



## Cooper City Commission Meeting Agenda Item Request Form

Commission Meeting/Workshop Date: June 8, 2021

Requesting Department: Utilities Department

Subject: Recommendation to Approve Continuing Contracts for Engineering/Professional Services

**Section:**

*Presentation*

*Consent*

*Regular*

*Discussion*

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**Background and Recommendation (attach backup material to Item Request Form):**

This is a recommendation for Commission authorization to enter into continuing contracts with three engineering consulting firms to provide engineering and professional services for the City.

City staff conducted a solicitation, and a selection committee established for this solicitation evaluated and ranked 38 submittals. At the meeting of March 9, 2021, the City Commission approved the ranking of these firms and authorized staff to negotiate continuing contracts with the top three firms, in accordance with Chapter 287.055 of the Florida Statutes. Continuing contracts are agreements that do not have a specific termination date but may be terminated by the City at its convenience.

Staff has negotiated proposed contracts with Chen Moore and Associates, Inc., The Corradino Group, Inc., and Hazen and Sawyer, P.C., and these contracts are attached for Commission consideration.

I recommend that the City Commission authorize the City Manager to execute continuing contracts with each of these firms. These contracts are simply agreements to provide services when requested and authorized, and establish a base rate for these services. Each task would be negotiated and authorized by individual purchase orders and, in keeping with City purchasing guidelines, no task exceeding \$20,000 would be authorized without prior Commission approval of that task. Additionally, no minimum amount of work is guaranteed.

**Attachments:**

1. [Staff Supporting Memorandum](#)
2. [RFQ Submittal from Corradino](#)
3. [RFQ Submittal from Chen Moore](#)
4. [RFQ Submittal from Hazen & Sawyer](#)
5. [Proposed Continuous Contract Corradino](#)
6. [Proposed Continuous Contract Hazen & Sawyer](#)
7. [Proposed Continuous Contract Chen Moore](#)

**Approvals:**

Finance Director

Sandra  
Bridgeman

Digitally signed by Sandra  
Bridgeman  
Date: 2021.05.25  
09:41:04 -04'00'

City Manager

Joseph  
Napoli

Digitally signed by Joseph  
Napoli  
Date: 2021.05.25  
10:44:28 -04'00'

City Clerk