



MEMORANDUM

Date: October 10, 2024

To: Honorable Mayor and Commissioners

Via: Todd C. Stoughton
Interim City Manager

From: David Allen, P.E., PMP
Engineering Director

Subject: **File: 24-6482 / Accepting responses to RFP #24-008 for Key West City-wide Comprehensive Safety Action Plan**

Introduction

Staff respectfully requests the City Commission accept and approve the ranking for RFP #24-008 Key West City-wide Comprehensive Safety Action Plan and authorize the City Manager to negotiate and execute a contract, subject to City Attorney review and approval, with the highest ranked proposer, University of Florida Transportation Institute, in an amount of \$329,736.00.

Background

The City of Key West entered into an agreement with FHWA for funding of up to \$400,000.00 for a City-wide Comprehensive Safety Action Plan with Resolution 23-228. The Action Plan would assist in identifying and prioritizing projects with the Vision Zero goal of eliminating collision-caused right-of-way fatalities by 2035. A key deliverable includes implementation grant assistance to secure construction funding for the identified priorities.

On August 1, 2024, RFP #24-008 was formally advertised to solicit proposals from qualified, professional consultants to produce a safety action plan for the City of Key West. The following addenda were released providing answers to questions sent in by potential proposers:

Addendum #1	Released August 20, 2024
Addendum #2	Released August 26, 2024
Addendum #3	Released August 28, 2024

The following is a list of proposals received:

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

Criteria

City staff independently ranked the vendors based on the following criteria:

Category	Points
Experience and Capability of Staff to Perform Services	50
Understanding the Project	20
Project Approach and Philosophy	20
Familiarity of City of Key West’s unique challenges and needs	5
Cost Proposal	35

Scoring

RFP 24-008 Key West City-wide Comprehensive Safety Action Plan
 Selection Committee Meeting
 Wednesday, September 11, 2024 2PM
 City Hall - Commission Conference Room
 Summary

Cambridge Systematics, Inc.
 Choice Engineering Consultants, Inc.
 Foresite Group, LLC
 Public Works, LLC
 Street Plans Collaborative, Inc.
 Toole Design Group, LLC
 University of Florida Transportation Institute

Category		Points Allowed								
Experience and Capability of Staff to Perform Services. Proposer’s		50 Total	221	209	0	156	226	235	209	
1	A	Do the resumes of the key staff, including Project Manager and other project team professionals, support the firm’s competency in doing this type of work (bicycle/pedestrian or active transportation planning)?	20	89	86	0	71	91	93	86
	B	Has the firm done this type of work in the past?	10	44	39	0	26	46	48	42
	C	Does the project manager have consistent experience with projects comparable in size and scope?	10	43	41	0	35	43	47	40
	D	Have key staff recently (within the past 5 years) done this type of work for the County, the State, a local government, or for a large university?	10	45	43	0	26	46	47	41
Understanding the Project.		20 Total	93	95	0	80	92	95	91	
2	A	Was proposal organization per the RFP?	10	46	48	0	41	45	48	46
	B	Did the proposal indicate a thorough understanding of the project?	10	47	47	0	39	47	47	45
Project Approach and Philosophy. Proposer’s quality and feasibility of approach to providing the services requested in this solicitation.		20 Total	87	86	0	82	91	90	91	
3	A	Did the firm develop a workable approach to the project?	7	32	30	0	28	32	33	33
	B	Did the firm develop a strong public engagement strategy, including a multifaceted approach and meaningful engagement of ‘historically disadvantaged communities’?	7	31	28	0	29	31	30	31
	C	Does the proposal specifically address the City’s needs, or is it ‘generic’ in content?	6	24	28	0	25	28	27	27
4	Familiarity of City of Key West’s unique challenges and needs.	5 Total	18	25	0	21	23	22	25	
5	Cost Proposal. Proposed project budget and timeline.	35 Total	115	145	0	115	145	145	175	
Total Points Possible		130 Total	534	560	0	456	577	587	591	

Procurement

The City has budgeted matching funds (80% FHWA / 20% City) of up to \$100,000.00 in an agreement with FHWA for up to \$400,000.00 in grant funding for this City-wide Comprehensive Safety Action Plan in account 1114903-5493100.

Recommendation

The City Manager's Office requests the City Commission accept and approve the ranking for RFP #24-008 Key West City-wide Comprehensive Safety Action Plan and authorize the City Manager to negotiate and execute a contract, subject to City Attorney review and approval, with the highest ranked proposer, University of Florida Transportation Institute, in an amount of \$329,736.00.