

RESOLUTION NO. 23-122

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING FOR GENERAL TRAFFIC ENGINEERING SERVICES IN RESPONSE TO REQUEST FOR QUALIFICATIONS (RFQ) NO. 23-003; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACTS ON A TASK ORDER BASIS WITH THE FOUR TOP-RANKED FIRMS UPON CONSENT OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued RFQ 23-003 for firms capable of providing professional General Traffic Engineering Services on March 1, 2023, and on March 29, 2023 the City Clerk opened four submittals which were deemed responsive; and

WHEREAS, on April 14, 2023 a selection/ranking committee comprised of city staff convened at a publicly advertised meeting, to rank the four responses to the RFQ for general traffic engineering services, and determined that all four firms are particularly qualified, and recommended that the City engage each one on a Task Order basis.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the four submittals in response to RFQ 23-003 for professional general traffic engineering services are hereby ranked by the committee, and approved by the City Commission as follows:

- (1) Caltran Engineering Group, Inc.
- (2) Choice Engineering Consultants, Inc.
- (3) Calvin Giordano & Associates, Inc.
- (4) GHD Services, Inc.

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts in substantial conformance with the RFQ for projects on a task-order basis with each of the four top-ranked companies, upon advice and consent of the City Attorney.

Section 3: Specific task orders issued pursuant to the contracts shall comply with the City's procurement guidelines.

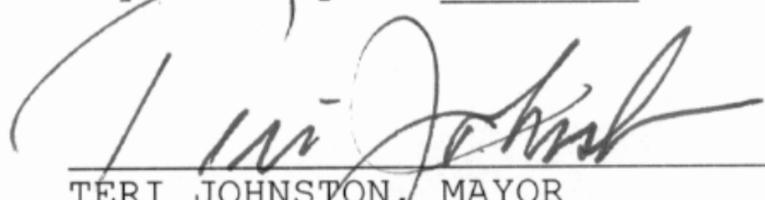
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 2nd day of May, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on 3rd day of May, 2023.

Filed with the Clerk on May 3, 2023.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>


TERI JOHNSTON, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



MEMORANDUM

Date: May 2, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Gary Volenec, P.E.
Interim Engineering Director

Subject: **Approving selection of four firms which responded to Request for Qualifications (RFQ) No. 23-003: General Traffic Engineering Services**

Introduction

Staff recommends that the City Commission approve the selection of the four firms that submitted proposals in response to RFQ No. 23-003 and authorize the City Manager, pursuant to legal review, to negotiate contracts with the selected engineering firms.

Background

The City of Key West (City) requires the services of qualified firms to provide a range of traffic engineering services, including but not limited to roadway planning, roadway design, signal timing, multimodal planning, bid and proposal development, and services during construction. The City issued RFQ No. 23-003: Traffic Engineering Services on March 1, 2023. Qualification packages were opened on March 29, 2023. The City received four responses to the RFQ. Upon review of received qualifications, all firms were considered responsive and responsible.

On April 14, 2023, a selection committee of City Staff held a publicly advertised meeting to present qualification ranking of the four firms submitting qualifications in response to the RFQ. Selection committee qualification rankings are attached for review.

The City typically contracts with multiple firms, and this grouping will be able to address the varied scope and workload for the engineering department. The City currently holds contracts with four firms, which will expire May 15th, 2023.

Procurement

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

Recommendation

Engineering staff recommends the City Commission review the staff ranking and evaluation and approve the selection of **Caltran Engineering Group, Inc., Choice Engineering Consultants, Inc., Calvin, Giordano & Associates, Inc., and GHD Services, Inc.**, and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with the four firms.

Exhibits:

Exhibit A – Selection committee ranking

RFQ Name: **Traffic Engineering Services**

RFQ Number: **RFQ #23-003**

Firm: **Rank Summary**

Date: **April 14, 2023 2 P.M.**

Moderator: Project Manager, Janet Muccino

1. Parking Director, John Wilkins

2. Associate Engineer, Ian McDowell

3. Deputy Director Ports, Karen Olson

SELECTION CRITERIA	POINTS ALLOWED	Caltran			Choice			Calvin, Giordano			GHD		
		1	2	3	1	2	3	1	2	3	1	2	3
Specialized experience & technical competence of the firm in the listed traffic engineering services	30	30	23	30	30	27	30	30	26	27	30	23	30
Professional qualifications of staff personal	20	18	18	20	19	17	20	18	17	20	18	19	20
Capacity of assigned & identified staff to accomplish work	10	10	8	5	10	9	10	10	8	7	10	8	7
Previous applicable work experience	15	14	13	12	14	14	12	14	13	12	14	14	12
Ability to perform the services expeditiously at the request of the City. Location & availability of the technical support people & assigned task order manager to the City	15	14	13	10	14	13	10	13	13	10	14	14	10
Ability to complete required services with in-house staff & resources	5	4	4	5	4	4	5	4	4	5	4	4	5
Past City work performance	5	2	3	5	5	5	5	5	4	5	3	2	5
Total Score (Individual)	100	92	82	87	96	89	92	94	85	86	93	84	89
Total Group		261			277			265			266		
Final Scoring	100	87			92.33333333			88.33333333			88.66666667		
		Caltran			Choice			Calvin, Giordano			GHD		

INTEROFFICE MEMORANDUM

To: Gary Volenec, Engineering Director
Ian McDowell, Assistant Engineer

CC: Jessica Durocher, Purchasing

From: Cheri Smith, City Clerk 

Date: March 29, 2023

Subject: **RFQ 23-003 Traffic Engineering Services**

The following bids were opened Wednesday, March 29, 2023 at 3:00 p.m. in response to the above referenced project.

1. Caltran Engineering Group
790 NW 107 Avenue, Suite 200
Miami, FL 33172
2. Choice Engineering Consultants
12855 SW 132nd Street, Suite 200
Miami, FL 33186
3. GHD
3380 Fairlane Farms Road, Suite 16
Wellington, FL 33414
4. Calvin, Giordano & Associates, Inc.
1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316