

Additional Agenda Items – October 19, 2021

1. Authorization to enter negotiations with North Florida Professional Services, Inc. to provide Architectural and / or Engineering Services for a CDBG – CV construction project. (RFQ No. 2022-02, opened October 19, 2021)
2. Award of contract with Fred Fox Enterprise for Grant Administrator of CDBG-CV project. RFP No. 2022-01, opened October 19, 2021) Budget Impact: to be funded from grant proceeds.
3. Authorization to purchase 2018 truck from Sheriff's Office in the amount of \$23,000 for Public Works. Budgeted item.
4. Approval of Task Order with North Florida Professional Services, Inc. for plans and bid specifications associated with modifications to the entrance of Tax Collector / Property Appraiser Building. Budget Impact: to be paid from BOCC Professional Services line.

Additional Agenda Item No. 1

Item:

Authorization to enter negotiations with North Florida Professional Services, Inc. to provide Architectural and / or Engineering Services for a CDBG – CV construction project. (RFQ No. 2022-02, opened October 19, 2021)

Description:

Qualification’s submittals were opened October 19, 2021, at the Judicial Annex. North Florida Professional Services, Inc. was the highest ranked firm by the committee appointed to review the responses. This is a request for authorization to negotiate rates in accordance with Florida Statue 287.055.

Budget Impact:

To be paid from grant Proceeds

Requested Action:

Approval

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
ARCHITECTURAL/ENGINEERING SERVICES
SCORE SHEET TABULATIONS - RFQ NUMBER 2022-02**

Reviewer's Name	North Florida Prof. Services	Dewberry	Forefront Arch. Engineering
Eddie Hand	98	97	82
Shannon Roberts	90	60	70
Willie Willis	87	79	81
Grand Totals	275	236	233

Hogan Woods

Tabulation By:

10.19.21

Date:

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
ARCHITECTURAL/ENGINEERING SERVICES
QUALIFICATIONS SCORE SHEET - RFQ NUMBER 2022-02**

Criteria (1 to 20 points each; max total = 100 points)	N FL Prof Svcs	Dewberry	Fore front Arch Eng
Experience with CDBG funded projects	19	19	15
Experience with Design, Construction Management, and Inspection Services	20	19	17
Ability to develop and comply with various project schedules	19	20	18
Familiarity with CDBG policies and procedures	20	19	15
Project Management Approach and Availability of Key Personnel	20	20	17
Total Points	98	97	82

Reviewer's Name: EDDIE HAND EAD

Date: 10/19/2021

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
ARCHITECTURAL/ENGINEERING SERVICES
QUALIFICATIONS SCORE SHEET - RFQ NUMBER 2022-02**

Criteria (1 to 20 points each; max total = 100 points)	N FL Prof Svcs	Dawberry	Forefront Arch Eng
Experience with CDBG funded projects	18	18	17
Experience with Design, Construction Management, and Inspection Services	17	15	16
Ability to develop and comply with various project schedules	15	13	14
Familiarity with CDBG policies and procedures	18	16	16
Project Management Approach and Availability of Key Personnel	19	17	18
Total Points	97	79	81

Reviewer's Name: Willie Willis

Date: 10-19-2021

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
ARCHITECTURAL/ENGINEERING SERVICES
QUALIFICATIONS SCORE SHEET - RFQ NUMBER 2022-02**

Criteria (1 to 20 points each; max total = 100 points)	N FL Prof Svcs	Dewberry	Forefront Arch Engr
Experience with CDBG funded projects	20	10	15
Experience with Design, Construction Management, and Inspection Services	10	15	20
Ability to develop and comply with various project schedules	20	15	10
Familiarity with CDBG policies and procedures	20	10	15
Project Management Approach and Availability of Key Personnel	20	10	10
Total Points	90	60	70

Reviewer's Name: Shannon Roberts

Date: 10/19/2021

Additional Agenda Item No. 2

Item:

Award of contract with Fred Fox Enterprise for Grant Administrator of CDBG-CV project. RFP No. 2022-01, opened October 19, 2021)

Description:

Proposals were opened October 19, 2021, at the Judicial Annex. Fred Fox Enterprise was the highest ranked firm by the committee appointed to review the responses. This is a request to award a contract.

