



AGENDA ITEM REPORT

DATE: October 1, 2024
DEPARTMENT: Procurement
REQUESTER:
TITLE: Award Annual Contract for FEMA, NFIP, and CRS Miscellaneous Professional Services

I. MOTION REQUESTED

- A) Award Competitive Negotiation Request for Proposal No. CN240142DJN, Miscellaneous Professional Services for FEMA, NFIP, and CRS Projects to Haley Ward, Inc., JR Evans Engineering, P.A., Johnson Engineering, Inc., Kimley-Horn and Associates, Inc., Lori Lehr, Inc., and Tetra Tech, Inc. for professional engineering and miscellaneous consulting services for various Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP) and Community Rating System (CRS) projects, 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.
- C) Grant the County Manager or designee the authority to renew the contracts for up to two additional years and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards annual Miscellaneous Professional Services contracts for Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP) and Community Rating System (CRS) Projects, on an as-needed basis, for an initial period of three years, with the option to renew for up to two additional one-year periods, to Haley Ward, Johnson Engineering, Inc., JR Evans Engineering, P.A., Kimley-Horn and Associates, Inc., Lori Lehr, Ince., and Tetra Tech, Inc. to provide coastal/riverine engineering consulting services.

The pool of contractors will assist Lee County with duties associated with FEMA, NFIP, CRS and emergency duties resulting from state or federal emergency declarations. In addition, the pool will assist Lee County in the review of FEMA's proposed Southwest Florida Coastal Risk MAP study covering 450 miles of shoreline along the Gulf of Mexico. There were no expenditures for these services during Fiscal Year 2023-2024 and are not anticipated to exceed \$350,000.00 annually.

III. BACKGROUND AND IMPLICATIONS OF ACTION

On March 15, 2024, Procurement Management issued Competitive Negotiation Request for Proposal No. CN240142DJN, Miscellaneous Professional Services for FEMA, NFIP, & CRS Projects. On the proposal deadline of April 19, 2024, Procurement Management received six proposals.

The Evaluation Committee's first evaluation meeting was held on June 18, 2024, during which the committee considered criterion listed in the solicitation: Qualifications of Firm, Company Relevant Experience & Reference, Firm Plan of Approach, and Personnel. All six firms were short-listed to return for interviews. Interviews were conducted on June 25, 2024. Following the interviews, the final committee evaluation meeting was held. The committee recommended awarding contracts to all six firms: Haley Ward, Inc., Johnson Engineering, Inc., JR Evans Engineering, P.A., Kimley-Horn and Associates, Inc., Lori Lehr Inc., and Tetra Tech, Inc.

Staff recommends awarding to the six qualified firms. During Fiscal Year 2023-2024, total expenditures for these services were \$0.00.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount:	See comments below.
Included in the Current Budget?:	N/A
Fund:	Various funds.
Comments:	Expenditures will be on an as-needed basis, as approved in the

departments' annual adopted budgets.

Is this a revenue or expense item? Expense

Is this Discretionary or Mandatory? Discretionary

Will this item impact future budgets?

Program: N/A

Project: N/A

Account Strings: N/A

Fund Type? Various

V. RECOMMENDATION

Approve

ATTACHMENTS:

Haley Ward Executed Agreement OCR, Haley Ward Signature Auth OCR, Haley Sunbiz OCR, Johnson Eng Executed Agreement OCR, Johnson Eng Sunbiz OCR, JR Evans Executed Agreement OCR, JR Evans Signature Auth OCR, JR Evans Sunbiz OCR, Kimley-Horn Sunbiz OCR, Kimley-Horn Executed Agreement OCR, Kimley-Horn Signature Auth OCR, Lori Lehr Sunbiz OCR, Lori Lehr Executed Agreement OCR, Tetra Tech Sunbiz OCR, Tetra Tech Executed Agreement OCR, Tetra Tech Signature Auth OCR

REVIEWERS:

Angela Lamontagne, Procurement
Mary Tucker, Procurement
Anne Henkel, Budget Services
Robert Holborn, County Attorney
Peter Winton, County Manager

Created/Initiated - 9/18/2024
Approved - 9/18/2024
Approved - 9/24/2024
Approved - 9/25/2024
Final Approval - 9/25/2024