



THE CITY OF KEY WEST
3140 Flagler Ave Key West, FL 33040 (305) 809-3700

MEMORANDUM

EXECUTIVE SUMMARY

TO: Bob Vitas, City Manager

FROM: Doug Bradshaw, Senior Project Manager
Karen Olson, Special Projects Manager
Janet Muccino, Project Manager

DATE: December 17, 2012

RE: Approving Ranking of firms submitting responses to Request for Qualifications (RFQ) No. 12-004: Professional Surveying Services

ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ No. 12-004: Professional Surveying Services and authorizing City Manager to negotiate and pursuant to legal review enter into a contract.

BACKGROUND:

The City issued RFQ No. No. 12-004: Professional Surveying Services on July 8, 2012 and qualification packages were received on August 8, 2012. The City received the following seven (7) responses to the RFQ:

- Avirom & Associates
- Calvin Giordano & Associates
- CAS
- FL Keys Land Surveying
- Island Surveying, Inc.
- OrthoTek
- Zurwelle-Whitacker

Engineering staff reviewed each proposal to ensure the proposal contained the required submittals as well as contacted clients of each firm to check past work performances. Results are attached.

At a meeting held on December 10, 2012 a committee of City Staff (Doug Bradshaw, Karen Olson, and Janet Muccino) met at a publicly advertised meeting in order to review the 7 firms that responded.

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

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

1. Avirom & Associates
2. FL Keys Land Surveying

All short-listed firms were highly recommended by past clients. Additionally all short-listed firms submitted proposals that were considered responsive to the RFQ. FL Keys Land Surveying failed to submit contact information from clients. However, City Staff has worked with this firm in the past and was satisfied with their work product.

As the City has multiple departments that manage projects of all sizes and disciplines simultaneously, the City typically prefers to contract with multiple firms to handle the workload. 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 a contract with each of the short-listed firms,
2. Modify the staff's ranking and authorize City Manager to negotiate and pursuant to legal review enter into a contract with one 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. These will be task order based contracts with which a dollar amount will have to be approved along with the task order per City Ordinance.

RECOMMENDATION

It is recommended that the City Commission accept the rankings of staff and authorize City Manager to negotiate and pursuant to legal review enter into a contract with each of the short-listed firms.