



**MOTION
CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Utilities Department

DATE: January 9, 2024

SUBJECT: Motion to approve and authorize Task Order 2023-04 to Hazen & Sawyer in the amount not to exceed \$55,479.00 for construction oversight services on an as-needed basis for the Membrane Element Replacement Project subject to the approval and authorization by the Commission of the Agreement with the lowest responsive and responsible bidder. - **Utilities**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval and authorization to issue Task Order (TO) 2023-04 to Hazen & Sawyer (Hazen) in the amount not to exceed \$55,479.00 for additional construction oversight services on an as-needed basis for the Membrane Element Replacement Project subject to the approval and authorization by the Commission of the Agreement with the lowest responsive and responsible bidder.

The lowest bid is being re-evaluated due to a significant price difference with respect to the other two bids received. The bid award recommendation will be made after clarification from the lowest bidder is sought.

BACKGROUND OF ITEM:

As the design engineer, Hazen is most familiar with the details of the project and best suited to answer questions from the contractor (and offer solutions) and supervise the installation of the new membranes on an as-needed basis. Hazen's original TO, 2021-01, relied on certain services to be done by in-house staff employed at that time. However, due to transition and retirement of key personnel, the responsibility to complete the project has now shifted to the consultant. They will take the project through the closeout.

Construction oversight services, also known as CEI (construction, engineering, and inspection), typically run between 8% to 12% of the construction cost. Together with the leftover amount of \$28,390.50 from the original TO, 2021-01, the total oversight services, on an as-needed basis, are estimated to be \$83,869.50. The lowest bid received is \$1,099,480.00, followed by \$1,586,000 from the second lowest bidder.

Hazen is one of the three (3) consultants selected through the City's RFQ No. 2020-1 and approved by the City Commission on June 8, 2021, after meeting the requirements of Florida Statute (FS) 287.055, commonly known as Consultants' Competitive Negotiation Act (CCNA).

Pursuant to FS 287.055(2) (g), a consultant selected through the CCNA process, can be awarded a “continuing contract” for professional services for each individual study in an amount not to exceed \$500,000 without any additional competition.

FISCAL IMPACT:

Hazen’s Task Order, No. 2023-04, will be paid by funds appropriated for the Membrane Element Replacement Project.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Prior Requested Amount</u>	<u>New Request Amount</u>	<u>Remaining Amount</u>
453-911-563422-533-WS002	\$1,629,398.50	\$28,390.50	\$55,479.00	\$1,545,529.00

ATTACHMENTS:

1. Exhibit A – Task Order 2023-04 with Cost Proposal
2. Original Professional Agreement with Hazen and Sawyer
https://coopercityfl-my.sharepoint.com/:f:/g/personal/jmontoya_coopercity_gov/EpOH2lKHNLxfgqshi03N4o8BEZz9bvzoFNyyndHVeB7hcw?e=Rfd2k0
3. Vendor Compliance

Workflow History			
User	Task	Action	Date/Time
Montoya, Jenna	NEW ITEM: Not Yet Routed	Route to Purchasing	12/19/23 08:27 AM
Dodgen, Brandon	Assigned to Purchasing	COMPLETE: Forward to City Clerk	12/22/23 03:01 PM
<i>Same notes as the previous review of Task Order 2023-03. Inquiry from purchasing on the rates changes awaiting response from Contractor. Although Utilities staff has informed us that the rate changes were agreed upon and that were deemed reasonable.</i>			
Allen, Tedra	Assigned to City Clerk	Route to Budget	12/29/23 10:56 AM
Nadeau, Mike	Assigned to Budget	COMPLETE: Forward to City Clerk	12/29/23 11:22 AM
<i>I uploaded an updated Word Document with the Fiscal Impact section completed. The new file ends with "w Fiscal Impact".</i>			
Allen, Tedra	Assigned to City Clerk	Route to Attorney	12/29/23 11:57 AM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Manager	12/29/23 01:01 PM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	12/29/23 01:02 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	01/04/24 11:25 PM
Allen, Tedra	END WORKFLOW - APPROVED		01/05/24 09:29 AM