

**AGENDA ITEM SUMMARY SHEET**  
**VILLAGE COUNCIL MEETING**  
**November 7, 2018**

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**Agenda Item:**

Design and Permitting Services for Williams Road at Estero High School Turn Lane Improvements CN 2018-04 Consultants Ranking and Contract Negotiation

**Description:**

The current fiscal year 2018/2019 budget includes \$381,500 for the design, permitting and construction of turn lanes along Williams Road at Estero High School. The first step for 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 Williams Road at Estero High School Turn Lane 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 October 2, 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 16, 2018. After the phone interviews, the selection committee ranked the firms as follows.

1. David Douglas Associates, Inc.
2. Hole Montes, Inc.
3. Agnoli Barger & Brundage, Inc.

All firms demonstrated their ability to provide the services required to successfully complete this project. David Douglas Associates, Inc. demonstrated they have extensive experience with similar projects and understand the unique aspects of this specific project.

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

**Action Requested:**

Approval of consultants ranking for Williams Road at Estero High School Turn Lane Improvements as follows: Number 1 – David Douglas Associates, Inc.; Number 2 – Hole Montes, Inc.; and Number 3 – Agnoli, Barber & Brundage, Inc.

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

Approval of a contract will be scheduled for a future Council agenda.

**Financial Impact:**

The current fiscal year budget includes \$381,500 for this project

**Attachments:**

1. October 2, 2018 Short List Meeting Minutes
2. October 16, 2018 Final Ranking Meeting Minutes
3. Ownership Disclosure

## ATTACHMENT 1

# MEMORANDUM

**To:** PROJECT FILE, MINUTES OF MEETING

**From:** Purchasing

**RE:** **CN 2018-04 DESIGN & PERMITTING SERVICES FOR  
WILLIAMS ROAD AT ESTERO HIGH SCHOOL TURN LANE  
IMPROVEMENTS**

**SHORT-LIST MEETING**

MEETING DATE: October 2, 2018

TIME: 10:00 AM

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

At 10:00 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. AIM Engineering was noted for having coordinating its approach with the school; but also for lacking discussion on the roundabout and not evidencing much turn lane experience. The committee complimented Agnoli, Barber & Brundage for offering a detailed approach along with several examples of roundabouts but found their project schedule hard to understand. Banks Engineering was judged to have more private than public experience, lacking roundabout experience, and not listing who the Project Manager would be. David Douglas Associates offered strong local experience along with pictures that helped explain their approach with the committee commenting that a lot of thought was put into their response. Hole Montes offered a good understanding of the site together with a detailed approach but their communication plan was not specific to Estero. Johnson Engineering offered no suggestions for the project approach and evidenced no experience designing roundabouts. Q. Grady Minor did not address the stated criteria, did not offer a project approach, and did not include a schedule.

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
- Hole Montes

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 10:45 a.m.

## ATTACHMENT 2

# MEMORANDUM

**To:** PROJECT FILE, MINUTES OF MEETING  
**From:** Purchasing  
**RE:** **CN 2018-04 DESIGN & PERMITTING SERVICES FOR  
WILLIAMS ROAD AT ESTERO HIGH SCHOOL TURN LANE  
IMPROVEMENTS  
FINAL RANKING MEETING**

MEETING DATE: October 16, 2018

TIME: 10:00 AM

**ATTENDEES:**

**COMMITTEE MEMBERS:** David Willems (Chair), Kyle Coleman

At 10:00 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. There was concern as to whether or not Agnoli, Barber & Brundage could meet the aggressive schedule for this project given their slow performance on a current Village project; however, their roundabout design experience was positively noted. David Douglas Associates was seen as having done an excellent job of thinking the project through from beginning to end and for providing an honest assessment of the probability of meeting the goals of the project schedule. Hole Montes was complimented for their roundabout experience and their plan to partner with the school and incorporate public involvement; but were seen as being less detail-oriented on the schedule than the other two firms. Following the discussions, the recommendation of the committee was to rank the firms as follows:

1. David Douglas Associates
2. Hole Montes
3. Agnoli, Barber & Brundage

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

The meeting was adjourned at 11:15 a.m.

**ATTACHMENT 3**

CN No.: CN 2018-04

**VILLAGE OF ESTERO, FLORIDA  
VENDOR DISCLOSURE FORM**

Project No.: CN 2018-04

Project Name: Design & Permitting Services For Williams Road At Estero High School Turn Lane Improvements

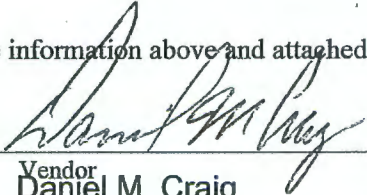
Please check as appropriate:

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

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

  X                     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:   
Printed Name Vendor Daniel M. Craig  
Date: 8-6-18

**NAMES & ADDRESSES OF OWNERS**

DDAI is a wholly owned subsidiary of Cardno, Inc.

10004 Park Meadow Drive

Suite 300

Lone Tree, Colorado 80124

No individuals have a greater than 5% interest.