

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** June 11, 2019

VIA: Taryn Kryzda
County Administrator

FROM: Krysti Brotherton
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. **Landscape & Lawn Maintenance for Utilities Properties** – continuing service contract to maintain grass, trees and Xeriscape areas at various County locations operated by the Martin County Utilities Department.

Nine (9) bids were received (bid tabulation attached).

Maximum Not-to-Exceed Value: \$875,000
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 is available in the Utilities Department operating budget approved by the Board annually.

Recommended Action: Move that the Board award primary contract to the lowest, responsive and responsible bidder Godwins Lawn and Landscape.

2. **Bridge Road Main Street Improvements** – projects includes improving drainage, undergrounding overhead utilities, increasing the amount of on-street parking, improving vehicular and pedestrian safety (through sidewalk links), reducing speeds, and promoting walkability through sidewalk additions and landscape enhancements.

Project was publicly bid (bid tabulation attached).

Fiscal Impact: Project is in the adopted FY 2018 Capital Improvement Plan (CIP) and is funded by Tax Increment Financing (TIF) (CIP sheet attached).

Recommended Action: Move that the Board award bid to Rosso Site Development, in the amount of \$2,585,285.19.

B. CONSULTANT'S COMPETITIVE NEGOTIATION ACT (CCNA) CONTRACT AWARD - In accordance with the Purchasing Manual, Section 3.1, CCNA contracts valued at \$200,000 or more require approval by the Board of County Commissioners.

1. **Professional Engineering Services Related to Transportation Projects** – a continuing service contract for professional engineering services related to transportation projects including but not limited to:
 - Road design
 - Signal design
 - Bridge design
 - Traffic studies
 - Streetscaping
 - CEI services

Fourteen firms responded to a Request for Qualifications (RFQ) and a Selection Committee recommended five firms for contract award (score sheet attached).

Maximum Not-to-Exceed Value: \$1,500,000

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 the Capital Improvement Plan (CIP) and/or Departmental operating budgets approved by the Board annually.

Recommended Action: Move that the Board award contracts to American Consulting, Kimley-Horn, Marlin Engineering, Stanley Consultants and Wantman Group.