

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
June 5, 2019

Agenda Item:

Right of Way Review Services RFQ 2019-02

Description:

A Request for Qualifications was proffered by the Village for the engagement of a firm(s) to provide professional services to assist the Village in reviewing right of way permit applications. This process included the solicitation of Letters of Interest from firms, the short listing of firms by an evaluation committee, and the determination of a final pool of vendors following a second contact with the short listed firms.

The action requested approves the recommended pool of vendors, authorizes the negotiation of contracts with execution by the Village Manager, and compensation on an as-needed basis up to an annual not-to-exceed amount of \$50,000 per firm (total \$100,000).

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

Action Requested:

Concur with the recommendation of the evaluation committee to select the two (2) firms that submitted Letters of Interest, authorize the negotiation of contracts for a period of one (1) year with the option to renew for three (3) additional one (1) year periods with an annual not-to-exceed expenditure amount of \$100,000. The firms are: Kimley-Horn and Associates, Inc. and Q. Grady Minor & Associates, P.A.

Authorize the Village Manager to execute agreements on behalf of the Village of Estero Council.

Financial Impact:

To be determined on a per project basis; but not-to-exceed \$100,000 on an annual basis.

Attachments:

1. Ownership Disclosure – Kimley-Horn and Associates, Inc.
2. Ownership Disclosure – Q. Grady Minor & Associates, P.A.
3. April 25, 2019 Short List Meeting Minutes
4. May 16, 2019 Final Ranking Meeting Minutes

ATTACHMENT 1

RFQ No.: 2019-02

VILLAGE OF ESTERO, FLORIDA VENDOR DISCLOSURE FORM

Project No.: RFQ 2019-02

Project Name: Right Of Way Review Services

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: 

Printed Name David W. Walthall

Date: April 5, 2019

ATTACHMENT 2

RFQ No.: 2019-02

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

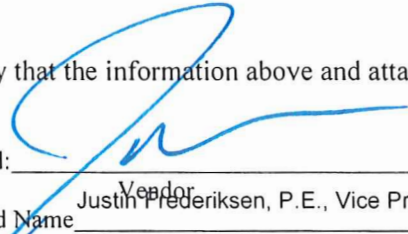
Project No.: RFQ 2019-02

Project Name: Right of Way Review Services

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.
- 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 Justin Frederiksen, P.E., Vice President
Date: April 11, 2019

NAMES & ADDRESSES OF OWNERS

Mark W. Minor, P.E.

3800 Via Del Rey

Bonita Springs, FL 34134

D. Wayne Arnold, AICP

3800 Via Del Rey

Bonita Springs, FL 34134

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Purchasing
RE: **RFQ 2019-02 RIGHT OF WAY REVIEW SERVICES
SHORT-LIST MEETING**

MEETING DATE: April 25, 2019 TIME: 2:30 PM

COMMITTEE MEMBERS: David Willems (Chair), Kyle Coleman, Lisa Roberson

At 2:30 PM the Evaluation 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 two (2) firms.

The committee discussed the firms in alphabetical order. Both firms were judged to be capable of doing the work and it was the consensus of the committee to waive the points-based scoring evaluation and invite both firms to participate in a telephone interview.

The firms were as follows:

- Kimley-Horn & Associates
- Q. Grady Minor & Associates

A motion was made to approve the two (2) firms for a telephone interview. The motion was made by Lisa Roberson and seconded by Kyle Coleman, and then called and carried with no further questions. The meeting was adjourned at 2:45 PM.

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Purchasing
RE: **RFQ 2019-02 RIGHT OF WAY REVIEW SERVICES - FINAL RANKING MEETING**

MEETING DATE: May 16, 2019 TIME: 10:00 AM

ATTENDEES:

COMMITTEE MEMBERS: David Willems (Chair), Kyle Coleman, Lisa Roberson

At 10:00 a.m. the Evaluation 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.

Telephone interviews were conducted with the two (2) short listed firms. Each firm was given 15 minutes to cover topics that were provided to them in advance followed by 10 minutes of questions and answers from the committee.

With the interviews completed, the committee discussed the firms. The committee thanked each of the firms for their interest in the project and for their efforts in participating in the interview process. Kimley-Horn and Associates was complimented for an impressive and detailed presentation which demonstrated a good system for processing the work quickly and, by using less experienced staff, at a potentially lower cost. Q. Grady Minor & Associates was noted for its great reputation in the area and their in-house staff of experienced surveyors which makes them capable of responding quickly to expedited requests. Following the discussions, the Committee determined that it was in the best interest of the Village to engage with both firms for these services on an as-needed basis and voted to recommend a “pool” award to Kimley-Horn & Associates, Inc. and Q. Grady Minor & Associates, P.A.

A motion to approve a “pool” award was made by Lisa Roberson and seconded by Kyle Coleman, and then called and carried with no further questions.

The meeting was adjourned at 11:00 a.m.