



EXECUTIVE SUMMARY

To: Jim Scholl, City Manager

Through: Thaddeus Cohen, Planning Director

From: Chris Hamilton, Bicycle/Pedestrian/Transport Coordinator

Meeting Date: October 18, 2016

RE: **Award of RFP #16-006 Bicycle and Pedestrian Master Transportation Plan**

ACTION STATEMENT:

Resolution approving recommendation to negotiate a contract with the highest ranked firm for a Bicycle and Pedestrian Master Transportation Plan.

BACKGROUND:

Request for Proposal (RFP) #16-006 was advertised on August 1, 2016 seeking proposals from qualified firms to provide a Bicycle and Pedestrian Master Transportation Plan (BPMTP) for the City of Key West.

Four (4) proposals were received on August 31, 2016 in response to the advertisement:

1. Alta Planning and Design
2. Calvin, Giordano & Associates, Inc.
3. DRMP, Inc.
4. Toole Design Group

All proposals received were responsive to the solicitation as it related to completion of required representations and certifications. Five City Staff members, Marcus Davila, Chris Hamilton, Carolyn Sheldon, Devon Steckly and John Wilkins and one citizen member, Evan Haskell, were appointed to the selection team by the City Manager and ranked the proposals in a publicly advertised meeting held on September 23, 2016. The ranking was based upon the criteria and possible points in the RFP as follows:

Criteria	Possible Points
Past Performance on Similar Projects	25
Approach and Understanding of Project	40
Experience of Key Personnel	30
References	05
Total	100

The final ranking of the three highest rated responses as determined by the City Manager's appointed selection team are:

Firm	Total Points	Average Score	Rank
Toole Design Group	544	90.7	1
Alta Planning and Design	501	83.5	2
Calvin, Giordano	480	80.0	3

PURPOSE AND JUSTIFICATION:

The successful proposer would prepare for the City of Key West a Bicycle and Pedestrian Master Transportation Plan. The key tasks, as outlined in the RFP, are:

- Task 1. Project Administration – Refining the Scope, Creating a Timeline and Work Plan
- Task 2. Public Engagement and Needs Assessment Plan
- Task 3. Inventory – Existing Conditions Report
- Task 4. Complete Streets Design Guide
- Task 5. Bicycle and Pedestrian Network Plan(s)
- Task 6. Engineering (Infrastructure) Plan
- Task 7. Education, Encouragement, Enforcement and Evaluation Plan
- Task 8. Multi-Modal Connectivity Plan
- Task 9. Funding, Maintenance and Implementation Plan
- Task 10. Ad Hoc Tasks
- Task 11. Final Bicycle and Pedestrian Master Transportation Plan

The project area includes Key West and all of Stock Island.

On February 26, 2016 the City of Key West Commission approved a Local Agency Program (LAP) Agreement between the City of Key West and the Florida Department of Transportation (FDOT) in the amount of \$250,000 for a Bicycle and Pedestrian Master Transportation Plan (FM438687-1). FDOT's Transportation Alternatives Program (TAP) grant program provides the funds. TAP funds are Federal dollars (Federal-Aid Project Number: 8886-929-A). As a result there are a number of State and Federal requirements that the successful proposer must comply with. FDOT must also approve the City's process before a contract can be signed.

FINANCIAL IMPACT:

The budget for this project is \$250,000 and it is located in the Planning Department's Budget, Account 0011501 5153100. Grant revenue in the amount of \$250,000 is budgeted in Account 001000 3319000. The TAP funding is provided on a reimbursement basis. The \$250,000 is 100% reimbursable so no match is required from the City of Key West.

RECOMMENDATION:

Staff recommends that the City Commission approve the selection committee ranking and authorize the City Manager or his designee to negotiate a contract with the highest ranked proposer, for approval by the Commission at a future date. In the event the City Manager or his designee is unsuccessful in negotiating a contract with the highest ranked proposer, authorize the City Manager to negotiate a contract with the second highest ranked proposer. In the event the City Manager is unsuccessful negotiating a contract with the second highest ranked proposer, authorize the City Manager to negotiate a contract with the third highest ranked proposer. If the City Manager or designee is unsuccessful in negotiating an acceptable contract with any of the

three highest ranked proposers the City Manager or designee will cease discussions with all proposers and report back to the City Commission.