



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.17.

5/4/2021

### Subject:

Request to Waive Procurement Policy to Contract with Schenkel Schultz for Construction Administration Services for the New Emergency Operations Center (EOC)

### Fiscal Impact:

Estimated Contract Value is \$500,000.00

### Dept/Office:

Central Services

### Requested Action:

It is requested the Board of County Commissioners:

- Waive Procurement Policy (not requiring a competitive solicitation for construction administration services);
- Authorize County staff to negotiate and draft a contract with Schenkel Schultz; and
- Authorize the County Manager to execute the resulting contract, contract amendments and any contract extensions, as required, upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services;
- Authorize the County Manager to approve any necessary budget change requests.

### Summary Explanation and Background:

In 2017, the Board Authorized Purchasing Services to solicit a Requests for Qualifications (RFQ) to obtain the Architectural and Engineering (A/E) Services to complete a design for a new EOC located in Rockledge, Florida. The RFQ included an option for the selected firm to provide Construction Administration Services as part of the awarded contract.

The County received 4 responses to the RFQ. Schenkel Schultz was the highest ranked firm and as such, the County entered into a contract for design services with Schenkel Shultz. During contract negotiations, the County did not negotiate or award the Construction Administration portion of the contract, because there was no funding for the construction of the EOC at that time.

Construction Administration is usually the final phase of a standard A/E contract. Construction Administration includes reviewing and certifying all pay applications, permitting, and reviewing of all construction submittals that are submitted by the Construction Management Contractor performing the construction of a project. Construction Administration also includes, conducting inspections, reviewing and validating change orders and confirming unforeseen site conditions that may lead to potential change orders. It is not beneficial or efficient to have an A/E Firm that did not complete the design to perform the construction administration duties.

Based on the information above it is requested that the Board waive procurement policy, thus not requiring a competitive solicitation for construction administration services; authorize County staff to negotiate, draft, and award a contract to Schenkel Schultz to perform construction administration services assisting the County in overseeing the construction of the new EOC; authorize the County Manager to execute any resulting contract, contract amendments and any contract extensions, as required, upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services; and lastly, it is requested the Board authorize the County Manager to approve any necessary Budget Change Requests.

**Clerk to the Board Instructions:**

None



May 5, 2021

**M E M O R A N D U M**

TO: Steven Darling, Central Services Director

RE: Item F.17., Request to Waive Procurement Policy to Contract with Schenkel Schultz for Construction Administration Services for the New Emergency Operations Center (EOC)

The Board of County Commissioners, in regular session on May 4, 2021, waived Procurement Policy (not requiring a competitive solicitation for construction administration services); authorized County staff to negotiate and draft a contract with Schenkel Schultz; authorized the County Manager to execute the resulting contract, contract amendments and any contract extensions, as required, upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services; and authorized the County Manager to approve any necessary Budget Change Requests.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

  
Kimberly Powell, Clerk to the Board

/sm

cc: County Manager  
County Attorney  
Risk Management  
Finance  
Budget