



Santa Rosa County

Board of County Commissioners

Sheila Fitzgerald, Special Projects/Grants Director

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MEMORANDUM

TO: Tony Gomillion
FROM: Sheila Fitzgerald
DATE: March 16, 2016
SUBJECT: Consulting Services for NRDA Artificial Reef Project

RECOMMENDATION:

That the board select a firm for consultation activities related to the design and deployment of two artificial reefs funded with Natural Resource Damage Assessment (NRDA) grant funds. If directed, staff is prepared to provide a ranking of firms and recommendation prior to Thursday's regular meeting.

BACKGROUND

Santa Rosa County was awarded grant funds through the NRDA process to expand the existing nearshore snorkeling reef and design and construct an inshore fishing reef. Consulting activities is an allowable use of grant funds. At the January 14, 2016 meeting, the board authorized advertisement of an RFQ for consulting services. Proposals were received on Tuesday, March 15, 2016. Five firms submitted proposals. The bid tab is included as agenda item support.

NEXT STEPS

Upon selection of a consultant, staff will develop a contract for services that will be brought back to the board at the next meeting for approval.

BID OPENING
March 15, 2016
Milton, Florida

Present: Procurement Officer; Tina Stewart representing Santa Rosa County Economic Development; and Sheila Fitzgerald representing Santa Rosa County Grants. The meeting took place at 10:00 a.m.

The purpose of the meeting was to receive bids for the sale of approximately 2 acres at the Santa Rosa County Industrial Park, and Request for Qualifications for Artificial Reef Consulting Services and Magistrate Services for Code Enforcement. Bids were received from the following:

Sale of Approximately 2 Acres:

- | | |
|--------------------|----------|
| 1. Gulf Cable, LLC | \$10,500 |
|--------------------|----------|

RFQ – Artificial Reef Consulting Services:

- | | |
|---|-----------|
| 1. CB& I Environmental & Infrastructure, Inc. | Submittal |
| 2. Taylor Engineering | Submittal |
| 3. Coastal Systems International | Submittal |
| 4. Emerald Ocean Engineering, LLC | Submittal |
| 5. Wetland Sciences Incorporated | Submittal |

RFQ – Magistrate Services for Code Enforcement:

- | | |
|----------------------------|-----------|
| 1. John A Terrazza | Submittal |
| 2. D. Anthony Washnock | Submittal |
| 3. Matthews & Higgins, LLC | Submittal |

CONSULTING RFQ EVALUATION CRITERIA
Santa Rosa County NRDA ARTIFICIAL REEF PROJECT

NRDA Artificial Reef Project - Consulting Services

	Points Available						
Ability of Professional Personnel (education, qualifications, and experience). Knowledge of environmental, marine biology and artificial reef ecology is demonstrated.	20						
Understanding of the proposed project, proposed project approach and description of work management plan including tasks and timelines.	20						
Prior experience of successful reef deployment projects.	25						
Success with artificial reef deployment projects in the local area and State of Florida as confirmed by references.	25						
Proficiency demonstrated in documentation of work products such as monitoring reports, bottom surveys and/or other relevant documents.	10						
TOTAL POINTS:	100	0	0	0	0	0	0

DIRECTIONS: Score each firm in each category. In the event of a tie for 1st or 2nd place, there will be another scoring round using only the two tied firms to determine their final ranking.

Evaluator's Name: _____

Signature: _____

Date: _____