

**AGENDA ITEM REPORT**

**DATE:** January 21, 2025  
**DEPARTMENT:** Utilities  
**REQUESTER:** Pamela Keyes  
**TITLE:** Award Contract for Utilities Water and Wastewater Engineer of Record

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**I. MOTION REQUESTED**

- A. Award Competitive Negotiation Request for Proposal No. CN240444KLB – Lee County Utilities Water and Wastewater Engineer of Record - Annual to Carollo Engineers, Inc., to provide professional engineering services for the physical inspection of County facilities, review of operations for conformance to regulations, review of insurance requirements and rates and charges for compliance with bond covenants as necessary to prepare an annual report, and the preparation of the annual report with evaluation and recommendations, on an as needed basis, for an initial term of three years, as authorized through annual Supplemental Task Authorizations approved by the Board.
- 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 contract, for up to two additional one-year periods, and to execute all associated documents, if doing so is in the best interest of Lee County. Each Supplemental Task Authorization greater than \$100,000.00 will require Board approval.
- D. Approve Supplemental Task Authorization No. 1 to Contract No. 10335 with Carollo Engineers, Inc. under Solicitation No. CN240444KLB for Lee County Utilities Water & Wastewater Engineer of Record – Annual for preparation of the FY24 Annual Utility System Review and Comprehensive Report, in an amount of \$229,753.00.
- E. Authorize County Manager or designee to approve the Supplemental Task Authorization on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Awards a contract to Carollo Engineers, Inc. to prepare the annual Lee County Utilities Water and Wastewater Engineer of Record report. The professional services contract is for a period of 3 years, with the option for 2 one-year renewals. The report provides an overview of the physical operations and financial condition of the water and wastewater systems and evaluates Lee County Utilities' compliance with Bond Resolution and provisions. The average annual expenditures for these services were \$168,254.56 during the previous five-year contract term. Carollo Engineers, Inc. maintained its pricing throughout the previous five-year contract, which accounts for the increased pricing of this contract.

This item also requests the award of a Supplemental Task Authorization to the contract to prepare the FY24 Annual Engineer of Record report, in the amount of \$229,753.00. The estimated total cost for FY24 through FY28 is \$1,000,000.00.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

On May 28, 2024, Procurement Management advertised Competitive Negotiation Request for Proposal No. CN240328KLB – Lee County Utilities Water and Wastewater Engineer of Record – Annual on behalf of the Board of County Commissioners. On the proposal deadline of June 28, 2024, Procurement Management received one proposal.

On July 19, 2024, Procurement Management advertised for a second time under Competitive Negotiation Request for Proposal No. CN240444KLB – Lee County Utilities Water and Wastewater Engineer of Record – Annual on behalf of the Board of County Commissioners. On the proposal deadline of August 22, 2024, Procurement Management received two proposals.

On October 25, 2024, the first evaluation meeting was held and the Evaluation Committee considered criteria listed in the solicitation: Experience with Water Treatment and Wastewater Treatment Facilities, Experience with Water Distribution Systems, Wastewater Collection Systems and Reuse Water Distribution Systems, Experience with Compliance and Regulatory Requirements, Experience with insurance Coverage and Bonding Requirements, and Key Personnel Qualifications and Experience. Both firms were then shortlisted. The second evaluation meeting held

on the same day as the first, presentations/interviews were conducted. The Committee reached a consensus to negotiate with and recommend the award of a contract to Carollo Engineers, Inc. for an initial three-year period. The contract can be renewed up to two additional one periods, upon the agreement of both parties, as approved in the departments' annual adopted budget, if doing so is in the best interest of Lee County.

Under Section 5.18 of the Second Amended and Restated Water and Sewer Revenue Bond Resolution of Lee County (No. 93-06-40), Lee County Utilities is required to prepare and submit an Annual Water and Wastewater Engineer of Record Report. The Engineer of Record Report provides an overview of the physical, operational and financial conditions of the water and wastewater systems as well as evaluating Lee County Utilities' compliance with the bond provisions.

The contract award and sequential approval of STA No. 1 will allow Lee County Utilities to fulfill its obligation to prepare and submit an Annual Water and Wastewater Engineer of Record Report.

**IV. FINANCIAL INFORMATION**

Current Year Dollar Amount: \$229,753  
Included in the Current Budget?: Yes  
Fund: Enterprise  
Comments:

Is this a revenue or expense item? Expense  
Is this Discretionary or Mandatory? Discretionary  
Will this item impact future budgets? No  
Program: Utilities  
Project: Utilities Water and Wastewater Engineer of Record  
Account Strings: OD5366348700  
Fund Type? Utilities Operating

**V. RECOMMENDATION**

Approve

**ATTACHMENTS:**

02 PSA Annual EOR- CN240444KLB- Vendor executed, 03 STA-01 EOR Packet FY24v2\_Signed

**REVIEWERS:**

Michelle Rios, Utilities	Created/Initiated - 1/8/2025
Mary Tucker, Procurement	Approved - 1/8/2025
Pamela Keyes, Utilities	Approved - 1/8/2025
Anne Henkel, Budget Services	Approved - 1/9/2025
Angela Guttery, Budget Services	Approved - 1/9/2025
Peter Winton, County Manager	Approved - 1/9/2025
Amanda Swindle, County Attorney	Approved - 1/9/2025
Marc Mora, County Manager	Final Approval - 1/14/2025