

**AGENDA ITEM SUMMARY SHEET**  
**VILLAGE COUNCIL MEETING**  
**June 1, 2022**

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**Agenda Item:**

Miscellaneous Professional Services CN 2022-06

Motion to approve Miscellaneous Professional Services CN 2022-06

**Background:**

To obtain a variety of professional consultant services including engineering, planning, landscape architecture, environmental, architectural design, and other services on a continuing basis, to assist staffing with various projects.

**Description:**

Pursuant to Chapter 287.055 Florida Statutes, Letters of Interest were solicited from interested firms, an evaluation committee short listed all the firms and then determined the final pool of vendors following a second contact with the short-listed firms.

The action requested approves the recommended pool of vendors and authorizes the negotiation of contracts and compensation on an as-needed basis.

The current continuing contracts which have been in place since 2020, will be terminated as of June 1, 2022, to allow use of the new contracts. The new contracts will have a term of three years, with an option to renew the agreement for an additional three years.

Staff has attached firm ownership disclosure of greater than 5% as recommended by the Village Attorney.

**Action Requested:**

- (1) Terminate as of June 1, 2022, CN 2020-01 Miscellaneous Professional Services to allow for the immediate use of the firms approved under CN 2022-06.
- (2) Concur with the recommendation of the evaluation committee to select all 36 consulting firms that submitted Letters of Interest under CN 2022-06, for a contract period of three (3) years (with the option to renew the agreements, in

whole or in part, for a renewal term or terms not to exceed the initial agreement term of 3 years) commencing on June 1, 2022. The firms are listed on Attachment 1.

(3) Authorize the Village Manager to execute agreements for individual projects as needed at or below \$50,000 (contracts in excess of \$50,000 will require Village Council approval) and to renew the agreements if in the best interest of the Village.

**Process and Timeline:**

- Project advertised on March 16, 2022, with a due date of April 5, 2022.
- Short List meeting held on April 27, 2022.
- Second contact with short listed firms conducted April 28, 2022.

**Financial Impact:**

To be determined on a per project basis.

**Prepared by: Steve Sarkozy**

**Attachments:**

1. List of Firms
2. Ownership Disclosures
3. April 27, 2022 Short List Meeting Minutes
4. Sample Agreement for Professional Services