

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** April 27, 2022

VIA: Taryn G. Kryzda, MPA, CPM
County Administrator

FROM: Krysti L. Brotherton, CPPB
Purchasing Manager

SUBJECT: CONTRACTS THAT MEET THE THRESHOLD FOR BOARD APPROVAL

A. CONSULTANT'S COMPETITIVE NEGOTIATION ACT (CCNA) CONTRACT AMENDMENT THAT CUMULATIVELY INCREASES THE TOTAL CONTRACT AWARD VALUE BY 10% OR MORE - In accordance with the Purchasing Manual, Section 3.1, amendments to CCNA contracts valued at \$200,000 or more that cumulatively increase the total contract value by 10% or more require approval by the Board of County Commissioners.

- 1. MARTIN COUNTY GOLF COURSE MASTER PLAN & CLUBHOUSE DESIGN (RFQ2015-2767)** – In 2015, the County solicited a Request for Qualifications (RFQ) for a master plan and clubhouse design. In April 2015, a contract was awarded to HJA Design Studio, LLC, for the first phase of the project which included current facility inventory, public workshops and conceptual planning. Amendment #1 for additional analysis was approved administratively on June 15, 2015. On September 12, 2017, the Board approved Amendment #2 to the contract for development of the design criteria for the golf course improvements and clubhouse design. On May 7, 2019, the Board approved Amendment #3 to the contract for design revisions. On October 8, 2019, the Board approved Amendment #4 to the contract for additional clubhouse design and proshop renovation revisions. On June 16, 2020, the Board approved Amendment #5 to the contract for proshop interior redesign, range lighting addition and final civil engineering package for the Golf Clubhouse.

Purpose of Amendment: This Amendment includes Construction Administration services for the Martin County Golf Course clubhouse and related support facilities. Under this scope of services, the Consultant shall review submittal/shop drawings provided by Martin County within ten (10) business days, review the punch list, perform landscape construction administration and provide exterior lighting observations and recommendations.

Original Contract Amount:	\$ 104,650.00	<i>(Contract awarded on 4/6/15)</i>
Amendment #1:	\$ 10,000.00	<i>(approved Administratively on 6/15/15)</i>
Amendment #2:	\$ 487,725.00	<i>(approved by BCC on 9/12/17)</i>
Amendment #3:	\$ 37,373.44	<i>(approved by BCC on 5/7/19)</i>
Amendment #4:	\$ 53,000.00	<i>(approved by BCC on 10/8/19)</i>
Amendment #5:	\$ 44,500.00	<i>(approved by BCC on 6/16/20)</i>
Amount of this Request:	\$ 22,500.00	
Total Contract Value:	\$ 759,748.44	

Fiscal Impact: Funding for this Amendment is available in the Golf Course CIP budget.

Recommended Action:

1. Move that the Board approve Amendment #6 to the Agreement with HJA Design Studio, LLC, in the amount of \$22,500.00, and;
2. Move that the Board authorize the County Administrator or designee to execute any and all documents related to this request.

B. 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. MECHANIZED SECURITY DOOR SERVICES (RFB2022-3399)** – Continuing services contract to provide all labor, equipment and materials necessary for complete mechanized security door services for the Holt Correctional Facility (800 SE Monterey Rd., Stuart, FL) and the Court Holding Facility (120 E. Ocean Blvd., Stuart, FL) on an as needed basis. The doors are jail grade security doors that require specific experience and special skills.

Project was publicly bid (List of Bidders attached).

791 vendors were notified through DemandStar and 8 vendors downloaded the solicitation. In addition, this solicitation was advertised in the Stuart News on March 25, 2022. One (1) bid was received for this RFB. Purchasing staff contacted the vendors that downloaded the solicitation (“planholders”) requesting that they complete a “Statement of No Bid” indicating why their firm did not submit a bid. Of the 8 vendors contacted, only 1 vendor provided a response (“our schedule would not permit us to perform”). Based on the special skills and experience required for this scope of services, staff is recommending Contract award to the sole responsive and responsible bidder.

Maximum Not-to-Exceed Value: \$500,000
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: Funding for individual projects is available in various operating and/or capital budgets approved by the Board annually.

Recommended Action:

1. Move that the Board award the contract to Hennis Construction Co., Inc.; and
2. Move that the Board authorize the County Administrator or designee to execute any and all documents related to this request.