 - Matt Prendergast, Assistant Director, Utility Services Department
 - Thomas Mulligan, Interim Director, Solid Waste Department

4. Mims Water Meter Replacement (D1)
Duration: up to 3 years
Average Annual budget: \$250,000
Method of Procurement: Invitation to Bid
5. Barefoot Bay Water Meter Replacement (D3)
Duration: up to 3 years
Average Annual budget: \$350,000
Method of Procurement: Invitation to Bid

Clerk to the Board Instructions:

E-mail Clerk memo to rose.lyons@brevardfl.gov <<mailto:rose.lyons@brevardfl.gov>> and mail original to Utility Services Department.



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999
March 23, 2022

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

M E M O R A N D U M

TO: Edward Fontanin, Utility Services Director

RE: Item F.6., Request Permission to Issue Invitation to Bids, Request for Proposals, and Requests for Qualifications (FY 2022) Funded by the Utility Services Department Operations and Maintenance Budget

The Board of County Commissioners, in regular session on March 22, 2022, granted Purchasing Services, on behalf of Utility Services Department, approval to perform the following actions regarding the attached list of commodities and services for Fiscal Year 2022:

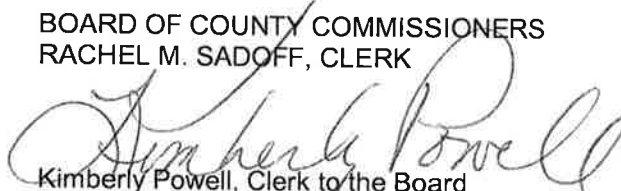
- Solicit a competitive Invitation to Bid to the lowest most responsive and responsible bidder for the projects outlined in the Summary Explanation and Background i.e. projects 1, 4, and 5 as listed on the Agenda Report.
- Solicit a competitive Request for Proposals and Requests for Qualifications; approve the recommended selection and negotiation committees; and award contracts and/or purchase orders per the selection and negotiation committees' recommendations.
- Exercise renewal options upon evaluation of supplier performance and recommendation from Utility Services staff with the approval of Purchasing Services. This establishes that continuance of the contract is favorable prior to renewal of the agreement.
- Authorize the Board of County Commissioners Chair to execute all contracts, contract renewals, contract amendments, and any necessary contract extensions that exceed \$100,000 in total aggregate value, upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

Enclosed is a copy of the Agenda Report.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

/tr

Encl. (1)

cc: County Attorney
Risk Management
Purchasing Services
Finance
Budget