



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager
E. David Fernandez, Asst. City Manager – Operations
Mark Finigan, Asst. City Manager - Administration

FROM: Doug Bradshaw, Senior Project Manager

DATE: January 31, 2011

RE: **Approval of a 2-Year Extension to the City's Contract for General Environmental Consulting Services with PBS&J**

ACTION STATEMENT:

This resolution will approve a 2-Year Extension as stipulated within the City's contract with PBS&J to provide general environmental consulting services.

BACKGROUND:

The City has need of engineering firms of many different disciplines including design, permitting, environmental and construction. These firms help staff prepare numerous types of projects including stormwater, underground utilities, sewer facilities, construction management and inspection, environmental and informational studies, etc.

As part of these multiple phase projects, environmental issues arise because of permitting, previous environmental contamination on a site, requests by the Florida Department of Environmental Protection, South Florida Water Management District, Army Corps of Engineers, etc.

In 2007, the City issued a request for qualifications for general environmental consulting services. Staff ranked the submittals at a publicly-advertised meeting, and the City Commission approved staff's ranking of the top three firms at its November 2007 meeting (Resolution 07-4066). Contracts were then negotiated with these firms for a three-year term with one additional two-year option to extend the contract. The City Commission approved its contract with PBS&J on February 20, 2008 (Resolution 08-061).

PURPOSE AND JUSTIFICATION

The City has been satisfied with the services it has received from PBS&J. They are very accessible and responsive to staff. The firm has successfully completed several task orders from the City, including Phase I assessment for City Hall Demolition and Trumbo Road property.

Key to the Caribbean – Average yearly temperature 77° F.

City Staff has analyzed the consultant hourly wages established in this contract, and finds them to be acceptable. PBS&J has agreed to roll their rates back to the original 2008 rates and hold the rates steady during the two (2) year extension.

OPTIONS / ADVANTAGES / DISADVANTAGES:

1. The City Commission can approve this 2-year contract extension with PBS&J. Retaining PBS&J under contract will allow City Staff to utilize the expertise of the firm as environmental issues arise within the City. It will also allow the City to continue the use of a contract whose terms are acceptable to Staff.
2. The City can go out for RFQ for environmental consulting services. This option is not recommended due to Staff's satisfaction with the terms of the existing contract. The City would issue a new RFQ in two years once this 2-year extension expires.
3. The City Commission can decline extending the contract with PBS&J. This option is not recommended by staff. Utilizing consulting contracts with various firms has been one of the key ingredients in the City's ability to manage projects simultaneously, and benefit from a level of expertise that is not available within City staff. The City is satisfied with the performance and responsiveness of PBS&J.

FINANCIAL IMPACT:

There is no direct cost related to extending this contract. However, the cost of services for any particular project will be established through a task order. As per the City's purchasing code, any task order exceeding \$20,000 will be brought to the City Commission for approval.

RECOMMENDATION:

Staff recommends that the City Commission select option 1, the approval of a 2-year contract extension with PBS&J.