



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

***Construction Engineering and Inspection Ranking Committee***  
***Meeting RFQ 20-003***  
Meeting Minutes  
2/26/2020

Location:            KWCH     Job Site     Teleconference

Subject of Meeting: Ranking Committee Meeting

Status of Minutes:    Draft     Final

Attendees:	Company:
Kelly Crowe	CKW
Steve McAlearney	CKW
John Paul Castro	CKW
Karen Olsen	CKW



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### ***Construction Engineering and Inspection Ranking Committee Meeting RFQ 20-003 Meeting Minutes 2/26/2020***

**Purpose:** Meeting of the Ranking Committee to review, select or rank proposals made Construction Engineering and Inspection (CEI) Services. Responsive Proposers were as follows:

- 1) HDR, Inc.
- 2) RS&H
- 3) Cardno

**Discussion/Comments:**

- 1) Meeting was called to order at 2:04 by Kelly Crowe (Kelly), City Engineer, City of Key West.
- 2) None of the three proposers was present for questions. Kelly asked if there were any questions that could be answered by the committee.
- 3) Steve McAlearney (Steve) had a question in relation to Cardno and their contract with Marathon and how many jobs have they performed on with respect to CEI services. Kelly noted that he spoke with Carlos Solis, Director of Public Works in Marathon and Carlos stated that they had worked on one project (Sombrero Beach Improvements) and that Cardno performed well.
- 4) Steve asked if HDR had the Florida Department of Transportation (FDOT) maintenance contract before DBI Services. Kelly stated that he didn't believe HDR had the FDOT maintenance contract before DBI services.
- 5) Karen Olsen (Karen) made a comment regards to one of HDR's staff listed in the RFQ. She noted that David Romano had worked on a city project and authorized change orders without prior city authorization. She expressed caution about having him work on city projects. Kelly noted that he would take that under advisement. In addition, Kelly noted that any consultant that is selected will not be allowed to approve change orders without prior city authorization.
- 6) Karen noted that Jacki Hart (Jacki) who works for RS&H but is also a sub consultant to HDR has been great to work with.

**Ranking Committee Scoring Summary**

Ranking Member	HDR	RS&H	Cardno
Steve McAlearney	85	76	78
John Paul Castro	92	88 ( <i>See note #1</i> )	81
Karen Olsen	87	95	87
<b>Totals</b>	<b>88</b>	<b>86.3</b>	<b>82</b>

Note 1: John Paul Castro (JPC) initially scored RS&H 5 points for the example projects and references since they only included two of them when the RFQ requested five. After discussing further, it was determined that RS&H's extensive presence as FDOT's primary CEI firm effectively fulfilled the intend of the requirement in the RFQ. JPC revised his score to a 13 considering the discussion.



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The Committee discussed the results and felt that all three (3) firms were qualified and competent to perform CEI services. Kelly and the members of the committee believed that having all three (3) firms available to city staff would be a benefit.

Recommendation for the approval the ranking for RFQ 20-003 will be presented to the Key West City Commission for final approval.

Kelly concluded the ranking committee meeting at 2:35.