



THE CITY OF KEY WEST

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TO: Bogdan Vitas, Jr., City Manager

FROM: David Fernandez
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DATE: 6 May 2014

SUBJECT: Approval of the ranking of firms by City Staff in response to RFQ 14-001: Design of Bus Aprons-Lower Florida Keys. Authorize the City Manager to enter into a contract upon completion of negotiations. Approval to accept and use FTA Grant monies to fund this work.

ACTION STATEMENT:

Approval of the ranking of firms by City Staff in response to RFQ 14-001: Bus Aprons-Lower Florida Keys. Authorize City Staff to commence negotiations with the highest ranked firm and if negotiations are successful, authorize the City Manager to enter into a contract. Approval to accept and use FTA Grant monies to fund this work.

STRATEGIC PLAN:

Key West Strategic Plan 2011 Infrastructure Goal #1 improvement to public transportation system by constructing bus pull-off/merge lanes, while coordinating with county, state, and FDOT.

BACKGROUND:

The Lower Keys Shuttle is a service operated by the City of Key West Department of Transportation (KWDoT) that runs between the City of Key West (MM 0) and the City of Marathon (MM 52.5). The shuttle makes 9 trips per day with a total of 42 bus stops Northbound and 43 bus stops Southbound. Most of these stops are unimproved with no aprons, pull offs or merge lanes.

In 2011, an FTA Grant was identified by City Staff as able to pay for the design and future construction of improved bus stops. Of the 42 northbound stops, 30 are slated for improvements. Of the 43 southbound stops, 35 are slated for improvements. This project will provide design, surveying, permitting and development of construction documents for the improvements which is limited to pull off design, apron design and merge lane design. Letters of support for this project have been received from both the City of Marathon and Monroe County.

MEMORANDUM

PURPOSE & JUSTIFICATION:

RFQ 14-001 was broadcasted on 22 December 2013 with two proposals received on 29 January 2014. A ranking committee consisting of 6 members of City Staff independently reviewed the proposals and met at a publically advertised meeting on 17 March 2014 and submitted their rankings. The two firms submitting proposals were ranked in the following order:

1. SRS Engineering Inc., Miami, Florida
2. Calvin, Giordano & Associates, Inc; Ft. Lauderdale, Florida

This procurement of Engineering Services is in accordance with Consultants Competitive Negotiations Act in which a Qualification Based Selection is made with negotiation of costs to follow. Upon approval of this ranking, City Staff will commence negotiations with the highest rank firm and, if successful, will recommend the City Manager enter into a Master Services Agreement with the firm.

OPTIONS:

1. City Commission could approve staff ranking; authorize staff to negotiate a contract with the highest ranked firm, and each firm thereafter as necessary; authorize the City Manager to enter into a contract in substantial compliance with the form agreement, attached hereto, and execute all required documents, with the selected firm.
2. City Commission could elect to re-rank the proposals and authorize staff to negotiate a contract with the highest ranked firm, and each firm thereafter as necessary; authorize the City Manager to enter into a contract in substantial compliance with the form agreement, attached hereto, and execute all required documents, with the selected firm.
3. The City Commission could elect to reject all proposals and to either cancel the project or direct City Staff to re-solicit the Request for Qualifications.

FINANCIAL IMPACT:

This project will be funded under FTA Grant FL-04-0132-00. This grant was originally intended to provide both apron improvements and video surveillance system for transit buses. The Grant has since been modified to provide \$1 million dollars for bus aprons only.

RECOMMENDATION:

City Staff recommends that the City commission accept the ranking as developed by staff, authorize City Staff to enter into negotiations and permit the City Manager to enter into a contract and accept FTA monies for this project.