

City of South Daytona

Office of the City Manager / Department of Public Works

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MEMORANDUM

AGENDA ITEM

Item # 17

Date: November 9, 2021

To: James L. Gillis, Jr., PE, City Manager

From: Brian Peek, PE, Public Works Director

Re: Selection Committee Recommendation for Engineering Services

Date: November 2, 2021

Our City currently utilizes consultants who were awarded contract agreements in a previous bid request for qualifications. These agreements began to run in 2013 and are set to expire on November 19, 2021, after eight (8) years of serving the City. The services offered through the agreements were as follows:

- Testing of soils and structures
- Evaluations
- Modeling of systems and structures
- Planning
- Designing
- Permitting
- Reporting
- Estimating
- Monitoring
- Tracking
- Reviewing
- Provision of bid assistance
- Construction contract administration
- Construction phase services
- Inspections
- Grant assistance
- Community Development assistance
- Community Redevelopment assistance
- Biological and Environmental assessment

All services fall under a scope of the varying disciplines within the engineering and related professions. These are subdivided into Civil Engineering, Geotechnical Engineering, Transportation Engineering, Environmental Engineering, Landscape Architecture and Surveying. The City has shown need for these services and disciplines in the past and will continue to in the infrastructure expanding future of South Daytona.

With the 2013 agreements coming to an end and the continued need, it was necessary to solicit a new request for qualifications. This was done so with South Daytona’s RFQ No. 21-007 Consulting Services for Civil Engineering , Geotechnical Engineering, Transportation Engineering, Environmental Engineering, Landscape Architecture and Surveying. By the City seeking sealed proposals from consultants for engineering services, the process followed the Consultant’s Competitive Negotiation Act (Section 287.055 of the Florida Statutes).

It is important to note that most firms offering these services tend to specialize to a select path. For instance, it is uncommon to see a firm specialize in Transportation and Surveying. However, this is not to say that it does not exist. For this reason, along with availability and quality of work, the separate designation of disciplines and subsequent list of selected consultants is necessary in contrast to selecting a single firm.

At 3:00 PM on October 26, 2021, the bid opening occurred. At that time the City opened twelve (12) sealed proposals each from a separate respondent. The following chart lists the individual firms and the discipline(s) for which each submitted:

Firm Name	Civil Engineering	Geotechnical Engineering	Transportation Engineering	Environmental Engineering	Landscape Architect	Surveying
ECS Florida, LLC		X		X		
Marquis Latimer + Halback, Inc.					X	
Zahn Engineering, Inc.	X					
Mead & Hunt, Inc.	X		X			
E Sciences, Inc.				X		
Universal Engineering Sciences		X		X		
Parker Mynchenberg & Associates	X		X	X	X	
Zev Cohen & Associates	X	X	X	X	X	X
Traffic Engineering Data Solutions	X		X			
Nova Engineering and Environ.	X			X		
Environmental Consult. and Tech.	X			X	X	
Sliger & Associates						X
	7	3	4	7	4	2

Each of the respondents were required to submit six (6) total copies of their proposal. One (1) document is to be the retained original copy, while the other copies were distributed to the members of the selection committee designated to determine a recommendation of firms to the Council.

The selection committee consisted of Brian Peek, James L. Gillis, Jr., Becky Witte, and Wendy Mahoney. The above chart was also presented to the selection committee. The color-coded designations in the summed columns directly correspond to the following conditions:

Minimal Response:

If 25% or less of respondents submitted for a field, the response shall be considered minimal, and all firms shall be awarded agreements hinging qualifications.

Minimal Response Quantity = 3

Intermediate Response:

If 50% or less of the respondents submitted for a field, the response shall be considered intermediate. Agreements may be awarded to all or a portion of these applicants depending on qualifications, knowledge of the City, and the City's upcoming needs.

Intermediate Response Quantity = 6

Ample Response:

If over 50% of the respondents are qualified for a field, the response shall be considered ample. Agreements may be awarded to a portion or none of these applicants depending on qualifications, knowledge of the City, and the City's upcoming needs.

Ample Response Quantity = > 6

Using this criterion along with thorough discussion and review of each submitted proposal, the committee unanimously decided to recommend that the City Council enter into agreements with the following eight (8) entities (in no order):

- Mead & Hunt Inc.
- Sliger & Associates
- Environmental Consulting and Technology, Inc.
- Universal Engineering Sciences
- Marquis Latimer + Halback, Inc.
- Parker Mynchenberg & Associates Inc.
- Traffic Engineering Data Solutions Inc.
- Zev Cohen & Associates

If the above consultant selection is approved by City Council action on November 9, 2021, staff will negotiate with each firm a continuing contract agreement for a term of five (5) years with the option for the City to extend for one additional three (3) year term. Upon satisfactory negotiation, each agreement will be presented to the City Council for final approval in December prior to execution.