



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Utilities Department

**DATE:** March 12, 2024

**SUBJECT:** Motion to approve and authorize a piggyback agreement from the Town of Jupiter Island agreement with Florida Technical Consultants, LLC., in the amount of \$40,000.00 or as appropriated in the annual budget for Geographic Information System (GIS) consulting services, and run concurrently with the Town of Jupiter Island agreement, provided the agreement is extended by the Town of Jupiter Island with the terms and conditions acceptable to the City. -  
**Utilities**

### **CITY MANAGER RECOMMENDATION:**

The City Manager recommends Commission approval and authorization of a piggyback agreement from the Town of Jupiter Island agreement with Florida Technical Consultants, LLC. (FTC), in the amount of \$40,000.00 or as appropriated in the annual budget, for Geographic Information System (GIS) consulting services and run concurrently with the Town of Jupiter Island agreement, provided the agreement is extended by the Town of Jupiter Island with the terms and conditions acceptable to the City. The Town of Jupiter Island agreement with the contractor is valid for four (4) years, and can be renewed for two (2) additional one-year terms through written consent.

### **BACKGROUND OF ITEM:**

In 2019, the City awarded a three-year contract to Florida Technical Consultants, LLC., with one (1), two-year renewal term, following RFP 2019-2-UTL. The two-year renewal term concludes on May 28, 2024. Instead of initiating a new RFP process, staff recommends piggybacking on the existing agreement with Florida Technical Consultants, LLC., through the Town of Jupiter Island. The Town's agreement, effective February 22, 2023, spans four (4) years, with two (2) additional one-year renewal options. If approved, the proposed agreement will be effective from May 29, 2024. Utilities staff has reviewed the Scope of Services and prices in the Town of Jupiter Island Agreement and seeks approval to continue utilizing their services for Cooper City's system.

### **ANALYSIS:**

Florida Technical Consultants, LLC., has consistently delivered satisfactory performance over the past several years. Additionally, it is important to note, that initiating a new RFP process may result in hiring new contractors, potentially requiring more time to familiarize themselves with the current system developed by FTC.

**STRATEGIC PLAN:**

This project supports the City’s Strategic Goal of maintaining and improving the City’s infrastructure and appearance to support and ensure a sustainable and beautiful environment.

**PROCUREMENT:**

Sec. 2-258. – Exclusions and exceptions to bid and proposal requirements.

(f) Purchases of goods or services from contracts awarded by other governmental or not-for-profit entities by a formal competitive selection process. The purchase of goods or services under a contract awarded by the United States Government or another governmental, public or not-for-profit entity by a formal competitive process is authorized provided the purchasing agent makes a determination that time, expense and marketplace factors make it financially advantageous for the City to do so.

**FISCAL IMPACT:**

Sufficient funds are available in the Water & Sewer Fund and budgeted for this purpose.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
450-950-531100-536	\$40,000	\$40,000	\$0

**ATTACHMENTS:**

1. City of Cooper City Agreement with Florida Technical Consultants, LLC.
2. Exhibit A – Town of Jupiter Island agreement with Florida Technical Consultants, LLC.
3. Exhibit B – Florida Technical Consultants, LLC., GIS Utility Updates and Maintenance Proposal
4. Vendor Compliance

Workflow History			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	Route to Purchasing	02/12/24 01:38 PM
Dodgen, Brandon	Assigned to Purchasing	COMPLETE: Forward to City Clerk	02/22/24 10:01 AM
Allen, Tedra	Assigned to City Clerk	Route to Budget	02/23/24 11:23 AM
Nadeau, Mike	Assigned to Budget	COMPLETE: Forward to City Clerk	02/23/24 11:25 AM
<i>The fiscal impact section of this staff report is correct.</i>			
Allen, Tedra	Assigned to City Clerk	Route to Attorney	02/23/24 12:02 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Ma...	02/26/24 09:37 AM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	02/26/24 10:36 AM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	02/28/24 03:10 PM
Allen, Tedra	END WORKFLOW - APPROVED		02/28/24 03:12 PM