

RESOLUTION NO. 23-337

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE RANKING OF RESPONSES TO THE REQUEST FOR QUALIFICATIONS (RFQ) NO. 24-001 BY THE SELECTION COMMITTEE FOR THE KEY WEST WATERSHED MANAGEMENT PLAN; AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND EXECUTE A CONTRACT NOT TO EXCEED \$184,818.75 WITH THE HIGHEST RANKED TEAM, ERIN DEADY, P.A.; APPROVING ANY NECESSARY BUDGET AMENDMENTS AND TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, in Resolution 23-188, the City Commission approved the "Federally Funded Subaward and Grant Agreement" with the Division of Emergency Management for Project Number 4337-4-Po/Agreement #Ho866, accepting a total amount up to \$184,818.75 toward the Key West Watershed Management Plan; and

WHEREAS, the City issued a Request for Qualifications (RFQ) No.24-001 to identify a vendor to provide a Watershed Management Plan, in accordance with FEMA CRS Guidelines for the purpose of achieving a Class 4 flood insurance discount for the community; and

WHEREAS, RFQ 24-001 outlines the professional services required to complete this project, and includes a draft contract with a scope of work and deliverables to achieve a CRS-compliant Watershed Management Plan; and

WHEREAS, on November 1, 2023, the City Clerk opened vendor submittals, one of which was deemed responsive; and

WHEREAS, on November 15, 2023, a Selection/Ranking Committee comprised of City staff scored the RFQ submittal; and determined Erin Deady, P.A. be the highest-ranked proposer with an average of 90 out of 100 possible points.

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

Section 1: That the vendor submittal for RFQ No.24-001 for the Key West Watershed Management Plan is hereby ranked by the City Commission as follows:

(1) Erin Deady, P.A., 90 points.

Section 2: That the City Manager is authorized to negotiate and execute a contractual agreement not to exceed \$184,818.75 with the top-ranked vendor, Erin Deady, P.A., in substantial conformance with the RFQ, and as legally permissible pursuant to the City Charter, upon advice and consent of the City Attorney.

Section 3: That this contract will be funded from 108 3806 538 3100 (Adaptation/Professional Services), and any necessary budget adjustments are hereby authorized.

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 14<sup>th</sup> day of December, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on 14th day of December, 2023.

Filed with the Clerk on December 14, 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>

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TERI JOHNSTON, MAYOR

ATTEST:

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KERI O'BRIEN, CITY CLERK