

**AGENDA ITEM SUMMARY SHEET**  
**VILLAGE COUNCIL MEETING**  
**November 28, 2018**

---

**Agenda Item:**

Design and Permitting Services for Coconut Road Crosswalks and Drainage Improvements CN 2018-05 Consultants Ranking

**Description:**

The Village of Estero has received several resident comments about insufficient access to the sidewalks on the south side of Coconut Road for the residents on the north side of the road. In addition, the design of several drainage structures on the south side of Coconut Road have created pavement and sidewalk maintenance issues.

The Village of Estero would like to engage a professional consultant to design and permit improvements to address both of these issues.

The current fiscal year 2018/2019 budget includes \$60,800 for the design, permitting and construction of the crosswalk and drainage improvements. The first set in this project is the selection of a firm to provide design and permitting services.

Pursuant to Chapter 287.055 Florida Statutes, the engagement of a firm to provide professional engineering services such as those required for the Coconut Road Crosswalks and Drainage Improvements requires the solicitation of Letters of Interest from firms, the short listing of a minimum of three firms by an evaluation committee, and the final ranking of firms by that committee following interviews of the short listed firms.

The Village received qualified submittals from seven (7) firms. On September 27, 2018 the project selection committee met and ranked all seven firms. The top three firms were asked to provide additional information during phone interviews held on October 18, 2018. After the phone interviews, the selection committee ranked the firms as follows:

1. Kisinger Campo & Associates, Corp (KCA)
2. David Douglas Associates, Inc.
3. Agnoli, Barber & Brundage, Inc.

All firms are very capable of providing the services required to complete this project. KCA demonstrated they have the experience and understanding of our specific situation to efficiently complete the project.

Staff has attached firm ownership disclosure of greater than 5% as recommended by the Village Attorney.

**Action Requested:**

Approval of consultants ranking for Coconut Road Crosswalks and Drainage Improvements as follows:

1. Kisinger Campo & Associates, Corp (KCA)
2. David Douglas Associates, Inc.
3. Agnoli, Barber & Brundage, Inc.

Authorize staff to negotiate contract with Number 1 ranked firm. Staff will bring the contract back to Council for final approval.

**Financial Impact:**

No fiscal impact at this time. The consultant contract will be brought back to Council for approval at a later date.

The current fiscal year budget includes \$60,800 for this project.

**Attachments:**

1. September 27, 2018 Short List Meeting Minutes
2. October 18, 2018 Final Ranking Meeting Minutes
3. Ownership Disclosure



# MEMORANDUM

**To:** PROJECT FILE, MINUTES OF MEETING  
**From:** Purchasing  
**RE:** CN 2018-05 DESIGN & PERMITTING SERVICES FOR COCONUT ROAD CROSSWALKS & DRAINAGE IMPROVEMENTS  
**SHORT-LIST MEETING**

MEETING DATE: September 27, 2018 TIME: 9:30 AM

COMMITTEE MEMBERS: David Willems (Chair), Kyle Coleman, Randy Brodersen

At 9:30 AM the Competitive Negotiations Committee meeting was called to order by Bob Franceschini, Purchasing Manager. Introductions were put on the record by everyone in attendance.

Meeting was then turned over to the Chair of the Committee, David Willems.

Discussions were held by the committee members with respect to each submittal from all seven (7) firms.

The committee discussed the firms in the following order. David Douglas Associates was complimented for its relevant experience with a strong approach and the fact that they had obviously visited site; but it was noted that a project schedule was not included. Kisinger Campo & Associates was complimented for their related experience and innovative ideas; but there was concern over the number of people involved in such a small project. It was unclear to the committee who would be the project contact for AIM Engineering as well as their discussion of a proposed schedule. There was concern with Kimley-Horn's lack of related roadway experience and that their experience was mainly on much larger projects than ours. Agnoli, Barber & Brundage was positively commented on for their relevant roadway work experience, the level of detail of their proposal, a strong and realistic schedule, and the close proximity of the Project Manager to the project location. Grady Minor's response indicated a lack of public works experience, did not include a work schedule, and had no stated project approach. JR Evans offered a reasonable schedule but the committee found a lack of related experience as well as no discussion of who the sub-consultants would be and no communication plan.

Following the discussions, the consensus of the committee via a points-based scoring evaluation was to invite three (3) firms to engage in a phone interview. The firms were as follows:

- Agnoli, Barber & Brundage
- David Douglas Associates
- Kisinger Campo & Associates

A motion was made to approve the three (3) firms for a phone interview. The motion was made by Randy Brodersen and seconded by Kyle Coleman, and then called and carried with no further questions.

The meeting was adjourned at 10:30 a.m.

# MEMORANDUM

**To:** PROJECT FILE, MINUTES OF MEETING  
**From:** Purchasing  
**RE:** **CN 2018-05 DESIGN & PERMITTING SERVICES FOR COCONUT ROAD CROSSWALKS & DRAINAGE IMPROVEMENTS**  
**FINAL RANKING MEETING**

MEETING DATE: October 18, 2018                      TIME: 9:00 AM

**ATTENDEES:**

COMMITTEE MEMBERS: David Willems (Chair), Kyle Coleman, Randy Brodersen

At 9:00 a.m. the Competitive Negotiations Committee meeting was called to order by Bob Franceschini, Purchasing Manager. Introductions were put on the record by everyone in attendance. Meeting was then turned over to the Chair of the Committee, David Willems.

Phone interviews were conducted with the three short listed firms in alphabetical order. Each firm was given 10 minutes to address the topics provided to them ahead of time in their interview invitation letter followed by 5 minutes of questions and answers from the committee.

Following the interviews, the committee discussed the firms with the goal of ranking them in descending order. The committee complimented each of the firms for offering an excellent interview. Agnoli, Barber & Brundage was noted for their experience but there was concern that they didn't go into depth on any element specific to the Village's project. David Douglas Associates was complimented for taking a detailed look at the project and for their discussion of their related experience. Kisinger Campo & Associates offered excellent experience, an impressive quality control program, and the ability to do all of the required elements of the project in-house. Following the discussions, the recommendation of the committee was to rank the firms as follows:

1. Kisinger Campo & Associates
2. David Douglas Associates
3. Agnoli, Barber & Brundage

A motion to approve the ranking was made by Kyle Coleman and seconded by Randy Brodersen, and then called and carried with no further questions.

The meeting was adjourned at 10:30 a.m.



VILLAGE OF ESTERO, FLORIDA  
VENDOR DISCLOSURE FORM

Project No.: CN 2018-05

Project Name: Design and Permitting Services for Coconut Road Crosswalks and Drainage Improvements

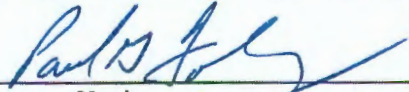
Please check as appropriate:

                     I am the sole proprietor/owner. The company is not publicly held.

  X                     The company is not publicly held.  
The names and addresses of the owners having a greater than 5% interest is attached.

                     The company is publicly held.  
The names and addresses of the owners having a greater than 5% interest is attached.

I do hereby certify that to the best of my knowledge and belief certify that the information above and attached is true and correct.

Signed: 

Vendor  
Printed Name Paul G. Foley, PE

Date: August 28, 2018

