

MANATEE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT	Request For Proposal (RFP) #00-6346FL Professional Services for Solid Waste Engineering	TYPE AGENDA ITEM	Consent
DATE REQUESTED	January 9, 2001	DATE SUBMITTED/REMOVED	December 8, 2000
BRIEFING SCHEDULE	No	CONSEQUENCES OF DEFERRING	None
DEPARTMENT/DIVISION	Financial Management/Purchasing	AUTHORIZED BY	Jim Seuffert Director
CONTACT PERSON TELEPHONE/EXTENSION	Frank Lambertson / Janet McAfee 3042 5047	PRESENTED BY TELEPHONE/EXTENSION	Janet McAfee, Director, Project Management Department, 5047

ADMINISTRATIVE APPROVAL

ACTION DESIRED
(NOTE: IF WITH THE DISPOSE OF DISCUSSION, FORM OF MOTION, or OTHER ACTION REQUIRED)

Authorization to enter into negotiations with the top ranked firm, Post Buckley, Schuh & Jernigan, Inc., Sarasota, FL, for the purpose of providing professional services for solid waste engineering.

ENABLING/REGULATING AUTHORITY
(Refer to State Law or Administrative Rules, Manatee County Comp. Plan and Development Code, Ordinance, Resolutions, Policy)

Ordinance 99-37, Purchasing Code Section 4-103 Solicitation Other Than Sealed Bids.

BACKGROUND/DISCUSSION

- The Manatee County Project Management and Public Works Departments use professional services for solid waste engineering for projects that require engineering/architectural services for design and specifications; and solid waste operational studies.

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HAS COUNTY ATTORNEY REVIEW BEEN REQUESTED? Indicate "NO" or "YES" as right.
(If "NO", please explain below. If "YES", please refer to 2A below.)

No

1) IF "NO" AS ABOVE: **APPROVED IN OPEN SESSION**

A) PLEASE EXPLAIN BELOW. (Refer to following section for contract, agreement, lease, etc.)

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County Attorney review, if necessary, will be requested after negotiations have concluded

**BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA**

2) IF CONTRACT, AGREEMENT, LEASE, OR OTHER DOCUMENT WAS PREVIOUSLY APPROVED, STATE YEAR OF MOST RECENT REVIEW

3) IF "YES" TO FIRST QUESTION IN THIS SECTION:

A) HAS ENTIRE MATTER, OR ONLY A PORTION, BEEN REVIEWED? IF ONLY A PORTION, WHICH PORTION?

B) HAVE ALL COMMENTS/SUGGESTIONS RAISED BY COUNTY ATTORNEY BEEN ADDRESSED INCORPORATED? IF NOT, PLEASE EXPLAIN. A COPY OF FINAL COUNTY ATTORNEY MEMO RE THIS MATTER MUST BE ATTACHED. (If comments were verbal, so indicate.)

ADDITIONAL COMMENTS None	INSTRUCTIONS TO BOARD RECORDS None
TO BE DETERMINED BY NEGOTIATION	SOURCE N/A
COMMENTS N/A	DATE OF REVISION/COMMENTS N/A

- 03/17/00 through 11/08/00 appropriate proposal procedures were followed with notice of the Request for Proposal's availability mailed to one hundred fifty eight (158) potential solid waste engineering firms. Five (5) proposals were received.
- The Selection Committee consisted of:

Janet McAfee, Director, Project Management Department
David Rothfuss, Interim Director, Public Works Department
Frank Lambertson, Contracts Negotiator, Purchasing Division
- 10/18/00 the Selection Committee convened and determined that all proposers would make oral presentations and were advised of the date, time and place by certified letter return receipt requested.
- 11/02/00 the Selection Committee convened and heard oral presentations from four (4) of the five (5) firms who had submitted proposals. SCS Engineers, Bradenton, FL did not take the opportunity to make a presentation and was eliminated from the selection process.
- The Selection Committee convened on 11/08/00 and 12/06/00, and ranked the firms as follows for the purpose of negotiating a contract with the top ranked firm.
 1. Post, Buckley, Schuh & Jernigan, Inc., Sarasota, FL
 2. McKim & Creed, P.A., Clearwater, FL
 3. HDR Engineering, Inc., Tampa, FL
 4. R. W. Beck, Inc., Orlando, FL
- Post, Buckley, Schuh, & Jernigan, Inc., Tampa, FL the top ranked firm, demonstrated superior qualifications and emerged as the firm best suited to meet the needs of the County. It has provided engineering services to the County for six (6) years in an exceptional manner. The firm displays impressive communication, project development and management skills and has a clear understanding of how to respond to County requests for required professional services. It has a highly qualified staff and sound team organization that places it in a position to commit to the County's solid waste engineering requirements.
- McKim & Creed, P.A., Clearwater, FL responded to the RFP in an excellent manner. The firm was ranked #2 due to staff's perception of less solid waste engineering experience relative to overall County requirements and a current work load that would impact performance. It presented a solid project management plan for performing the work outlined in the RFP. It has successfully completed several similar projects and has previously performed satisfactorily in providing other professional engineering services.
- HDR Engineering, Inc., Tampa, FL has a wide range of experience locally, having held a previous contract with the County for solid waste engineering services. The firm's performance was barely acceptable and at one point contract termination was considered by the County. The firm does not display the resources and capability matching that of the higher ranked firms.
- R. W. Beck, Inc., Orlando, FL has a wide range of experience and capability for performing business and planning side of solid waste and recycling services. However; this was only a portion of the Scope of Service stated in the RFP, and although well qualified to perform its proposed service, the Selection Committee ranked the firm fourth.