

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

---

**TO:** Honorable Members of the Board of County Commissioners **DATE:** April 28, 2025

**VIA:** Don G. Donaldson, P.E.  
County Administrator

**FROM:** Krysti L. Brotherton, NIGP-CPP, CPPO, CPPB  
Chief Procurement Officer

**SUBJECT: CONTRACTS THAT MEET THE THRESHOLD FOR BOARD  
APPROVAL \$1 MILLION OR GREATER**

---

**A. CONTRACTS OVER \$1,000,000** - Per Board direction, contracts valued at \$1,000,000 or more require approval by the Board of County Commissioners.

- 1. MANHOLE REHABILITATION & SEWER CLEANING (RFP2025-3654)** – Continuing services contract for cleaning, repairing, and TV monitoring of wastewater sewers, manholes, and lift stations. The scope of work also includes Vac-Con, Pump, Jetting and Camera truck services on an as-needed basis. The Contractor shall provide all labor, materials, and services necessary for wastewater collection line cleaning to ensure compliance with Florida Department of Environmental Protection (FDEP) standards. The Contractor must demonstrate the ability to provide on-call services 24 hours a day, 7 days a week, 365 days a year.

This contract was publicly advertised for competitive bidding (see attached Bid Tabulation).

We received eight (8) bids. However, one bid (Wolf Creek Construction, LLC) was deemed non-responsive due to the bidder's failure to provide pricing for all items and to submit the required documentation.

Maximum Not-to-Exceed Value:	\$1,500,000.00
Maximum Not-to-Exceed Term:	5 years (3-year term plus two 1-year renewal options)

The contract shall terminate when the cumulative expenses reach the maximum value or term, whichever comes first. The contract is a standard form of Agreement approved by the County Attorney which allows for termination for cause or convenience at any time.

**Fiscal Impact:** Funds for individual work orders issued under this contract are allocated within the Utilities & Solid Waste operating budget, as approved by the Board on an annual basis.

**Recommended Action:**

1. Move that the Board award the contract to the lowest, responsive, and responsible bidder, Insituform Technologies, LLC; and

2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

Per Board direction, all bidders have been notified of the recommendation of award and Board meeting date.

- 2. MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) TRANSPORTATION PLANNING SERVICES (RFP2025-3656)** – Continuing services contract to assist MPO staff with transportation planning activities that will aid in ensuring an efficient, effective intermodal transportation system for the Martin MPO. This activity will facilitate the completion of Unified Planning Work Program (UPWP) work tasks where staff resources need enhancement. Any scopes or agreements prepared by the MPO, and proposals provided by a Consultant will be reviewed and evaluated by the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Authority (FTA) for their concurrence prior to execution.

Note: On October 16, 2007, the Martin Metropolitan Planning Organization (MPO) and Martin County entered into a Staff Services Agreement. Section .07.2 of the Agreement states, “Contracts and bids for the purchase of materials and services shall be in accordance with COUNTY procedures and all state and federal rules, regulations and laws applicable to the MPO.” Section .07.3 further provides, “Purchasing of materials, supplies, equipment and services shall be through the COUNTY Purchasing Division in accordance with COUNTY procedures and practices and all state and federal rules, regulations and laws applicable to the MPO.” In accordance with these provisions, the County’s Purchasing Division managed the procurement process for this contract. The Board will review and approve the contract, after which it will be presented to the MPO Board for final review and approval.

This contract was publicly advertised for competitive bidding (see attached List of Proposers).

Six (6) proposals were received, and the Selection Committee recommended awarding contracts to the four (4) highest-scoring firms.

Maximum Not-to-Exceed Value:	\$1,500,000.00
Maximum Not-to-Exceed Term:	3 years

The contract shall terminate when the cumulative expenses reach the maximum value or term, whichever comes first. The contract is a standard form of Agreement approved by the County Attorney which allows for termination for cause or convenience at any time.

**Fiscal Impact:** Work under this contract is funded by federal grants including, but not limited to the State of Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Agreement (Financial Project No. 439328-5-14-01/Federal Award Identification No. (FAIN): 0413-062-M / Contract No. G2Y11).

**Recommended Action:**

1. Move that the Board award the contract to the four (4) highest scoring firms:

**BCC MEETING DATE:** May 6, 2025  
**AGENDA ITEM:** DEPT-2

- Kimley-Horn & Associates, Inc.
- Marlin Engineering, Inc.
- WSP USA, Inc.
- T.Y. Lin International

2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

Per Board direction, all bidders have been notified of the recommendation of award and Board meeting date.

DGD/klb  
Attachments