

Board of County Commissioners

Agenda Request

Date of Meeting: September 2, 2008

Date Submitted: August 18, 2008

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Lindsay E. Stevens, Assistant County Administrator

Subject: Approval to Advertise a Request for Qualifications (RFQ) for Professional Planning and Engineering Consultant Services

Statement of Issue:

This agenda item requests Board approval to advertise a Request for Qualifications (RFQ) for Professional Planning and Engineering Consultant 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, this agenda item requests that the Board approve advertisement of an RFQ for professional planning and engineering consulting services.

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

- Engineering design services, including stormwater facilities
- Master Planning
- Transportation planning and engineering services
- Airport Services Analysis and Engineering Design
- Manage and administer FDOT Airport Improvement Program Grant(s)
- Public transit studies and plans
- Public involvement and meeting facilitation
- Growth management and concurrency
- Local government comprehensive planning

- 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

The RFQ will be advertised and response proposals will be reviewed by a committee pursuant to the RFQ and Wakulla County Purchasing Policies. After the response proposals are reviewed and ranked by staff, this issue will return to the Board in the form of an Agenda Request setting forth the ranked responses, recommended firm selection and recommended next steps.

Staff anticipates that the County will ultimately negotiate and enter into a general services contract with the selected firm. This general services contract would 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 RFQ does 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.

Analysis:

Issuing an RFQ for professional planning and engineering consultant services, and ultimately awarding a general services contract through the RFQ process, provides many benefits to the County. First, engaging a consultant under a general services contract provides the Board and staff with the ability to move quickly to address unanticipated planning and engineering needs of the County. Additionally, the County would avoid the significant costs of advertising every engineering or planning task that the County may require. Further, as planning issues become increasingly technical, but the existing work load is not sufficient to justify a full time staff position for specific technical reviews, a firm could provide this technical review on an as-needed basis. A timely example of this is transportation concurrency review and implementation

of the County's Transportation Concurrency Management System. Should the Board approve this RFQ and ultimately enter into a general services contract for professional planning and engineering consultant services, staff anticipates in the future, potentially approaching the Board for approval for the selected firm to serve as the County's reviewer of traffic studies related to comprehensive plan, site plan or other development approvals. It is anticipated that staff will propose that the fee charged to an applicant as part of a development application requiring specialized review would incorporate the additional cost of having the selected firm review the traffic study on behalf of the County. However, note, this proposal is not before the Board in this Agenda request.

It should be noted that the County currently has a Professional Services Agreement with The LPA Group, Incorporated for engineering services, including grants management and trail engineering design related to the Ochlocknee Bay Bike Trail Phase IV. While this contract does cover some engineering and design services, the proposed RFQ for professional planning and engineering consultant services requests qualifications from firms that are able to provide planning and growth management expertise, as well as additional services, to the County. The County Attorney reviewed the LPA Group Contract to ensure that it does not conflict with the proposed RFQ. Additionally, the County Attorney reviewed and approved this RFQ as to form and content.

Options:

1. Approve advertising a Request for Qualifications (RFQ) for professional planning and engineering consultant services.
2. Do not approve advertising a Request for Qualifications (RFQ) for professional planning and engineering consultant services.
3. Board Direction.

Recommendation:

Option #1

Attachment(s):

1. Request for Qualifications (RFQ) for Professional Planning and Engineering Consultant Services