



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

Date: April 6, 2018

To: Jim Scholl, City Manager

From: Steve McAlearney, Senior Project Manager
Gary Volenec, City Engineer
Terrence Justice, Project Coordinator, Energy Manager
Jim Bouquet, P.E., Engineering Director

Subject: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 18-001: General Traffic Engineering Services

Action Statement

Approve staff ranking of firms submitting responses to RFQ 18-001: General Traffic Engineering Services and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with selected engineering firms.

Background

The City of Key West (City) requires the services of (a) qualified firm(s) to provide Traffic Engineering Services. The services may include but are not limited to, conducting traffic impact studies, designing and physically setting traffic signal timing, warranting and siting of roadway signage, roadway stripping design and conduct of roadway capacity studies.

The City issued RFQ No. 18-001: General Traffic Engineering Services on March 3, 2018. Qualification packages were opened on March 28, 2018. The City received seven (7) responses to the RFQ from the following firms:

- Calvin Giordano & Associates, Inc.
- Choice Engineering Consultants, Inc.
- Florida Transportation Engineering, Inc.
- Keith & Schnars
- Langan Engineering and Environmental Services, Inc.
- Mathews Consulting, A Baxter & Woodman Company
- Vision Engineering and Planning, LLC

Upon review of received qualifications, all firms were considered responsive and responsible.

On April 5, 2108, a selection committee of City Staff held a publicly advertised meeting to present qualification ranking of the seven firms submitting qualifications in response to the RFQ. Selection committee qualification rankings are attached for review.

Using the Selection Criteria Matrix in the RFQ, the selection committee developed a short list of the following firms in highest to lowest ranking order:

1. Choice Engineering Consultants, Inc.
2. Calvin Giordano & Associates, Inc.
3. Keith & Schnars

As multiple City departments simultaneously manage projects of all sizes and service specialty diversifications, the City typically prefers to contract with multiple firms to address the workload. These three recommended firms will provide the City with the necessary diversity in areas such as service area specialty, size/capacity and local presence to address anticipated needs with future projects.

The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

Options

There are two (2) options:

1. Accept the rankings of Staff and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with the three selected firms;
2. Modify Staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with any or all firms of the modified ranking.

Financial Issues

There are no financial obligations with ranking and entering into contracts with each of the short-listed firms. Project assignments will be task order based with a respective fee approved for each task order per City Ordinance.

Recommendation

The selection committee recommends the City Commission review the Staff ranking and evaluate the firms consisting of Choice Engineering Consultants, Inc., Calvin Giordano & Associates, Inc., and Keith & Schnars, and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with these three firms.