

Agenda Item is over 50 pages; may be viewed in the Minutes Department

Agenda Item #: 3-C-1

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

<b>Meeting Date:</b>	<b>May 17, 2022</b>	<input checked="" type="checkbox"/>	<b>Consent</b>	<input type="checkbox"/>	<b>Regular</b>
		<input type="checkbox"/>	<b>Workshop</b>	<input type="checkbox"/>	<b>Public Hearing</b>
<b>Department:</b>	<b>Engineering &amp; Public Works Department</b>				
<b>Submitted By:</b>	<b>Engineering &amp; Public Works Department</b>				
<b>Submitted For:</b>	<b>Roadway Production Division</b>				

**I. EXECUTIVE BRIEF**

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

- A) an Annual Civil Engineering professional services contract with Civil Design, Inc. (CDI);
- B) an Annual Civil Engineering professional services contract with Keith and Associates, Inc. (KAI);
- C) an Annual Civil Engineering professional services contract with Masse Consulting Services, LLC (MCS); and
- D) an Annual Civil Engineering professional services contract with Mock Roos & Associates, Inc. (MRA).

**SUMMARY:** Approval of these contracts will provide the civil engineering professional services necessary throughout Palm Beach County (County) on a consultant services authorization basis. The contract period for these contracts is thirty-six months from the date of approval by the Board of County Commissioners (BCC). The Affirmative Procurement Initiatives selected for these contracts on June 16, 2021 by the Goal Setting Committee are a 20% Small Business Enterprise (SBE) participation and a Minority Business Enterprise (MBE) evaluation preference for African American owned firms. CDI agreed to 75% SBE participation, KAI agreed to 51% SBE participation, MCS agreed to 87% SBE participation and MRA agreed to 27% SBE participation for their respective contracts. On February 3, 2022, the Consultant’s Competitive Negotiations Act Selection Committee selected CDI, KAI, MCS and MRA and, in accordance with PPM No. CW-O-048, the BCC was notified of the selection on February 4, 2022. CDI, KAI, MCS and MRA have offices located in Palm Beach County and CDI and MCS are certified SBE companies. Countywide (YBH)

**Background and Justification:** Approval of these contracts with CDI, KAI, MCS and MRA will provide the necessary professional services throughout the County.

After reviewing the attached contracts and finding them in proper order, the Engineering Department recommends BCC approval. Approval of these contracts will ensure the continued process of professional services required by the County.

**Attachments:**

- 1. CDI Contract with Exhibits A, B, C, D & Ebix Insurance Compliance (2)
- 2. KAI Contract with Exhibits A, B, C, D & Ebix Insurance Compliance (2)
- 3. MCS Contract with Exhibits A, B, C, D & Ebix Insurance Compliance (2)
- 4. MRA Contract with Exhibits A, B, C, D & Ebix Insurance Compliance (2)

Recommended by:   5/13/22  
KOF County Engineer Date

Approved By:  5/6/22  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	\$ -0-	-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-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)					

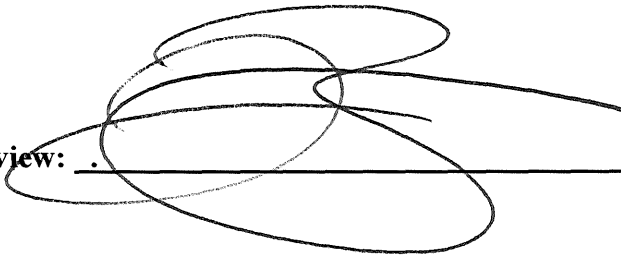
Is Item Included in Current Budget? Yes No  
 Does this item include the use of federal funds? Yes No X

**Budget Account No:**

Fund Dept Unit Object

**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. Departmental Fiscal Review:** \_\_\_\_\_

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

*[Signature]* 4/22/22  
 OFMB *[initials]* 4-22-22  
*[initials]* 4-22-22

*[Signature]* 5/5/22  
 Contract Dev. and Control  
 5-4-22 TW

**B. Approved as to Form and Legal Sufficiency:**

*[Signature]* 5-6-22  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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