Budget Impact:

\$254,193.00 to be funded from grant proceeds.

Requested Action:

Approval

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
GRANT ADMINISTRATION OF A
COMMUNITY DEVELOPMENT BLOCK GRANT
SCORE SHEET TABULATIONS - RFP NUMBER 2022-01**

Reviewer's Name	Fred Fox Enterprises	N.H. Prof Svcs	Guardian Comm Res.
Eddie Hand	98	87	86
Shannon Roberts	98	45	69
Willie Willis	94	81	72
Grand Totals	290	213	227

Hogan Woods



Tabulation By:

10.19.21

Date:

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
GRANT ADMINISTRATION OF A COMMUNITY DEVELOPMENT BLOCK GRANT
QUALIFICATIONS SCORE SHEET - RFP NUMBER 2022-01**

Criteria (1 to 20 points each; max total = 100 points)	Fox Enterprise	NFPS	Guardian
Individual's/Firm's years of experience administering projects thru the State of Florida CDBG program	20	10	15
Staff's years of experience administering projects thru the State of Florida CDBG program	20	5	10
Outline of the proposed tasks to be performed	20	10	15
Number of favorable client reference letters dated 2011 or later from other communities	20	10	10
Fee or proposed fee basis	18	10	19
Total Points	98 0	45 0	69 0

Reviewer's Name: Shannon Roberts

Date: 10/19/2021

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
GRANT ADMINISTRATION OF A COMMUNITY DEVELOPMENT BLOCK GRANT
QUALIFICATIONS SCORE SHEET - RFP NUMBER 2022-01**

Criteria (1 to 20 points each; max total = 100 points)	Fox Enterprises	N FL Prof Svcs	Guardian Comm Resource Mgmt
Individual's/Firm's years of experience administering projects thru the State of Florida CDBG program	19	18	17
Staff's years of experience administering projects thru the State of Florida CDBG program	20	15	18
Outline of the proposed tasks to be performed	20	18	16
Number of favorable client reference letters dated 2011 or later from other communities	20	18	15
Fee or proposed fee basis	19	18	20
Total Points	98	87	86

Reviewer's Name: EDDIE HAND EDS

Date: 10/19/2021

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
GRANT ADMINISTRATION OF A COMMUNITY DEVELOPMENT BLOCK GRANT
QUALIFICATIONS SCORE SHEET - RFP NUMBER 2022-01**

Criteria (1 to 20 points each; max total = 100 points)	Fox Enterprises	N FL Prof Svcs	Guardian Comm Resource Mgmt
Individual's/Firm's years of experience administering projects thru the State of Florida CDBG program	18	16	13
Staff's years of experience administering projects thru the State of Florida CDBG program	20	18	15
Outline of the proposed tasks to be performed	18	17	16
Number of favorable client reference letters dated 2011 or later from other communities	20	15	11
Fee or proposed fee basis	18	15	17
Total Points	94	81	72

Reviewer's Name: Willie Willis

Date: 10-19-21

**FRED FOX ENTERPRISE'S INC.
PRICE SCHEDULE**

The fee schedule for the management of Suwannee County's CDBG-CV Project would be as follows:

ADMINISTRATIVE SERVICES

SERVICE	AMOUNT
1. <u>Attendance at the Project Monitoring Visits conducted by DEO as well as the Completion of all Required Reports</u> <ul style="list-style-type: none">• Prepare Project Amendments (Estimate - 2).• Prepare all required advertisements.• Participate in all State Monitoring visits (Estimate - 2).• Prepare the monthly status reports for the project• Participate in bi-weekly conference calls with DEO• Prepare the Preliminary Contract and Final close-out documents for the project.	\$ 15,000.00
2. <u>Project Administration/Financial Supervisor</u> <ul style="list-style-type: none">• Create and maintain an independent set of financial records for the project.• Prepare all Request for Funds for the project.• Coordinate 504 (handicapped accessibility) requirements with the County.• Carry out required quarterly Fair Housing Activities.• Coordinate with the State on any new program requirements.	\$ 25,000.00
3. <u>Community Coordination</u> <ul style="list-style-type: none">• Meet with the County Commission and County Staff on a regular basis to keep the project progressing smoothly.	\$ 2,500.00
4. <u>Coordination with State Staff</u> <ul style="list-style-type: none">• Maintain continuous telephone and written coordination with State staff to insure a smooth flow of the project through the state system.• Walk any required amendments and approvals through the State to insure a quick approval.	\$ 2,500.00
Administrative Sub-Total	\$ 45,000.00

