

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, ACCEPTING AND APPROVING THE RESPONSE TO THE REQUEST FOR PROPOSALS (RFP) NO. 24-008 FOR KEY WEST CITY-WIDE COMPREHENSIVE SAFETY ACTION PLAN; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT IN CONFORMANCE WITH THE RFP DOCUMENTS WITH UNIVERSITY OF FLORIDA TRANSPORTATION INSTITUTE FOR \$329,736.00 UPON ADVICE AND CONSENT OF THE CITY ATTORNEY, OR THE SECOND-RANKED FIRM IF CONTRACT TERMS ARE NOT REACHED WITH HIGHEST RANKED FIRM; AUTHORIZING ANY NECESSARY BUDGET ADJUSTMENTS OR TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS the City issued RFP 24-008 on August 1, 2024, requesting proposals for a Key West City-wide Comprehensive Safety Action Plan funded in part with a federal grant administered through the Federal Highway Administration (Award No. 693JJ32340014); and

WHEREAS, the City Clerk opened seven responses to the RFP on September 4, 2024, of which six were ultimately deemed responsive and responsible by the Selection Committee; and

WHEREAS, a Selection Committee, consisting of City staff and community member, evaluated and ranked the proposals at a public meeting on September 11, 2024; and

WHEREAS, staff recommends that the City Commission accept the City staff rankings for RFP 24-008 and authorize

the City Manager to negotiate and enter into a contract with the highest-ranked firm, University of Florida Transportation Institute; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That based upon the criteria set forth in RFP 24-008 for a Key West City-wide Comprehensive Safety Action Plan, the proposals are hereby ranked by the City Commission as follows:

- (1) University of Florida Transportation Institute
- (2) Toole Design Group, LLC
- (3) Street Plans Collaborative, Inc.
- (4) Choice Engineering Consultants, Inc.
- (5) Cambridge Systematics, Inc.
- (6) Public Works, LLC

Section 2: That the City Manager is authorized to negotiate and execute a contract with the highest ranked firm, University of Florida Transportation Institute, in substantial conformance with terms and conditions contained in the request for proposal, and as legally permissible pursuant to the City Charter, upon advice and consent of the

City Attorney. If an agreement is not reached with the first-ranked firm, the City Manager is authorized to negotiate and execute a contract with the second ranked firm, in substantial conformance terms and conditions contained in the request for proposal, and as legally permissible pursuant to the City Charter, upon advice and consent of the City Attorney.

Section 3: That expenses for this City-wide Comprehensive Safety Action Plan are budgeted in the Transportation Alternative Fund Professional Services Account 111-4903-549-3100. Matching funds administered by the Federal Highway Administration (80% FHWA / 20% City) are reimbursable up to \$400,000.00 through Award No. 693JJ32340014. Necessary budget adjustments or transfers are hereby authorized.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Authenticated by the Presiding Officer and Clerk of the Commission on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Filed with the Clerk on \_\_\_\_\_, 2024.

Mayor Danise Henriquez \_\_\_\_\_  
Commissioner Sam Kaufman \_\_\_\_\_  
Commissioner Lissette Carey \_\_\_\_\_  
Commissioner Monica Haskell \_\_\_\_\_  
Commissioner Mary Lou Hoover \_\_\_\_\_  
Commissioner Donald "Donie" Lee \_\_\_\_\_  
Commissioner Clayton Lopez \_\_\_\_\_

\_\_\_\_\_  
DANISE HENRIQUEZ,  
MAYOR

ATTEST:

\_\_\_\_\_  
KERI O'BRIEN, CITY CLERK