

CONSULTANT APPROVAL FORM

CPO: If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)

CSA: If Construction is under \$4,000,000;

OR for study activity if consultant fee is under \$500,000- FS 287.055(CCNA))

CPO/CSA #: 2022-062-02 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 5/6/2024 Division: FACILITIES MANAGEMENT DIVISION

Project Manager's Name: ROB WILLIAMS Phone #: 5569

Project Name: SHERIFFS OFFICE EVIDENCE STORAGE YARD COMPLEX

Total Project Budget: \$ LESS THAN \$2 MILLION Project # N/A

Estimate of Construction Cost: \$ LESS THAN \$2 MILLION

Proposed Consultant: DENBERRY Fee: \$ 54,609.00

Master Consultant Agreement # 2022-062

Attach Scope of Services Proposed by the Consultant (Exhibit "A")

Approved By: [Signature] Date 5/9/2024
Division Director/Designee

Procurement Division

Date Received: 6/12/24 Date Reviewed by Analyst: 6/12/24 ^{TE}

Approved by: [Signature]
(Procurement Director/Designee)

COI received 6/17/24 ^{TE}

County Attorney's Office (Required for all CSA's)

Date Received: 6/20/24 Date Reviewed: 6/20/24

Approved by: [Signature]
(County Attorney Office Signature)

County Manager's Office (Required if consultant fee is greater than \$100,000)

Date Received: _____ Date Reviewed: _____

Approved by: _____
(County Manager Office Signature)

Additional Attachments: number of days to complete project, not to exceed/lump sum amount, justification for consultant selected, fee schedule, and Professional Liability COI (COI applicable to CSA only, description field must be project specific (contract requirement)).

Selection Procedure for Consultants with Continuing Contracts

Division: Facilities Management Division

Project Manager: Steve McMillan/Rob Williams

Project: **Sheriff's Evidence Storage – Vaughn Road**

Step 1: Review list for appropriate Expertise, Experience and Personnel (List all consultants awarded a master agreement under the RFP)

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
Chastain-Skillman, Inc.	Yes	Yes	Yes	Yes	Yes
Dewberry Engineers, Inc.	Yes	Yes	Yes	No	Yes
Inwood Consulting Engineers, Inc.	Yes	Yes	Yes	No	Yes
Kisinger Campo & Associates	Yes	Yes	Yes	No	Yes
WSP USA Environment & Infrastructure Inc.	Yes	Yes	Yes	Yes	Yes

State justification for each firm not elevated and why:

Step 2: Past performance on similar projects satisfactory (List all consultants elevated from Step 1)

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration (Y/N)
Chastain-Skillman, Inc.	Yes	Yes
Dewberry Engineers, Inc.	Yes	Yes
Inwood Consulting Engineers, Inc.	Yes	Yes
Kisinger Campo & Associates	Yes	Yes
WSP USA Environment & Infrastructure Inc.	Yes	Yes

State justification for each firm not elevated and why:

Step 3: Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.

Consultant	Contracted Amount	Elevated (Y/N)
Chastain-Skillman, Inc.	\$163,568.00	No
Dewberry Engineers, Inc.	\$220,598.00	Yes
Inwood Consulting Engineers, Inc.	\$319,876.00	No
Kisinger Campo & Associates	\$319,093.00	No
WSP USA Environment & Infrastructure Inc.	\$56,889.35	No

Step 4:

State justification if the chosen consultant does not have the least amount of contract obligation.

Dewberry Engineers, Inc. has current/ongoing active experience and expertise associated with the fire rescue training facility project/property/permitting. This expertise provides them with an impeccable amount of extensive knowledge for engineering and permitting the proposed new Sheriff's Evidence Storage – Vaughn Road project. Dewberry services will provide the County with the undoubtable best and most comprehensive approach to shared land/permitting use for the life of the proposed project inclusive of cost savings for previously provided boundary and topographical survey services.