



Broward County

Legislation Text

File #: 22-1154, Version: 1

Broward County Commission Regular Meeting

Director's Name: George Tablack

Department: Finance and Administrative Services **Division:** Purchasing

Information

Requested Action

A. MOTION TO APPROVE Agreement between Broward County and Mead and Hunt, Inc., for Consultant Services for Air Services, Request for Proposals (RFP) No. GEN2122676P1, for Broward County Aviation Department, for a three-year initial term amount of \$375,000, and two one-year renewal terms in the amount of \$250,000, for a not-to-exceed total agreement amount of \$625,000 and authorize the Director of Purchasing to renew the agreement; and authorize the Mayor and Clerk to execute the same.

(Per the Thursday Agenda Memorandum, executed signature pages for the Agreement have been received, and the Board's consideration of Item 83-A and B is based on the amended motion statement.)

ACTION: (T-12:53 PM) Approved. (Refer to minutes for full discussion.) (Scrivener's Error - See County Administrator's Memorandum:

Currently Reads:

A. MOTION TO APPROVE Agreement between Broward County and Mead and Hunt, Inc.,... for a three-year initial term amount of \$375,000, and two one-year renewal terms in the amount of \$250,000, for a not-to-exceed total agreement amount of \$625,000...

Should Read:

A. MOTION TO APPROVE Agreement between Broward County and Mead and Hunt, Inc.,... for a three-year initial term amount of \$375,000, and two one-year renewal terms in the amount of \$250,000, for a not-to-exceed total agreement amount of \$625,000...

VOTE: 9-0.

B. MOTION TO APPROVE Agreement between Broward County and Merchant Aviation, LLC, for Consultant Services for Air Services, Request for Proposals (RFP) No. GEN2122676P1, for Broward County Aviation Department, for a three-year initial term amount of \$375,000, and two one-year renewal terms in the total amount of \$250,000, for a not-to-exceed total agreement amount of \$625,000 in substantially the form of Exhibit 1, and authorize the Director of Purchasing to approve

nonmaterial changes that do not increase the financial cost to Broward County and to execute the Agreement subject to review and approval as to legal sufficiency by the Office of the County Attorney.

(Per the Thursday Agenda Memorandum, the Board's consideration of Item 83-A and B is based on the amended motion statement.)

ACTION: (T-12:53 PM) Approved. (Refer to minutes for full discussion.) (Scrivener's Error - See County Administrator's Memorandum:

Currently Reads:

B. MOTION TO APPROVE Agreement between Broward County and Merchant Aviation, LLC,... for a three-year initial term amount of \$375,000, and two one-year renewal terms in the amount of \$250,000, for a not-to-exceed total agreement amount of \$625,000...

Should Read:

B. MOTION TO APPROVE Agreement between Broward County and Merchant Aviation, LLC,... for a three-year initial term amount of \$375,000, and two one-year renewal terms in the amount of \$250,000, for a not-to-exceed total agreement amount of \$625,000...)

VOTE: 9-0.

Why Action is Necessary

Motion A. In accordance with the Broward County Procurement Code, Section 21.47(a), Award and Execution Authority, Board approval is required for awards exceeding \$500,000.

Motion B. In accordance with the Broward County Procurement Code, Section 21.47(b), Award and Execution Authority, Board approval is required for awards exceeding \$500,000 and the Board may expressly delegate awards and execution of agreements exceeding \$500,000.

What Action Accomplishes

Motions A. and B. Provide for a qualified firm to provide consultant services for passenger air services development and retention for Broward County Fort Lauderdale-Hollywood International Airport.

Is this Action Goal Related

No

Previous Action Taken

None.

Summary Explanation/Background

THE PURCHASING DIVISION AND THE AVIATION DEPARTMENT RECOMMEND APPROVAL OF THE ABOVE MOTIONS.

The Office of Economic and Small Business Development (OESBD) established a County Business Enterprise (CBE) participation goal of 8% for this project. Mead and Hunt, Inc. has committed to 8% CBE participation, which has been reviewed and approved by OESBD. Merchant Aviation, LLC has committed to 10% CBE participation, which has been reviewed and approved by OESBD (Exhibit 2).

The purpose of each Agreement is to provide technical expertise, aid in the development of new or existing airline relationships, identify passenger air service needs, threats, and opportunities, deliver tailored air services proposals to current and prospective air carriers, prepare and deliver presentations on various air services development topics, answer questions regarding a new entrant airline(s), air services incentive, or general air carrier inquiries (Exhibit 1).

The RFP approved by the Board requested two vendors for these services; this was based on potential (apparent or direct) conflict of interest that might occur with a consultant providing these same services to other large hub airports in Florida.

Each Agreement allows the Contract Administrator to execute all work authorizations up to the maximum not-to-exceed amount in the Agreement.

On December 7, 2021 (Item No. 82), the Board approved Request for Proposals (RFP) No. GEN2122676P1, Consultant Services for Air Service. The RFP was advertised and, at the time of the opening deadline on February 23, 2022, three firms submitted proposals.

On April 27, 2022, a Combination Initial and Final Evaluation meeting was held. The Evaluation Committee determined that all firms were responsive and responsible to the RFP requirements. After presentations, evaluation, scoring and ranking, the Evaluation Committee named Mead and Hunt, Inc. as the first-ranked firm and Merchant Aviation, LLC as the second-ranked firm.

The Evaluation Committee's proposed recommendation of ranking was posted on the Purchasing Division website from May 9 - 11, 2022, which provided an opportunity for any proposer or interested party to present any new or additional information considered material to the Evaluation Committee's ranking. No formal objection was received during this time.

The Evaluation Committee's final recommendation of ranking was posted on the Purchasing Division website from May 12 - 18, 2022, which provided an opportunity for any aggrieved proposer to file a formal protest. There was no protest filed within this timeframe.

On May 31, 2022, the Board received notice from the Purchasing Division of the final recommendation of ranking. Such notice provided any Board member the opportunity to request that the item be presented to the Board for further consideration. No County Commissioner objection was received.

On June 8, 2022, ranking became final pursuant to Section 21.42(f) of the Broward County Procurement Code.

One negotiation meeting for the Agreement between Mead and Hunt, Inc. and Broward County was

held on June 29, 2022. This meeting was attended by representatives from Mead and Hunt, Inc., the Aviation Department, the County Attorney's Office, and the Purchasing Division.

The Agreement with the second-ranked vendor, Merchant Aviation, LLC, will be negotiated by the County and subsequently executed by the Director of Purchasing.

Additional supporting documentation provided to the Evaluation Committee regarding this procurement can be found on Broward County's Purchasing Division website at <
<https://www.broward.org/Purchasing/Pages/Repository.aspx>>.

Source of Additional Information

Robert E. Gleason, Director, Purchasing Division, (954) 357-6070

Fiscal Impact

Fiscal Impact/Cost Summary

The amount for this Agreement with Mead and Hunt, Inc. is a not-to-exceed amount of \$625,000. The amount for this Agreement with Merchant Aviation, LLC. is a not-to-exceed amount of \$625,000. Each requirement processed against this open-end contract will be funded by the appropriate source at the time of release.

Requisition No. AVA0001766