

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** November 4, 2024

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

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. NORTH WASTEWATER TREATMENT PLANT DOSING PUMP ADDITION (RFB2024-3624)** – Removal and replacement of the two (2) existing Filter Dosing Pumps, the installation of one (1) new Filter Dosing Pump and the installation of one (1) new Variable Frequency Drive (VFD) at the Martin County North Wastewater Treatment Plant Facility. Work associated with this project must not adversely impact operations of the Martin County North Wastewater Treatment Plant Facility and reuse distribution service to customers.

Project was publicly bid (bid tabulation attached).

Fiscal Impact: This project is funded with CFC Sewer Funds.

Recommended Action:

1. Move that the Board award the contract to the lowest, responsive, and responsible bidder, Lawrence Lee Construction Services, Inc., in the amount of \$715,000.00; and
2. Move that the Board approve the modifications of the CIP sheet for the Dosing Pump Addition; and
3. Move that the Board approve the corresponding budget transfer in the amount of \$425,000; and
4. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

B. CONTRACT AMENDMENTS OVER 10% OF ORIGINAL CONTRACT VALUE - In accordance with the Purchasing Manual, Section 3.1, contract amendments for contracts valued at \$500,000 or more that increase the total contract value by 10% or more require approval by the Board of County Commissioners.

- 1. MARTIN COUNTY BUILDING DEPARTMENT ADDITION – DESIGN (RFQ2024-3556)**
– Professional consulting services for the design and permitting of an approximately 5,500 SF, single story, office addition to the Martin County Building Department. The project site is located at 900 SE Ruhnke Street, Stuart, FL 34994.

Purpose of Change Order: The original contract with CPZ Architects did not include separating the project design into different phases. As the project design developed, a significant cost savings opportunity was presented by the design team for the construction of an energy efficient Heating, Ventilation, and Air Conditioning (HVAC) system. The construction plans were separated into phases so the design and construction of the chilled water plant and ice storage system components of the project can be considered for the energy saving rebate program. In addition, the design of the chilled water plant and ice storage system was also expanded to include the provision of chilled water for the proposed County Health Clinic project, located north of the Building Department site. Providing chilled water to the new health clinic from the central chilled water and ice storage system will provide significant, long term energy and operational savings to the County. Moreover, the design of the project was further separated into phases to allow for the construction of the new building addition before the remodel of the current building, which will reduce the impacts to the Building Department operations during the construction project. Finally, the separate phased construction of a new parking lot will allow County vehicles to be moved away from the future building expansion construction site prior to the start of that construction and will also reduce impacts to the Building Department operations. The scope and phasing described in the Additional Service Proposal #1 submitted by CPZ Architects is required to maintain the project’s schedule and budget.

Original Contract Amount: \$ 457,620.00 (Approved Administratively on 2/12/2024)
Amount of Increase: \$ **137,764.92**
Total Contract Amount: \$ 595,384.92

Fiscal Impact: Funding for the additional services is provided in the building expansion budget (building funds).

Recommended Action:

1. Move that the Board approve Change Order #1 to CPZ Architects, Inc., in the amount of \$137,764.92; and
2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

DGD/klb
Attachments