

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** July 17, 2018

VIA: Taryn Kryzda
County Administrator

FROM: Nicole Carey
Purchasing Manager

SUBJECT: CONTRACTS THAT MEET THE THRESHOLD FOR BOARD APPROVAL

A. CONTRACTS OVER \$500,000 - In accordance with the Purchasing Manual, Section 3.1, contracts valued at \$500,000 or more require approval by the Board of County Commissioners.

1. **Community Redevelopment Area (CRA) Land Development Regulations** – The Martin County Community Redevelopment Agency (CRA) is contracting with the Treasure Coast Regional Planning Council (TCRPC) for assistance in establishing new land development regulations for implementing the vision and recommendations contained in the Community Redevelopment Plans adopted for each of the six (6) CRA Districts of Port Salerno, Old Palm City, Golden Gate, Rio, Hobe Sound and Jensen Beach.

The Agreement provides for termination for convenience in Section 4 and was approved by the County Attorney’s Office. The Agreement was also approved by the CRA on May 29, 2018.

Procurement for these services is in accordance with the Purchasing Manual, Section 8.1., Transactions Exempt from Competitive Procurement, Section GG, services provided by non-profit organizations, educational and health care institutions, governmental and quasi-governmental agencies.

Fiscal Impact: Funding is from Tax Increment Financing (TIF) in the amount of \$115,000 from each of the six (6) CRAs.

Recommended Action: Move that the Board authorize the Chairman to sign the Agreement with the Treasure Coast Regional Planning Council.

2. **E-911 Call Routing** – The Martin County Sheriff’s Office has requested that the County enter into a contract for E-911 call routing with a new vendor. The Sheriff’s Office Communications Staff has done extensive research to find the best vendor to suit their needs. In 2015, the County purchased a turnkey VoIP E-911 system from Vesta (formerly known as Airbus). The NG911 call routing solution being proposed now, integrates with that system and will be fully deployed in-state and dedicated, with all voice traffic remaining in-state. They also have a minimum of two redundant geodiverse routers fully in-state which is critical in the event of a hurricane or other natural disaster.

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This is a five-year contract which provides for termination for cause or convenience in Section 8 of the Master Service Agreement (MSA). The MSA And Service Order Agreement (SOA) were approved by the County Attorney's Office.

Procurement for these services is in accordance with the Purchasing Manual, Section 14.3, Sole and Single Source Purchasing, Section B, Single Source. It was advertised in accordance with Section 287.057(3)(c) and no other vendors responded to the solicitation.

Fiscal Impact: Funding for the initial setup for the new service and first year recurring service is through a State of Florida E911 Board grant received in the amount of \$534,974.80. The recurring annual cost of \$114,265 is funded by E-911 revenue.

Recommended Action: Move that the Board:

- a. award contract to Vesta Solutions; and
- b. authorize the Chairman to sign the Master Service Agreement (MSA) and Service Order Agreement (SOA).

3. **St. Lucie Inlet Engineering** – Coastal engineering and related services to assist Martin County in its role as local sponsor for the U.S. Army Corp of Engineer (USACE) St. Lucie Inlet Management/Maintenance and as administrator of the County's Coastal Program. Services may also be required for general County waterway management projects and other projects implemented through the County's Coastal Management program. St. Lucie Inlet Maintenance projects are expected on a 3-4-year cycle.

Professional services required from Consulting Engineer may include:

- Acquisition of permits from federal, state and local agencies;
- Assist in public workshops;
- Data collection, analysis, report writing
- Presentations at public meetings;
- Acquisition, rectification and analysis of aerial photography;
- Development of plans and specifications;
- Coordination of permit required monitoring;
- Maintenance of coastal geodatabase;
- Monitoring of project progress;
- Construction management;
- Developing public outreach and education materials
- Other engineering concerns related to Martin County's coastal management program on an as needed basis.

Eight (8) firms responded to a Request for Qualifications (RFQ) and a Selection Committee recommended two (2) firms for contract award (score sheet attached).

Maximum Not-to-Exceed Value: \$4,000,000
Maximum Not-to-Exceed Term: 5 years

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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: Funding for individual projects is available in the Coastal Division operating and/or capital budget approved by the Board annually.

Recommended Action: Move that the Board award contracts to Aptim Environmental & Infrastructure and Atkins North America.

4. **Painting** – publicly bid, continuing service contract for interior and exterior painting of public facilities on an as needed basis.

Maximum Not-to-Exceed Value: \$900,000
Maximum Not-to-Exceed Term: 5 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: Funding for individual projects is available in department operating budgets approved annually by the Board.

Recommended Action: Move that the Board award contract to the lowest, responsive and responsible bidder Wells Brothers.