

**AGENDA ITEM REPORT**

**DATE:** May 21, 2024  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Mechanical, Plumbing, HVAC, and Electrical Engineering Services: Pre-Positioned Federal

**I. MOTION REQUESTED**

- A) Award Competitive Negotiation Request for Proposal No. CN230542NAT Mechanical, Plumbing, HVAC, and Electrical Engineering Services: Pre-Positioned Federal to Engineers and Associates, LLC. for the purchase of Mechanical, Plumbing, HVAC, and Electrical Engineering Services using federal funds on an as-needed basis, for an initial term of three years, as approved in the departments' annual adopted budget. Individual projects in excess of \$100,000.00 will be presented to the Board for approval.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Awards annual plumbing, HVAC, and electrical professional services contract for use with federal funds from a competitive solicitation process. The scope of services includes design, construction drawings (AutoCAD), construction specifications, permitting, bidding and negotiation services, construction observation/administration, energy management program evaluations, conceptual estimates for new construction and renovation/retrofit projects, analysis of existing systems, as-built drawings (AutoCAD drawing), and performance of eleventh-month warranty inspections.

The services will be used on an as-needed basis, for a term of three years.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
 Procurement Management solicited for Mechanical, Plumbing, HVAC, and Electrical Engineering Services for use following a disaster or when federal funding is present. The solicitation advertised on September 1, 2023. At the time of opening on October 4, 2023, six (6) proposals had been received, including a proposal from Engineers and Associates, LLC. (E&A).  
  
 Evaluation Meeting 1 was held on October 30, 2023. The Evaluation Committee discussed the pros and cons of each proposal submitted. Once each proposal had been discussed, each committee member individually scored the submitted proposals. Scores were then verified and tallied by Procurement Management resulting in each proposal being ranked based on score. The Committee motioned to move the top 4 proposals into Evaluation 2, including the proposal from E&A.  
  
 Evaluation Meeting 2 was held on November 28, 2023, where the Committee saw presentations from the top 4 ranking firms. After presentations, the Committee discussed the merits of each, and the proposing firms. Once discussions were completed the Committee members individually ranked each proposing firm. The rankings were collected and tallied by Procurement Management. When rankings were completed, E&A was the top ranked firm. The Committee motioned and seconded making the award to E&A.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Various funds. Program: Project: Account Strings:	
G)	Fund Type?	Other: Various Department Funds
H)	Comments: Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">CN230542NAT Engineers and Assoc Vendor Executed Agreement OCR.pdf</a>	5/3/2024	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	5/8/2024 - 1:25 PM
Budget Services	Henkel, Anne	Approved	5/8/2024 - 1:52 PM
Budget Services	Winton, Peter	Approved	5/8/2024 - 5:08 PM
County Attorney	Holborn , Robert	Approved	5/9/2024 - 1:05 PM
County Manager	Winton, Peter	Approved	5/13/2024 - 1:35 PM