

RESOLUTION NO. 07-406

**A RESOLUTION OF THE CITY COMMISSION OF THE  
CITY OF KEY WEST, FLORIDA, RANKING AND  
AUTHORIZING THE AWARD OF CONTRACTS ON A TASK  
ORDER BASIS TO THREE BIDDERS FOR ENVIRONMENTAL  
CONSULTING SERVICES; PROVIDING FOR AN  
EFFECTIVE DATE**

WHEREAS, the City issued a Request for Qualifications for environmental services firms capable of providing consulting services for design, permit, repair and construction projects of various kinds; and

WHEREAS, three firms responded, all of which staff has determined to be particularly qualified, and the City wishes to engage each one on a Task Order basis;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the bids for environmental consulting services are hereby ranked and approved by the City Commission as follows:

- (1) Sandra Walters Consultants, Inc.
- (2) PBS & J
- (3) G. M. Selby, Inc.

Section 2: That the City Manager is hereby authorized to negotiate contracts with the companies in order of ranking. Upon

completion of negotiations, the City Manager shall submit the contracts to the City Commission for approval.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 7th day of November, 2007.

Authenticated by the presiding officer and Clerk of the Commission on November 8, 2007.

Filed with the Clerk November 8, 2007.

  
MORGAN MCPHERSON, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK

# EXECUTIVE SUMMARY



**TO:** Jim Scholl, City Manager

**FROM:** E. David Fernandez, Director General Services

**DATE:** October 23, 2007

**RE:** Ranking the Bids of GM Selby, Inc., PBS & J, and Sandra Walters Consultants to Serve as Environmental Services Consultants to the City.

## **ACTION STATEMENT:**

Resolution approving the City Commission's ranking of GM Selby, Inc., PBS & J, and Sandra Walters Consultants to serve as Environmental Consultants for the City of Key West. This will direct Staff to begin negotiating contracts with these three firms which will be sent to the City Commission for final approval.

## **STRATEGIC PLAN:**

The proper maintenance of an effective sewer and stormwater system to help protect our local environment is a key goal in both the City's Strategic Plan and Business Plan under the Environmental Management category. Having sufficient engineering resources to manage current and future projects assures smooth design, permitting and construction of multiple projects simultaneously.

## **BACKGROUND:**

The City has need of environmental consulting firms to help design, permit, repair and construct projects of all types. These firms help staff prepare all kinds of projects like stormwater design, underground utilities, facilities design, sewer facilities design/upgrades etc.

As the City has multiple projects of all sizes and disciplines simultaneously, it typically contracts with multiple consultants to handle the workload. With the Consent to Resolve Agreement with the South Florida Water Management District and the US Army Corps of Engineers in place, the City will be seeking firms with a specialty in environmental consulting to assist us as we move forward on items that are a part of the agreement.

The three firms that have submitted bids include:

- GM Selby, Inc.
- PBS & J
- Sandra Walters Consultants

Staff has reviewed each firm's submittal, and determined that they are all qualified environmental consultants. Staff is requesting that the City Commission rank these firms so that the staff can determine in what priority task orders should be awarded. Upon approval, City staff will begin contract negotiations with these firms. These contracts will appear as a resolution on a future City Commission agenda.

**OPTIONS / ADVANTAGES / DISADVANTAGES:**

1. The City Commission can decline hiring any environmental consultants. This option is not recommended by staff. Continuing engineering contracts with multiple firms has been one of the key ingredients in the City's ability to complete multiple large and small projects simultaneously. Having several firms on contract assures that plenty of qualified resources are available regardless of project size or scope, without having to advertise a separate RFQ for every individual project. This makes project management much more efficient for the City saving much time, resources and money.
2. The City Commission can rank these firms based on the submitted information provided. Staff will then commence negotiation of contracts with these firms.
3. The City Commission can request that Staff rank these proposals, and then submit their recommendation to the Commission in the future for approval.
4. The City Commission can request that Staff direct these three firms to make presentations to the Commission at a future meeting to assist them in making a ranking.

**FINANCIAL IMPACT:**

Although there is no direct cost related to contracting the firms, having multiple firms under contract has helped the City facilitate grant awards, meeting grant deadlines, and complete projects in a timely manner. No tasks or minimum amount of work will have to be assigned under the contracts. The cost of services for any particular project will be based on the amount of effort to complete the task assigned and the contract Per Diem Rates.

**RECOMMENDATION:**

Staff recommends that the City Commission rank the three Environmental Consultants based on the information provided. Staff also recommends that all three firms should be hired.