



## THE CITY OF KEY WEST

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**TO:** Jim Scholl, City Manager  
**FROM:** Elizabeth Ignoffo, Permit Engineer  
**CC:** E. David Fernandez, Assistant City Manager  
Doug Bradshaw, Senior Project Manager  
**DATE:** April 11, 2011

**SUBJECT:** **Approval of Staff Ranking and Authorization for the City Manager to Negotiate and Enter into a Contract with of Hole Montes, Inc., for Poinciana Elementary School Sidewalk Installation Safe Routes to School Project, in the Amount of \$65,659.00**

### **ACTION STATEMENT:**

This resolution will approve the firm ranked highest by staff, Hole Montes, Inc., to survey and provide construction plans and specifications for repair of and installation of sidewalks on Duck Avenue, from Glynn Archer Drive (14<sup>th</sup> Street) to 17<sup>th</sup> Street, and 12<sup>th</sup> Street, from Staples Avenue to Seidenberg Avenue; authorize the City Manager to negotiate and enter into a contract in accordance with the Local Agency Program (LAP) Agreement in the amount of \$65,659.00; execute all required documents; and authorize the expenditure of funds for the project.

### **BACKGROUND:**

The City of Key West entered into a partnership with the Monroe County School Board and Ryder Trauma Hospital (Resolution No. 08-090) for the purpose of preparing and submitting application for funding through Florida Department of Transportation (FDOT) Safe Routes to School (SRTS) Program. FDOT selected Poinciana Elementary School to receive funding for improvements as a total project amount of \$437,726.

The LAP Agreement between the City of Key West and FDOT for Safe Routes to School - Poinciana Elementary School was approved by Resolution No. 10-218, in the amount of \$437,726, which includes a design phase and construction phase. The LAP Agreement provides \$65,659 for design and \$372,067 for construction and construction engineering and inspection (CEI) services, to be disbursed in FDOT fiscal years 2010-2011 and 2011-2012, respectively. The city funding cost share for both phases of this project is 0.0%. This is a non-stimulus grant.

*M E M O R A N D U M*

The City of Key West executed the FDOT Local Agency Program (LAP) Agreement (FDOT FM # 425854-1 Phase 38) for SRTS Poinciana Elementary School repair of and installation of sidewalks on Duck Avenue, from Glynn Archer Drive (14<sup>th</sup> Street) to 17<sup>th</sup> Street, and 12<sup>th</sup> Street, from Staples Avenue to Seidenberg Avenue.

**PURPOSE & JUSTIFICATION:**

In response to the city's request for qualifications, RFQ 11-003 Poinciana Elementary School Sidewalk Installation, four (4) statements of qualifications were received.

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|---|---|
| <p>1. Calvin, Giordano &amp; Associates, Inc.<br/>1800 Eller Drive, Suite 600<br/>Fort Lauderdale, FL 33316</p> | <p>2. The Corradino Group, Inc.<br/>4055 N.W. 97<sup>th</sup> Avenue<br/>Miami, FL 33178</p>  |
| <p>3. Hole Montes, Inc.<br/>950 Encore Way<br/>Naples, FL 34110</p>   | <p>4. The Weiler Engineering Corporation<br/>6805 Overseas Highway<br/>Marathon, FL 33050</p> |

Staff scored and ranked the qualifications proposals, the following results are provided:

