Agenda Item No.: 3C-9

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

<b>Meeting Date:</b>	May 5, 2020	[x]	Consent Workshop	[]	Regular Public Hearing			
Department: Submitted By: Submitted For:	Engineering & Public Works Department Engineering & Public Works Department Roadway Production Division							

#### I. EXECUTIVE BRIEF

#### Motion and Title: Staff recommends motion to approve:

- A) the first amendment to the annual civil engineering professional services contract R2019-0714 dated June 4, 2019 with Baxter & Woodman, Inc. (BWI), to extend the contract expiration date from June 3, 2020 to June 3, 2021, and allow for other amendments to the contract;
- **B)** the first amendment to the annual civil engineering professional services contract R2019-0715 dated June 4, 2019 with Civil Design, Inc. (CDI), to extend the contract expiration date from June 3, 2020 to June 3, 2021, modify the fee schedule, and allow for other amendments to the contract;
- C) the first amendment to the annual civil engineering professional services contract R2019-0716 dated June 4, 2019 with Keshavarz & Associates, Inc. (KAI), to extend the contract expiration date from June 3, 2020 to June 3, 2021, modify the fee schedule, and allow for other amendments to the contract; and
- **D)** the first amendment to the annual civil engineering professional services contract R2019-0717 dated June 4, 2019 with Mock, Roos & Associates, Inc. (MRA), to extend the contract expiration date from June 3, 2020 to June 3, 2021, and allow for other amendments to the contract.

**SUMMARY:** Approval of these amendments will extend the expiration dates of the contracts with BWI, CDI, KAI and MRA from June 3, 2020 to June 3, 2021. These approvals will also amend Section 7.8 – Subcontracting to replace the Small Business Enterprise (SBE) ordinance language with the Equal Business Opportunity (EBO) ordinance language, amend Section 9 – Criminal History Records Check and add Section 24 – VSS Registration Required. Approval of the first amendments with CDI and KAI will also adjust their hourly rates as allowed in the original contracts. All the contracts were presented to the Office of Equal Business

(Continued on page 3)

## **Background and Justification:**

(Continued on page 3)

#### **Attachments:**

- 1. First Amendment with BWI and Ebix Insurance Compliance (2)
- 2. First Amendment with CDI with Exhibit B1 and Ebix Insurance Compliance (2)
- 3. First Amendment with KAI with Exhibit B1 and Ebix Insurance Compliance (2)
- 4. First Amendment with MRA and Ebix Insurance Compliance (2)

Recommended by:	YBH/TEL Savel IN	4/07/2020
-	County Engineer	Date
Approved By:	too	4/14/20
11 /	Assistant County Administrator	Date

## II. FISCAL IMPACT ANALYSIS

## A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024						
Capital Expenditures	<b>\$ -0-</b>	-0-	-0-	-0-	-0-						
Operating Costs	-0-	-0-	-0-	-0-	-0-						
External Revenues	-0-	-0-	-0-	-0-	-0-						
Program Income (County)	-0-	-0-	-0-	-0-	-0-						
In-Kind Match (County)	-0-	-0-	-0-	-0-	-0-						
NET FISCAL IMPACT	\$ **	-0-	-0-	-0-	-0-						
# ADDITIONAL FTE											
POSITIONS (Cumulative)	***************************************										
Is Item Included in Current Budget? Yes No											
Does this item include	le the us	e of fede	ral funds?	Yes	No X	Does this item include the use of federal funds? Yes No X					

Budget Account No: Various

Recommended Sources of Funds/Summary of Fiscal Impact:

\*\* Fiscal impact is indeterminable at this time. These firms are authorized to provide services on a task order basis. Funding will be established by project as necessary.

C. I	Departmental Fiscal Review:		$\lambda$	h	M	U			$\sqrt{\Lambda}$	مرا	1	Á.	/	
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## III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and	Control Comments:
Will OFMB 1947	Contract Dev. and Control
B. Approved as to Form and Legal Sufficiency:	4-14-202076
Yelizaveta B. Herman	
Assistant County Attorney	
C. Other Department Review:	

This summary is not to be used as a basis for payment.

**Department Director** 

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#### **SUMMARY:** (Continued from page 1)

Opportunity's (OEBO) goal setting committee on November 6, 2019 and an Affirmative Procurement Initiative (API) of 20% SBE subcontracting participation goal was set. Tasks in the amount of \$90,853.50 have been authorized for CDI with 100% SBE participation. Tasks in the amount of \$0 have been authorized for BWI, KAI, and MRA. BWI, CDI, KAI, and MRA are all County based companies. CDI is a certified Small Minority Women Business Enterprise company and KAI is a certified Small Minority Business Enterprise company. Countywide (YBH)

### Background and Justification: (Continued from page 1)

In accordance with the Board of County Commissioners (BCC) adopted procedures pursuant to Section 287.055, Florida Statutes, Consultants Competitive Negotiations Act, BWI, CDI, KAI and MRA were selected to provide professional services required for civil engineering throughout the County. It is the consensus of the user departments that BWI, CDI, KAI and MRA are needed to provide professional services for up-coming County civil engineering projects. These first amendments to the contracts have been reviewed with BWI, CDI, KAI and MRA, and the Engineering Department recommends BCC approval to maintain continuity of these professional services required by the County for an additional year.