PROGRAM DELIVERY SERVICES

SERVICE	AMOUNT
1. <u>Prepare the Environmental Review</u>	
• Carry out the HUD Environmental Review, including all required mail-outs.	
• Prepare the advertising required as part of the Environmental Review process.	\$ 15,000.00
2. <u>Coordination with the Project Architect and/or Engineer and Contractor</u>	
• Coordinate with the architect and/or engineer on all Federal and State requirements associated with the project.	
• Participate in the Pre-bid conference for the project.	
• Obtain the contractor approval from the State.	
• Coordinate the Pre-construction conference with the project architect and/or engineer.	
• Review contractor package for grant information completion.	
• Insure "Notice to Proceed" is issued to the contractor.	
• Conduct required Employee Interviews.	
• Review and approve contractor payroll requests along with the architect and/or engineer.	
• Review and recommend approval of all change orders as they relate to State contract compliance.	<u>\$194,193.00</u>
Program Delivery Sub-Total	\$209,193 .00
GRAND TOTAL -----	\$254,193.00

Additional Agenda Item No. 3

Item:

Purchase of 2018 truck from Sheriff's Office.

Description:

The Sheriff's Office has offered a 2018 F-250 crew cab truck with an 8' utility bed to the Road Department at a purchase price of \$23,000. The Road Department has budgeted for a truck which meets these specifications. This is a request for authorization to purchase the truck.

Budget Impact:

\$23,000, budgeted item.

Requested Action:

Approval

Additional Agenda Item No. 4

Item:

Task Order with North Florida Professional Services, Inc.

Description:

This is a request to approve a task order with North Florida Professional Services, Inc. for plans and bid specifications associated with modifications to the entrance of the Tax Collector / Property Appraiser Building. The objective is to improve handicap accessibility.

Budget Impact:

\$3,500 to be paid from Board of County Commissioners Professional Services line.

Requested Action:

Approval



NFPS



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TASK ORDER FOR ENGINEERING SERVICES

SUWANNEE COUNTY COURTHOUSE TAX COLLECTOR/PROPERTY APPRAISER ENTRANCE RENOVATIONS

This agreement made this _____ day of October 2021 by and between Suwannee County, herein referred to as the COUNTY, and North Florida Professional Services, Inc., herein after referred to as the CONSULTANT:

The COUNTY intends to renovate the entrance to the Suwannee County Tax Collector/Property Appraiser Office located on Pine Avenue SW, herein after referred to as the PROJECT.

The CONSULTANT intends to provide permissible construction plans and specifications for the renovation to the existing building entrance to include a new landing, stairs and handicap accessible ramp. The CONSULTANT agrees to provide these services for the lump sum of Thirty Five Hundred Dollars (\$3,500).

This fee shall be invoiced not more than once monthly on a percentage completed basis. This is in accordance with the Master Contract between COUNTY and CONSULTANT.

This Task Order constitutes a Project Agreement for the PROJECT. The CONSULTANT will perform the scope of work as described herein for the development of engineering design documents.

IN WITNESS THEREOF, Suwannee County, Florida, through its Board of County Commissioners has caused this instrument to be executed on the day and year first shown above.

BOARD OF COUNTY COMMISSIONERS
SUWANNEE COUNTY, FLORIDA

Attest:

Clerk

BY: _____

Chairman

IN WITNESS WHEREOF, North Florida Professional Services, Inc., as CONSULTANT herein, has caused this Task Order to be executed in its name by its proper officers duly authorized to sign and execute instruments on its behalf on the day and year first shown above.

NORTH FLORIDA PROFESSIONAL SERVICES, INC.

BY: _____

James Pitman for
Gregory G. Bailey, P.E.
President