



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: June 20, 2017

To: Jim Scholl, City Manager

From: Steve McAlearney, Senior Project Manager
Karen Olsen, Deputy Port and Marina Services Director
Gary Volenec, City Engineer
John Paul Castro, Utilities Director
Jim Bouquet, P.E., Engineering Director

Subject: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 17-002: General Engineering Services

Action Statement

Approve staff ranking of firms submitting responses to RFQ 17-002: General Engineering Services and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with selected engineering firms.

Background

The City of Key West (City) requires the services of (a) qualified firm(s) to provide Engineering Services. The services may include but are not limited to planning, design, permitting assistance, bid and proposal development, and services during construction. The City issued RFQ No. 17-002: General Engineering Services on March 12, 2017. Qualification packages were opened on April 19, 2017. The City received fourteen (14) responses to the RFQ from the following firms:

- AMEC Foster Wheeler
- Artibus Design, LLC
- Black & Veatch Corporation
- CH2M
- David Douglas Associates, Inc.
- EAC Consulting, Inc.
- Hans Wilson & Associates
- Keith & Schnars
- McLaren Technical Services, Inc.
- Marlin Engineering, Inc.
- Mathews Consulting
- Perez Engineering & Development, Inc.
- Stantec
- T.Y. Lin International

Upon review of received qualifications, all firms were considered responsive and responsible.

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

On June 16, 2017, a selection committee of City Staff held a publicly advertised meeting to present qualification ranking of the fourteen 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 short list of the following firms in highest to lowest ranking order:

1. Stantec
2. CH2M
3. Keith & Schnars
4. AMEC Foster Wheeler
5. EAC Consulting
6. T.Y. Lin International
7. Black & Veatch Corporation
8. Perez Engineering

Although Artibus Design, LLC. (Artibus) scored low because their service is limited in scope, the committee believes that when the Commission reviews the criteria for ranking Artibus should be included in the best interests of the City. Based on past experience of City Staff, Artibus provides local, timely and cost-effective structural engineering services.

As multiple City departments simultaneously manage projects of all sizes and service specialty diversifications, the City typically prefers to contract with multiple firms to address the workload. These nine recommended firms will provide the City with the necessary diversity in areas such as service area specialty, size/capacity and local presence to address anticipated needs with future projects.

The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

Options

There are two (2) options:

1. Accept the rankings of Staff and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with the nine 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 review the Staff ranking and evaluate the firms, including Artibus, and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with the nine firms.