



**BOARD OF COUNTY COMMISSIONERS**

**DATE:** May 24, 2011  
**AGENDA ITEM NO.** 8

**Consent Agenda**

**Regular Agenda**

**Public Hearing**

**County Administrator's Signature:** 

**Subject:**

Approval of Ranking of Consultant Selection - Professional Environmental and Engineering Services  
Contract No. 101-0144-CN (AM)

**Department:**

Community Development / Purchasing

**Staff Member Responsible:**

Anthony Jones / Joe Lauro

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE THE RANKING OF FIRMS AND AUTHORIZE STAFF TO NEGOTIATE AN AGREEMENT WITH EACH OF THE TOP TWO (2) RANKED FIRMS FOR PROFESSIONAL ENVIRONMENTAL AND ENGINEERING SERVICES ON A CONTINUING BASIS AS OUTLINED IN THE REQUEST FOR PROPOSAL.

**Summary Explanation/Background:**

On February 4, 2011, in accordance with Consultant Competitive Negotiation Act (CCNA) requirements, the Purchasing Department on behalf of Pinellas County Community Development department let a Request for Proposal (RFP) to seek qualified consultants to provide ongoing professional environmental and engineering services to the Community Development Department for the Pinellas County Brownfield Program. The Community Development Department has ongoing brownfield cleanup projects that require Brownfield services and expertise.

The evaluation committee consisting of one (1) representative from Risk Management Department, one representative from the Airport, and two (2) representatives from Engineering and Environmental Services (EES), along with a representative from the Purchasing Department acting as a facilitator, met on May 2, 2011, to evaluate and rank the eleven (11) proposals received.

The committee evaluated the firms per the following criteria based on a potential score of 1000 points:

- |    |  |            |
|----|--|------------|
| 1. | Ability of the Firm and its Professional Personnel                   | 375 points |
| 2. | Firm's Experience with Projects of Similar Size and Past Performance | 350 points |
| 3. | Volume of Work Previously Awarded by the County                      | 50 points  |
| 4. | Effect of the Firm's Current and Projected Workload                  | 125 points |
| 5. | Minority Business Status   | 50 points  |
| 6. | Location   | 50 points  |

The order of ranking of qualified firms after evaluation of the proposals are as follows:

1.	TBE GROUP, INC., D/B/A CARDO TBE, CLEARWATER, FLORIDA	920.00 POINTS
2.	ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC., TAMPA, FLORIDA	875.63 POINTS
3.	HSW ENGINEERING, INC., TAMPA, FLORIDA	856.06 POINTS
4.	SHAW ENVIRONMENTAL & INFRASTRUCTURE, INC., TAMPA, FLORIDA	845.63 POINTS
5.	RARE EARTH SCIENCES, INC., D/B/A HAS ENGINEERS & SCIENTISTS, TAMPA, FLORIDA	836.50 POINTS
6.	URS CORPORATION SOUTHERN, TAMPA, FLORIDA	825.69 POINTS
7.	OHC ENVIRONMENTAL ENGINEERING, INC., LAKELAND, FLORIDA	798.81 POINTS
8.	CHASTAIN-SKILLMAN, INC., TAMPA, FLORIDA	767.25 POINTS
9.	KIMLEY-HORN AND ASSOCIATES, TAMPA, FLORIDA	753.88 POINTS
10.	MACTEC ENGINEERING AND CONSULTING, INC., TAMPA, FLORIDA	739.56 POINTS
11.	ATC GROUP SERVICES INC. D/B/A ATC ASSOCIATES, INC., TAMPA,	649.88 POINTS

At the direction of the Board, staff will begin negotiation with the two (2) most qualified firms in accordance with the County CCNA procedures. Final negotiated agreements will be presented to the Board for consideration at a later date.

**Fiscal Impact/Cost/Revenue Summary:**

The upset limit over the thirty six (36) month initial term of the contract is \$250,000 total for each firm for a total of \$500,000.00 for the initial 3 year period. The County Administrator has delegated authority to increase the upset limits of contract purchase orders pertaining to these agreements pending the negotiated rates remain the same.

