



## THE CITY OF KEY WEST

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### **EXECUTIVE SUMMARY**

**Date:** April 20, 2018

**To:** Jim Scholl, City Manager

**From:** Gary Volenec, City Engineer  
Janet Muccino, Project Manager  
L. Creed Howell, Senior Construction Manager  
Eric Augst, Special Projects Designer  
Jim Bouquet, P.E., Engineering Director

**Subject:** Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 18-002: Professional Surveying Services

#### **Action Statement**

Approve staff ranking of firms submitting responses to RFQ 18-002: Professional Surveying 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 Professional Surveying Services. The services may include but are not limited to:

- Boundary/Property surveys and analysis
- Topographic, easement, roadway and right-of-way surveys
- Preparation of easement or right-of-way exhibits
- Property line staking
- Construction layout survey and staking
- Review of right-of-way and easement documents for developments
- Legal descriptions
- Monument placement
- Flood plain, FEMA, beach surveying/mapping
- GIS/AutoCAD map and data base creation
- Underground/aboveground utilities identification and mapping
- Ground Penetrating Radar (subcontractor acceptable)

- Cut and fill calculations
- As-built/record drawing survey and preparation
- Aerial photography (drone/aerial subcontractor acceptable)
- Title searches

The City issued RFQ No. 18-002: Professional Surveying Services on March 3, 2018. Qualification packages were opened on March 28, 2018. The City received nine (9) responses to the RFQ from the following firms:

- Avirom & Associates
- Biscayne Engineering Company, Inc.
- Florida Keys Land Surveying, LLC
- Keith & Schnars
- Longitude Surveyors, LLC
- Maser Consulting, P.A.
- Mathews Consulting, A Baxter & Woodman Company
- Reece & Associates
- Manuel G. Vera & Associates

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

On April 20, 2108, a selection committee of Engineering Services staff held a publicly advertised meeting to present qualification ranking of the nine 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. Florida Keys Land Surveying, LLC
2. Avirom & Associates
3. Mathews Consulting, A Baxter & Woodman Company
4. Manuel G. Vera & Associates

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 four 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 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 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 consisting of Florida Keys Land Surveying, LLC, Avirom & Associates, Mathews Consulting, A Baxter & Woodman Company and Manuel G. Vera & Associates and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with these four firms.