




Interoffice Memorandum

July 15, 2020

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM:  Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Michael Drozeck, P.E, Manager, Stormwater Management Division
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SUBJECT: Approval of Contract Y17-905A, Task Authorization No. 039, Municipal Service Benefit Unit (MSBU) Pond Inventory Mapping Phase 15, Continuing Professional Surveying and Mapping Services

RECOMMENDATION:

Approval of Contract Y17-905A, Task Authorization No. 039, Municipal Service Benefit Unit (MSBU) Pond Inventory Mapping Phase 15, Continuing Professional Surveying and Mapping Services, with Southeastern Surveying and Mapping Corporation in the total not-to-exceed contract amount of \$1,233,364.73.

PURPOSE:

Under Task Authorization No. 039, Southeastern Surveying and Mapping Corporation (SSMC) will conduct the inventory and mapping of 535 MSBU ponds located throughout the County under continuing contract Y17-905A. The ponds that are part of this project are located throughout the six commission districts in Orange County.

DISCUSSION:

Orange County has established a MSBU to assess properties that drain to 1,546 MSBU ponds for the cost of providing maintenance services. Due to the age of the MSBU ponds, and how some of them were acquired by the County, there is limited drainage infrastructure data to effectively manage them. To address this data gap, the County initiated a MSBU Pond Inventory Mapping Program in the late 1990's which consists of data collection and surveying efforts to create factsheets and to catalogue drainage infrastructure data in Geographic Information System (GIS). The Stormwater Management Division was granted a one-time budget increase for the current fiscal year to undertake inventory of the remaining 535 MSBU ponds without survey data and factsheets. Southeastern Surveying and Mapping Corporation is uniquely qualified to perform the work due to their previous work experience in these efforts over the last 20 plus years and has provided consistently high-quality survey and GIS deliverables in a cost-effective and timely manner.

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The cost of these services has been determined to be fair and reasonable as the total cost is proportional to the original contract fees.

In accordance with the Procurement Procedures Manual, the Procurement Manager is authorized to approve individual task authorizations within the overall scope of the continuing contracts up to \$500,000.

The Procurement Committee shall be authorized to review and provide preliminary approval of individual task authorizations within the overall scope of the continuing contract beyond the procurement manager's approval authority. The Board has the final authority for such task authorizations.

In accordance with the above, on July 15, 2020, the Procurement Committee reviewed and unanimously recommends approval of this action to be advanced for Board approval.