**Exhibits/Attachments Attached:**

Contract Review  
Evaluation Criteria Tabulation



**PURCHASING DEPARTMENT  
CONTRACT REVIEW TRANSMITTAL**

CATS  
NO.:

35823

**PROJECT: Professional Environmental and Engineering Services- Brownfield Program**

**BID NUMBER: 101-0144-NC (AM)**

**REQ. NUMBER:**

**TYPE:**  Purchase Contract  Other:  Construction-Less than \$100,000  One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

**RISK MANAGEMENT:** Please enter required liability coverage on page: 14

PRODUCT ONLY

This is an annual contract. Estimated Expenditure: **COMMUNITY DEVELOPMENT, PLEASE PROVIDE GOOD FAITH ESTIMATED BUDGET**

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	<u>Purchasing Dept.</u> J. Lauro, Director, Amelia McFarlane, Sr., PA	1/11/11	<i>[Signature]</i>	Community Development: Please respond to highlighted requests on this form.	
2.	<u>Requesting Dept.</u> <u>Community Development</u> Anthony Jones, Director, Terry Hasbrouck Bruce Bussey	1/13/11	<i>[Signature]</i>	Budgeted Amount \$200,000.00 CDBG (Community Development Block Grant)	OK <i>[Signature]</i>

Using Dept please provide below information:

Yes, funding for this requisition is using grant Funding.  No, funding for this requisition is not using grant Funding.

If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.

3.	<u>Risk Management Director</u> Attn: Will Davis (Check applicable box at right)	1/20/11	<i>[Signature]</i>	79.14 OK <i>[Signature]</i>	<input checked="" type="checkbox"/> HIGH RISK <input type="checkbox"/> NOT HIGH RISK
4.	<u>BCC Finance</u> Attn: Cassandra Williams	1/26/11	<i>[Signature]</i>		
5.	<u>Asst. County Administrator</u> Carl Harness	1/27/11	<i>[Signature]</i>		
6.	<u>Chief of Staff, Asst. County Administrator</u> Attn: M. Woodard	1/28/11	<i>[Signature]</i>		
7.	<u>Legal</u> Attn: Michelle Wallace	2/4/11	<i>[Signature]</i>	will sign final agreement OK <i>[Signature]</i>	

**RETURN ALL DOCUMENTS TO PURCHASING**

Make all inquiries to: **AMELIA MCFARLANE, SR., PROCUREMENT ANALYST** at Extension 43149  
In order to meet the following schedule, please return your requirements to Purchasing by: **January 27, 2011**

TENTATIVE DATES
RFP Mail Out: TBD
RFP Opening: TBD
Purchasing Director Approval: TBD

**PINELLAS COUNTY EVALUATION CRITERIA TABULATION SHEET**

**TITLE: PROFESSIONAL ENVIRONMENTAL AND ENGINEERING SERVICES-BROWNFIELD PROGRAM  
 BID #: 101-0144-CN(AM)**

COMPANY NAME	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	TOTAL POINTS	TOTAL AVERAGE	RANK
	WILL DAVIS	BOB HUMBERSTONE	ROBERT MCWILLIAMS	DAVE SLONENA			
TBE Group, Inc. d/b/a Cardno TBE	920.00	920.00	920.00	920.00	3680.00	920.00	1
Environmental Consulting & Technology, Inc.	877.50	877.50	877.50	870.00	3502.50	875.63	2
HSW Engineering, Inc.	858.75	865.00	841.75	858.75	3424.25	856.06	3
SHAW Environmental & Infrastructure, Inc.	851.75	841.25	841.25	848.25	3382.50	845.63	4
Rare Earth Sciences, Inc., d/b/a HSA Engineers & Scientists	830.00	822.50	845.00	848.50	3346.00	836.50	5
URS Corporation Southern d/b/a URS	821.00	821.25	832.00	828.50	3302.75	825.69	6
OHC Environmental Engineering, Inc.	794.00	770.00	802.00	829.25	3195.25	798.81	7
Chastain-Skillman, Inc.	773.75	756.25	795.25	743.75	3069.00	767.25	8
Kimley-Horn and Associates, Inc.	761.25	762.50	724.25	767.50	3015.50	753.88	9
Mactec Engineering and Consulting, Inc.	737.00	733.75	740.00	747.50	2958.25	739.56	10
ATC Group Services, Inc. d/b/a ATC Associates,	661.25	643.75	633.25	661.25	2599.50	649.88	11

Date: May 2, 2011