



## THE CITY OF KEY WEST

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# EXECUTIVE SUMMARY

**Date:** March 2, 2020

**To:** Gregory Veliz, City Manager

**From:** Kelly Crowe, P.E., City Engineer  
Steve McAlearney, Engineering Director  
John Paul Castro, Utilities Director  
Karen Olson, Deputy Director-Ports & Marine Services

**Subject:** Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 20-003: Construction Engineering and Inspection Services

### **Action Statement**

Approve evaluation panel ranking of firms submitting responses to RFQ 20-003: Construction Engineering and Inspection Services and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with selected firms.

### **Background**

The City of Key West (City) requires the services of (a) qualified firm(s) to provide Construction Engineering and Inspection (CEI) Services. CEI services play a critical role in delivering a successful project by having personnel continually observing the construction operation and ensuring that the project is being performed in conformance with the contract documents. The CEI services may include but are not limited to construction engineering, inspection, maintenance of traffic review, public information services, construction management and verification of material quantities prior to payment.

The City issued RFQ No. 20-003: Construction Engineering and Inspection Services on January 15, 2020. Qualification packages were opened on February 12, 2020. The City received three (3) responses to the RFQ from the following firms:

- Cardno
- HDR
- RS&H

On February 26, 2020, a selection committee of City Staff held a publicly advertised meeting to present qualification ranking of the three firms submitting qualifications in response to the RFQ. Selection committee qualification rankings are attached for review.

Using the Selection Criteria Matrix in the RFQ, the selection committee developed a list of firms in highest to lowest ranking order:

<u>Firm</u>	<u>Average Total Ranking Points</u>
HDR	88.0
RS&H	86.3
Cardno	82.0

Considering City staff simultaneously manage multiple projects, the City typically prefers to contract with multiple firms to address the workload. All three (3) firms received high scores from the ranking committee and were all within six (6) points of one another. In addition, all three firms have dedicated staff that reside in the Lower Keys, two of whom reside in Key West.

Staff believes that it is in the City's best interest to enter into contracts with all three firms to provide CEI services to support city staff's efforts as projects move into the construction phase. The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

### **Options**

1. Accept the rankings of Staff and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with the three selected firms;
2. Modify Staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with any or all of the firms of the modified ranking.

### **Financial Issues**

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

### **Recommendation**

The selection committee recommends the City Commission approve the Staff rankings and authorize the City Manager to negotiate and, pursuant to legal review, enter into contracts with the three firms.