

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** October 1, 2019

VIA: Taryn Kryzda
County Administrator

FROM: Krysti Brotherton
Purchasing Manager

SUBJECT: CONTRACTS THAT MEET THE THRESHOLD FOR BOARD APPROVAL

A. 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. **Fire Rescue Facility Design** – Professional services for the design, engineering and permitting of a new Public Safety Training Complex.

Eighteen (18) firms responded to a Request for Qualifications (RFQ) and a Selection Committee recommended contract award to REG Architects, Inc. (score sheet attached).

Fiscal Impact: Project is in the adopted FY19 Capital Improvement Plan (CIP) and is funded by a Bond approved by the Board on April 23, 2019 (CIP sheet attached).

Recommended Action: Move that the Board award contract to REG Architects, Inc. in the amount of \$577,000.

B. 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. **Golf Course Master Plan** – In 2015, the County did a Request for Qualifications (RFQ) for a master plan and clubhouse design. In April 2015, a contract was awarded to HJA Design Studio 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.

Purpose of Amendment: This Amendment includes additional clubhouse design and proshop renovation revisions more specifically described in the Amendment attached.

Original Contract Amount: \$ 104,650.00
Amendment #1: \$ 10,000.00

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Amendment #2: \$ 487,725.00
Amendment #3: \$ 37,373.44
Amount of this Request: \$ **53,000.00**
Total Contract Value: \$ 692,748.44

Fiscal Impact: Project is in the FY 2019 Capital Improvement Plan (CIP sheet attached) and is funded by Sales Tax, Golf Course Development Fund and Ad Valorem.

Recommended Action: Move that the Board approve Amendment #4 to the contract with HJA Design Studio in the amount of \$53,000.

C. 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. Tropical Farms ROWTP Membrane Replacement** – The scope of work includes all work necessary to: replace existing membrane elements, including removal and disposal of existing membrane elements, cleaning/swapping the existing pressure vessels, installation of new membranes elements, replacement of existing pressure vessel bearing plate end caps and all associated seals and components, bacteriological testing, and startup and testing of new membranes with existing Owner provided membrane system equipment at the Tropical Farms Water Treatment Plant.

Project was publicly bid (bid tabulation attached).

Fiscal Impact: Project is in the adopted FY 2019 Capital Improvement Plan (CIP) and is funded by Utilities Replacement & Renewal (CIP sheet attached).

Recommended Action: Move that the Board award the contract to the lowest, responsive and responsible bidder Aerex Industries, Inc. in the amount of \$939,658.00 (base bid + bid alternate).