



## THE CITY OF KEY WEST

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**TO:** Jim Scholl, City Manager

**FROM:** Elizabeth Ignoffo, Permit Engineer

**CC:** E. David Fernandez, Assistant City Manager  
Doug Bradshaw, Senior Project Manager

**DATE:** April 25, 2012

**SUBJECT:** **Approval of Staff Ranking of Construction Engineering and Inspection Services (CEI) Firms Responding to RFQ 12-001 for Poinciana Elementary School Safe Routes to School (SRTS) Sidewalk Improvement Project; Authorization Staff to Negotiate a Contract with the Highest Ranked Firm; Authorize the City Manager to Enter into a Contract with the Selected, in the Amount of \$25,659.00**

**ACTION STATEMENT:**

This resolution will approve Staff ranking of Construction Engineering and Inspection Services (CEI) firms responding to RFQ 12-001 for Poinciana Elementary School Safe Routes to School (SRTS) Sidewalk Improvement Project; authorize staff to negotiate a contract with the highest ranked firm and each firm thereafter as necessary, in accordance with the Consultants' Competitive Negotiation Act, until an acceptable contract is agreed upon; and authorize the City Manager to enter into a contract in substantial compliance with the form agreement, attached hereto, with the selected firm, in the amount not to exceed \$25,659.00.

**BACKGROUND:**

The LAP Agreement between the City of Key West and FDOT for Safe Routes to School - Poinciana Elementary School was approved by Resolution No. 10-218, in the amount of \$437,726.00, which includes \$65,659.00 for design and \$372,067.00 for construction and construction engineering and inspection (CEI) services, of which \$25,659.00 is allocated for construction engineering and inspection (CEI) services, reduced from \$65,659.00 transferring \$40,000.00 to the construction phase. The city funding cost share for this project is 0.0%.

MEMORANDUM

**PURPOSE & JUSTIFICATION:**

In response to the city's request for qualifications, RFQ 12-001 Poinciana Elementary School Sidewalk Installation, two (2) statements of qualifications were received.

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| <p>1. AMEC Environment &amp; Infrastructure, Inc.<br/>3901 Carmichael Avenue<br/>Jacksonville, FL 32207</p> | <p>2. The Weiler Engineering Corporation<br/>6805 Overseas Highway<br/>Marathon, FL 33050</p> |
|---|---|

City Staff, at a properly noticed meeting consistent with the "Sunshine Law" conducted on April 20, 2012, ranked the two eligible firms in order of their qualifications. Ranking Committee members included City Staff: Elizabeth Ignoffo, Karen Olson, Janet Muccino and Carolyn Sheldon. The following results are provided, as well as the evaluation criteria and maximum points allowed upon which the results are based:

**SRTS-Poinciana Elementary School Sidewalk Installation  
RFQ # 12-001  
EN 1101**

Ranking Committee Meeting Date: 04/20/2012

Ranking Criteria	Points Allowed	AMEC Environment & Infrastru				Weiler Engineering, Inc.			
		Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff
Past Performance	15	15	15	15	11	14	13	14	14
Firm Experience	20	20	20	20	14	17	19	18	20
Current Work Load	5	4	4	4	5	5	5	5	5
Key Personnel Experience	20	18	19	18	18	10	10	17	16
Firm Organization, Resources & Location	5	5	5	5	5	3	5	3	5
Incident on Litigation / Dispute History	5	3	3	3	0	5	5	5	5
Approach & Understanding	10	10	10	10	8	8	8	9	8
MBE / WBE / DBE	5	3	4	4	0	3	3	3	0
Other	5	5	5	5	5	5	5	5	5
References	10	7	7	7	7	10	10	10	10
Total Score (individual)	100	90	92	91	73	80	83	89	88
Total Score (group)		346				340			
Total Possible Score		400				400			
% Total Score		86.5%				85.0%			
		AMEC Environment & Infrastru				Weiler Engineering, Inc.			

Staff has evaluated and ranked, in order of most qualified first, as listed below:

1. AMEC Environment & Infrastructure, Inc.  
3901 Carmichael Avenue  
Jacksonville, FL 32207
2. The Weiler Engineering Corporation  
6805 Overseas Highway  
Marathon, FL 33050

City Staff is requesting City Commission approval of the ranking and authorization for City Manager to negotiate and enter into a contract with the highest rank firm. If negotiations fail to result in a contract, negotiations with the other firms in order of rank shall commence until a satisfactory contract is reached. A form agreement, reviewed by the City of Key West's Legal Department Staff, is attached.

**OPTIONS:**

1. City Commission could approve staff ranking; authorize staff to negotiate a contract with the highest ranked firm, and each firm thereafter as necessary; authorize the City Manager to enter into a contract in substantial compliance with the form agreement, attached hereto, and execute all required documents, with the selected firm, in an amount not to exceed \$25,659.00; and authorize the expenditure of funds. Approval will allow the City of Key West to utilize FDOT grant funds for the purpose of sidewalk installation, as part of the Safe Routes to School Program at Poinciana Elementary School.
2. City Commission could elect to reject all proposals. Failure to contract with a FDOT pre-qualified consulting firm to provide construction engineering and inspection services for the Poinciana Elementary School Safe Routes to School Sidewalk Improvement Project will cause the city to be without a firm to inspect construction methods and materials, perform and document testing of construction materials and installation, and measure quantities of materials used, complete audit forms, and review contractor pay applications. Not utilizing a FDOT pre-qualified consultant for construction engineering and inspection services could result in the loss of the federal funding for these services.

**FINANCIAL IMPACT:**

This project will be funded through budget line item 102-4104-541-6300 / EN 1101. Design and construction, including CEI services, for this project will be reimbursed 100% from FDOT, as provided in the LAP Agreement. FDOT is designated by the federal government to manage and distribute funding and oversee the project.

The LAP Agreement for Safe Routes to School - Poinciana Elementary School provides \$65,659 design funding and \$306,408 construction funding, to be disbursed in FDOT fiscal years 2010-2011 and 2011-2012, respectively. The city funding cost share for both phases of this project is 0.0%. Negotiated construction engineering and inspection services contract shall not exceed \$25,659.00.

Safe Routes to School - Poinciana Elementary School Sidewalk Installation construction engineering and inspection services work funding breakdown is as follows:

Florida Department of Transportation (100.0 %)	\$25,659.00
City of Key West (0.0 %)	\$0.00
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Total	\$25,659.00

**RECOMMENDATION:**

City Staff recommends the City Commission select Option 1; approve city staff highest rank FDOT pre-qualified consultant for construction engineering and inspection services firm, AMEC Environmental & Infrastructure, Inc.; authorize the City Manager to negotiate and enter into a contract to not exceed \$25,659.00; execute all required documents; and authorize the expenditure of funds for the project.