**SRTS-Poinciana Elementary School Sidewalk Installation**  
**RFQ # 11-003**  
**EN 1101**

Ranking Committee Meeting Date: 3/28/2011

Ranking Criteria	Points Allowed	Calvin, Giordano & Associates,				Corradino Group, Inc.				Hole Montes, Inc.				Weiler Engineering Corp., Inc.			
		Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	
Past Performance	15	8	13	14	15	9	13	13	15	12	13	14	15	12	10	10	5
Firm Experience	20	13	20	20	20	14	18	20	20	13	19	20	20	18	20	16	10
Current Work Load	5	5	4	4	5	5	5	3	4	5	4	5	5	5	4	5	5
Key Personnel Experience	20	13	20	20	20	13	20	19	20	14	20	20	20	18	18	16	20
Firm Organization, Resources & Location	5	0	2	3	5	5	4	4	5	3	4	4	5	5	5	4	5
Incident on Litigation / Dispute History	5	0	3	3	5	4	3	3	5	5	4	4	5	5	5	4	5
Approach & Understanding	10	3	7	8	5	8	7	10	8	10	10	10	10	5	8	5	10
MBE / WBE / DBE	5	0	3	3	0	5	5	5	5	0	3	3	0	0	3	3	0
Other	5	0	4	5	0	5	4	5	4	5	5	5	5	0	3	3	0
References	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Total Score (individual)	100	52	86	90	85	78	89	92	96	77	92	95	95	78	86	76	70
Total Score (group)		313				355				359				310			
Total Possible Score		400				400				400				400			
%		78%				89%				90%				78%			
Ranking		Calvin, Giordano & Associates,				Corradino Group, Inc.				Hole Montes, Inc.				Weiler Engineering Corp., Inc.			
		3				2				1				4			

In accordance with Federal Highway Administration, Department of Transportation regulations, 23 CFR 635.117, FDOT does not allow Local Hiring Preferences for LAP projects. The city's Local Preference Ordinance will not apply to this project.

City Staff is requesting City Commission approval of the ranking and authorization for City Manager to negotiate and enter into a contract with the highest rank firm. If negotiations fail to result in a contract, negotiations with the other firms in order of rank shall commence until a satisfactory contract is reached. A draft contract is attached.

The statement of qualification proposals were scored and ranked at an advertised public meeting, held on March 28, 2011.

**OPTIONS:**

1. City Commission could approve staff score and rank of the proposals for repair and installation of sidewalks on Duck Avenue and 12<sup>th</sup> Street; authorize the City Manager to negotiate and enter into a contract with the highest ranked engineering firm, Hole Montes, Inc.; execute all required documents; and authorize the expenditure of funds for the project. Approval will allow the City of Key West to utilize non-stimulus FDOT grant funds for the purpose of sidewalk installation, as part of the Safe Routes to School Program at Poinciana Elementary School.
2. City Commission could elect not to approve staff score and rank of the proposals and provide an alternate ranking and authorize City Manager to negotiate and enter into a contract with the City Commission highest rank firm.
3. City Commission could elect to reject all proposals. Failure to contract with a FDOT pre-qualified consulting engineering firm to complete the survey and provide construction plans and specifications will cause the project schedule timeline to be exceeded beyond the terms and conditions of the LAP Agreement schedule. The project will be subject to withdrawal of the federal funding.

**FINANCIAL IMPACT:**

This project will be funded through budget line item 102-4104-541-6300. Design and construction, including CEI services, for this project will be reimbursed 100% from FDOT, as provided in the LAP Agreement. FDOT is designated by the federal government to manage and distribute funding and oversee the project.

The LAP Agreement for Safe Routes to School - Poinciana Elementary School provides \$65,659 design funding and \$306,408 construction funding, to be disbursed in FDOT fiscal years 2010-2011 and 2011-2012, respectively. The city funding cost share for both phases of this project is 0.0%. Negotiated design contract shall not exceed \$65,659.00.

Safe Routes to School - Poinciana Elementary School Sidewalk Installation design work funding breakdown is as follows:

Florida Department of Transportation (100.0 %)	_____	\$65,659.00
City of Key West (0.0 %)	_____	\$0.00
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Total		\$65,659.00

**RECOMMENDATION:**

City Staff recommends the City Commission select Option 1; approve City Staff highest rank consulting engineering firm, Hole Montes, Inc.; authorize the City Manager to negotiate and enter into a contract to not exceed \$65,659.00; execute all required documents; and authorize the expenditure of funds for the project.