




MEMORANDUM

Date: December 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Kelly M. Crowe, P.E.
Utilities Director

Subject: **Approval of Ranking Committee Scores for Statements of Qualifications Received for RFQ 23-007 Fogarty & 3rd St. Pump Assisted Injection Well**

Introduction

This resolution will approve the staff rankings for the statements of qualification submitted in response to RFQ 23-007 "Fogarty & 3rd St. Pump Assisted Stormwater Injection Well" and authorize the City Manager to negotiate a contract with the top ranked firm, Jacobs Engineering Group.

Background

The 3rd and Fogarty Pump Assisted Stormwater Injection Well project will install new drainage inlets, piping and a pump assisted injection well that will service the area between 2nd and 5th Streets and Fogarty and Seidenberg Streets. This project is located within one of five (5) prioritized sub-basins identified under Phase I of the 2020 Stormwater Master Plan (SWMP) update, and conceptually developed under Phase II of the SWMP *Alternatives Analysis*. The project is entering the design phase.

Utilities staff issued a Request for Qualifications (RFQ) on September 30, 2023, seeking design professionals to develop construction documents to implement for the project. Qualification statements were received November 1, 2023, from Jacobs, and BCC Engineering, and distributed to the staff ranking committee for evaluation. Staff evaluated each proposal by assigning a number score to each of 5 criteria, with all criteria totaling 100 points. Rankings were announced and tallied at an advertised public meeting on November 15, 2023, and are included in the attachments to this agenda item.

The average score out of 100 from all staff reviewers are as follows:

- Jacobs – 92.7
- BCC Engineering - 85.3

Both respondents were highly qualified and city staff recommends approving Jacobs Engineering Group (Jacobs) as the top ranked firm and authorizing the City Manager to negotiate a contract with Jacobs. Overall scope, budget and schedule of the design phase will be critical components of the negotiated contract.

Procurement

The project is budgeted in Account 402-3802-538-6500, Project# ST38022201. The City of Key West was awarded \$6,336,165.00 in CDBG-MIT (Community Development Block Grant– Mitigation) funding for both design and construction of the Fogarty & 3rd St. Pump Assisted Injection Well stormwater project bringing the total budget to \$7,543,065.00.

Upon successful negotiation of contract terms, scope, budget and schedule; city staff will bring the final contract to the City Commission for approval.

Recommendation

The City Manager's Office recommends the Mayor and Commission approve the staff ranking for the statements of qualification submitted in response to RFQ 23-007 "Fogarty & 3rd St. Pump Assisted Stormwater Injection Well" and authorize the City Manager to negotiate a contract with the top ranked firm, Jacobs Engineering Group Inc. upon consent of the City Attorney.