



CITY OF KEY WEST, FLORIDA

**TASK ORDER 2
SOLID WASTE SERVICE PROCUREMENT**

March 15, 2013

Kessler Consulting, Inc. (KCI) proposes to assist the City of Key West (City) with conducting a competitive procurement for residential and commercial solid waste collection. Throughout the project, KCI will work interactively with City staff to ensure the procurement process meets the City's goals and objectives.

SCOPE OF WORK

Task 1 – Solicitation Development

KCI will assist in developing a solicitation and draft service contract that meet the City's needs and objectives. KCI will work cooperatively with City Purchasing and Legal staff to utilize any standard formats or language included in solicitation documents. Task activities will include the following:

- Work with City staff to clearly define the key services and standards to be included in the resulting contract.
- Develop technical specifications, minimum vendor qualifications, evaluation criteria, price form, and other technical aspects of the solicitation and incorporate them in the City's standard format.
- Develop the scope of work and technical elements of the draft service contract and incorporate them into the City's standard contract format.
- Revise the draft solicitation and draft service contract based on City staff comments.
- Review the final solicitation and draft service contract prior to publication.
- Prepare a list of potential vendors to notify of the solicitation publication.

Task 2 – Pre-Submittal Meeting and Addenda Preparation

KCI will provide technical assistance during the solicitation process, including the following activities:

- Prepare for and participate in the pre-submittal meeting and assist with responding to vendors' questions.
- Review any written questions or comments received by the City regarding the solicitation.
- Assist in drafting addenda in response to vendor questions.

Task 3 – Submittal Review

KCI will assist with reviewing and analyzing vendor submittals received in response to the solicitation. Task activities will include the following:

- Review submittals for completeness, ability to meet specified minimum qualifications, overall technical content, and price.
- Develop a price summary analysis of the submittals.
- Provide technical support to the evaluation committee.
- Assist with presenting the evaluation committee's recommendations to senior City management and/or the City Commission.

Task 4 – Contract Negotiation

KCI will assist in negotiating the terms of the final service contract. Task activities will include the following:

- Identify any outstanding issues or terms to be resolved during final contract negotiations.
- Develop, in conjunction with City staff, a negotiation strategy.
- Participate in negotiation meetings.
- Modify the draft contract based on the negotiated terms and conditions.

DELIVERABLES

Anticipated deliverables for this Task Order are provided below. Most deliverables will be submitted electronically via e-mail.

- Draft and final solicitation.
- Draft service contract.
- List of potential vendors.
- Draft language for solicitation addenda.
- Documents from the submittal evaluation, including summary of financial proposals.
- Final service contract.
- Participation in up to four meetings and audio or video calls as needed.

COMPENSATION AND SCHEDULE

Because of the nature of this project and the potential variability in the level of effort required in certain tasks, KCI proposes to conduct this Task Order on a time-and-materials basis for an amount not to exceed \$40,000 without the City's prior approval. A budget breakdown by task is attached. All expenses will be billed at cost.

KCI will initiate work immediately upon approval of this Task Order, and will work with City staff to develop an acceptable timeline that will allow adequate time for service transition prior to the commencement date of the new contract.

Attachment

CLIENT	City of Key West
PROJECT NAME	Solid Waste Service Procurement
PROJECT NUMBER	120-01
DATE OF ESTIMATE	3/1/13

<i>LABOR</i>							
CATEGORY (NAME)	HOURLY RATE	Task 1 RFP Development	Task 2 Pre-Proposal Meeting & Addenda Prep	Task 3 Proposal Review	Task 4 Contract Negotiation	TOTAL HOURS	TOTAL DOLLARS
Project Director	\$185.00	14.0	8.0	16.0	12.0	50.0	\$9,250
Project Manager	\$140.00	40.0	20.0	36.0	20.0	116.0	\$16,240
Senior Consultant	\$135.00	5.0	2.0	5.0	0.0	12.0	\$1,620
Consultant	\$90.00	48.0	16.0	24.0	16.0	104.0	\$9,360
Research Analyst	\$75.00	0.0	0.0	0.0	0.0	0.0	\$0
Office Manager/Technical Assistant	\$50.00	8.0	2.0	3.0	2.0	15.0	\$750
<i>SUBTOTAL LABOR HOURS</i>		115.0	48.0	84.0	50.0	297.0	\$37,220
<i>SUBTOTAL LABOR DOLLARS</i>		\$13,585	\$6,090	\$10,985	\$6,560		\$37,220

<i>DIRECT COSTS</i>							
REPRODUCTION							\$0
COMMUNICATIONS							\$0
TRAVEL		\$0	\$600	\$1,200	\$980		\$2,780
SUPPLIES							\$0
SUBCONTRACTORS							\$0
<i>SUBTOTAL DIRECT COST</i>		\$0	\$600	\$1,200	\$980		\$2,780

<i>TOTAL PROJECT BUDGET</i>							
<i>LABOR + DIRECT COST</i>		\$13,585	\$6,690	\$12,185	\$7,540		\$40,000