

RESOLUTION NO. 20-039

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING STAFF RANKING AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACTS ON A TASK ORDER BASIS TO FOUR FIRMS IN RESPONSE TO REQUEST FOR QUALIFICATIONS NO. 20-002 FOR ENVIRONMENTAL ENGINEERING SERVICES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a Request for Qualifications for engineering firms capable of providing environmental engineering services; and

WHEREAS, nine firms responded, and at a public meeting on February 4, 2020, a committee comprised of City staff members reviewed the responses, and determined four firms to be particularly qualified, and recommended that the City 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 responses for environmental engineering services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) Tetra Tech, Inc. (Tetra Tech)
- (2) Atkins North America, Inc. (Atkins)
- (3) GHD
- (4) E. Sciences

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts on a task order basis with each of the companies in order of ranking, upon advice and consent of the City Attorney, for a term not to exceed three (3) years, with an option for one two-year extension.

Section 3: Specific task orders issued pursuant to the contracts shall comply with the City's procurement guidelines.

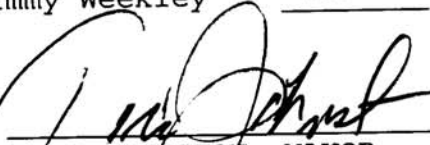
Section 4 That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this 19th day of February, 2020.

Authenticated by the Presiding Officer and Clerk of the
Commission on 20th day of February, 2020.

Filed with the Clerk on February 20, 2020.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>



TERI JOHNSTON, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

Date: February 19, 2020

To: Greg Veliz, City Manager

From: Johnnie Yongue, P.E., Project Manager

Cc: Mark Finigan, Finance Director
Steve McAlearney, Engineering Director
Kelly Crowe, P.E., City Engineer

Subject: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) # 20-002 for Environmental Engineering Services

Action Statement

Approving staff ranking of firms submitting responses to RFQ 20-002: Environmental Engineering Services and authorizing City Manager to negotiate and pursuant to legal review enter into contracts with top four (4) firms.

Background

To continue the service specialty diversification of engineering firms currently under Engineering Services agreements (Resolution 12-280), the City issued RFQ 20-002: Environmental Engineering Services on December 9, 2019. On January 08, 2020, the City received nine (9) responses to the RFQ from the following firms:

1. Atkins
2. Cardno
3. Coastal Technology
4. E. Sciences
5. GHD
6. HWA
7. Terracon
8. Tetra Tech
9. Wood

On February 4, 2020, a selection committee of City staff met at a publicly advertised meeting to present RFQ rankings (attached) of the nine firms based on the Selection Criteria Matrix from the RFQ.

The engineering Department having reviewed the ranking, recommends negotiating and entering into

Environmental Engineering Services Ranking
the contracts with the following top 4 firms from the ranking.

February 19, 2020

- (1) Tetra Tech, Inc.
- (2) Atkins North America, Inc.
- (3) GHD
- (4) E. Sciences

The City typically contracts with multiple firms to address specialized services. The four (4) recommended Environmental Engineering Services firms will provide the City with the necessary environmental services to address anticipated needs for 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

1. Accept the rankings of Staff and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with one or all four listed firms;
2. Modify Staff 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

Engineering staff recommends the City Commission accept Staff rankings and authorize City Manager to negotiate, and pursuant to legal review, enter into contracts with the four (4) highest ranked firms.

INTEROFFICE MEMORANDUM

To: Johnnie Yongue, Project Manager
CC: David Sermak, Purchasing
From: Cheri Smith, City Clerk 
Date: January 9, 2020
Subject: ENVIRONMENTLA ENGINEERING SERVICES; RFQ 20-002

The following bids were opened Wednesday, January 8, 2020 at 3:00 p.m. in response to the above referenced project.

1. Atkins
800 Waterford Way (NW 62nd Ave.), Suite 700
Miami, FL 33126
2. Cardno
1140 Overseas Highway
Marathon, FL 33050
3. Coastal Technology Corporation -GEC
3625 20th Street
Vero Beach, FL 32960
4. E Sciences
1021 Ives Dairy Road, Ste #216
Miami, FL 33179
5. GHD
8000 Governors Square Blvd., Suite 410
Miami Lakes, FL 33016
6. Hans Wilson & Associates
1938 Hill Avenue
Fort Myers, FL 33901
7. Terracon
16200 NW 59th Avenue, Suite 106
Miami Lakes, FL 33014
8. Tetra Tech
759 South Federal Highway, Suite 314
Stuart, FL 34994
9. Wood Environment & Infrastructure Solutions, Inc.
5845 N.W. 158th Street
Miami Lakes, FL 33014

CS/LCC
BID 20-002, Environmental Engineering Services

**ENVIRONMENTAL ENGINEERING SERVICES
RANKING RFQ 20-002
KEY WEST CITY HALL**

ENVIRONMENTAL ENGINEERING SERVICES SELECTION CRITERIA	POINTS ALLOWED	Evaluation Panel Scoring																										
		Atkins			Cardno			Coastal Technology Corp.			E Sciences			GHD			HWA			Terracon			Tetra Tech			Wood		
		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Specialized experience and technical competence of the firm in the listed disciplines.	40	40	30	35	40	27	35	30	25	35	40	26	35	40	29	35	20	25	30	40	30	35	40	35	37	40	28	30
Professional qualifications/capacity of assigned staff to accomplish work.	25	23	20	20	20	16	20	15	17	17	25	16	20	23	19	22	15	15	20	20	19	20	25	22	23	20	18	20
Past Work Experience.	20	15	15	15	10	12	15	10	13	18	15	13	15	15	14	18	10	13	12	10	14	15	18	20	17	10	14	13
Ability to perform the work expeditiously at the request of the CITY. Location and availability of technical support people and assigned Project Manager to the CITY.	10	10	10	7	10	7	10	10	6	8	10	6	7	10	6	8	10	6	7	10	6	5	10	10	9	10	6	5
Other Certifications	5	5	5	5	0	5	3	3	3	3	5	4	5	2	5	3	3	3	2	0	5	3	5	5	4	0	4	2
Individual Rank		3	2	4	5	6	3	8	8	6	2	7	4	4	4	2	9	9	8	5	3	7	1	1	1	5	5	9
Total Points		93	80	82	80	67	83	68	64	81	95	65	82	90	73	86	58	62	71	80	74	78	98	92	90	80	70	70
Sum of Points		255			230			213			242			249			191			232			280			220		
Average Points		85			76.7			71			80.7			83.0			63.7			77.3			93.3			73.3		
Average Ranking		3.0			4.7			7.3			4.3			3.3			8.7			5.0			1.0			6.3		
Overall Rank Based on Average of Ranking		2			5			8			4			3			9			6			1			7		
Overall Rank based on average of scores		2			6			8			4			3			9			5			1			7		

1. Karen Olson
2. Steve McAlearney
3. Ian McDowell

Ranking Committee Member