

Board of County Commissioners

Agenda Request

Date of Meeting: January 20, 2009

Date Submitted: January 12, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Lindsay E. Stevens, Assistant County Administrator
Deborah DuBose, HR and Purchasing Coordinator

Subject: Request for Board Approval of Evaluation Team's Ranking of Proposals for Professional Planning and Engineering Consultant Services Request for Qualifications (RFQ), Board Approval to Select Firms, and Authorize the Chairman to Execute an Agreement for Services With Selected Firms
(RFQ 2008-019)

Statement of Issue:

This agenda item requests Board approval of the Evaluation Team's ranking of proposals received in response to the advertised Professional Planning and Engineering Consultant Services Request for Qualifications (RFQ), Board Approval to Select Firms, and Authorize the Chairman to Execute Agreements for Services.

Background:

Over the years, the development approval process within the State of Florida and Wakulla County has become increasingly technical and specialized. While the County has many capable staff members, the nature of current staff workload and the increasingly technical nature of planning and engineering issues faced by Wakulla County make it beneficial for the County to have expertise under contract for quick consultation, if needed. In an effort to provide this technical expertise efficiently and at a reasonable cost to the County, staff requested Board Approval to Advertise an RFQ for Professional Planning and Engineering Consulting Services. The Board approved this request on September 2, 2008.

The advertised RFQ set forth a Scope of Work which provided that the selected firm be qualified to provide a broad range of professional planning and engineering services, including, but not limited to:

- Engineering design services, including stormwater facilities
- Local government comprehensive and land use planning
- Transportation planning and engineering services

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- Airport Services Analysis and Engineering Design
- Manage and administer FDOT Airport Improvement Program Grant(s)
- Public involvement and meeting facilitation
- Growth management and concurrency
- Zoning, overlay districts and sector planning
- Evaluation Appraisal and Recommendations Reports (EAR)
- Land Development regulations
- Bicycle and pedestrian planning
- Scenic Byways Planning
- Water resource planning
- Environmental analysis
- Development review services, including DRI/Traffic study reviews
- Geographic Information Systems (GIS) Services
- Grant development
- Landscape Architecture
- Economic Development studies
- Land Use Planning

Analysis:

The RFQ was advertised on the County website, Tallahassee Democrat and The Wakulla News. Response proposals were due on December 19, 2008. Twenty (20) responses were received to the RFQ from the following firms, in no particular order:

- Bailey Bishop & Lane, Inc./Tindale-Oliver & Associates, Inc.
- Hatch Mott MacDonald Florida, LLC
- Wood+Partners, Inc.
- Moore Bass Consulting, Inc.
- GPI Southeast, Inc.
- Preble-Rish, Inc.
- Kimley-Horn & Associates
- England, Thims & Miller, Inc.
- Glattig Jackson Kercher Anglin, Inc. et al
- MilCor Group, Inc.
- Bowyer Singleton & Associates, Inc.
- Renaissance Planning Group
- Reynolds, Smith and Hill, Inc. (RS&H)
- Genesis Group

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- Langan Engineering & Environmental Services
- Morris-Depew Associates, Inc.
- Greenehorne & O'Mara Consulting Engineers
- Poole Engineering & Surveying, Inc.
- PBS&J
- URS Corporation

The proposals were reviewed on December 29, 2008, by an evaluation team consisting of: Lindsay Stevens, Assistant County Administrator; Melissa Coleman Corbett, Planner II; Brad Harvey, Chief Deputy Appraiser; Brent Pell, Wakulla County Public Works/ESG; and Timothy Barden, Assistant County Administrator. The evaluation team was impressed with the high caliber of responses received by the County.

The advertised RFQ initially stated that five (5) firms would be selected for oral presentations before the evaluation team, but noted that additional or all firms could be selected for oral presentations. After the response proposals were initially reviewed by the evaluation team, it was determined that a total of nine (9) firms would be granted time for oral presentations, based upon the large response to the RFQ. The evaluation team selected the nine firms based upon a collective average of the individual team member's scores given to each respective firm upon review of the proposals. The following firms were selected by the evaluation team for oral presentations, in no particular order:

- PBS&J
- Langan Engineering & Environmental Services
- Preble-Rish, Inc.
- Bailey Bishop & Lane/Tindale-Oliver & Associates, Inc.
- Poole Engineering & Surveying, Inc.
- Genesis Group
- Hatch Mott McDonald Florida, LLC
- Kimley-Horn & Associates, Inc.
- Wood+Partners, Inc.

On January 8, 2009, the selected firms gave oral presentations to the evaluation team and were asked a series of questions. The evaluation team then each independently considered the consultant's rankings, and rankings were finalized by the evaluation committee. The following are the top-five ranked firms, in ranked order:

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1. PBS&J
2. Kimley-Horn & Associates, Inc.
3. Wood+Partners, Inc.
4. Hatch Mott McDonald Florida, LLC
5. Genesis Group

Based upon its review and consideration of the candidates, the evaluation committee recommends that the top two (2) ranked firms, PBS&J and Kimley-Horn & Associates, be selected by the Board as allowed by the advertised RFQ. The evaluation committee believes that placing two consultants under a general services contract will provide a portfolio of services to Wakulla County, on an efficient and expedited basis.

In addition to approving the evaluation team's ranking of proposals and selecting the firms, this Agenda Request requests Board approval for the County Administrator, or his designee, to negotiate an agreeable general services contract and authorize the Chairman to execute an agreement for general services with each selected consulting firm. Pursuant to the requirements of the RFQ, the general services contracts will be effective for a three (3) year term, with an option for two (2) additional one (1) year term extensions. Work will be assigned on an "as needed" basis, with task work orders acting as written addendums to the general services contract. Task work orders issued under the general services contract would remain subject to all provisions of the Wakulla County Purchasing Policy, including expenditure authorization limits.

The advertised RFQ did not guarantee any amount of work be provided by the County to the Contractor, nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed could be completed by existing County personnel, or under a separate contract.

Options:

1. Approve the Evaluation Team's Ranking of Proposals for Professional Planning and Engineering Consultant Services Request for Qualifications (RFQ), Board approval to select firms, and authorize the Chairman to execute an Agreement for Services with selected firms.
2. Do not approve the Evaluation Team's Ranking of Proposals for Professional Planning and Engineering Consultant Services Request for Qualifications (RFQ), do not approve to select firms, and do not authorize the Chairman to execute an Agreement for Services with selected firms.
3. Board direction.

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Recommendation:

Option #1

Attachment(s):

1. Request for Qualifications (RFQ) for Professional Planning and Engineering Consultant Services.
2. Final Ranking Matrix for Top Nine Respondents.

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