

March 5, 2013

City of Key West  
Utilities Manager  
3140 Flagler Avenue  
Key West, FL 33040

Attention: Jay Gewin

Subject: City of Key West RFQ Task Order

Thank you for the opportunity to develop this Task Order (TO) to assist the City of Key West in the process of developing a Request for Qualifications (RFQ) to select a contractor for the Operation and Maintenance of your Wastewater Treatment Plant, Sewer and Stormwater Collection Systems. The Task Order below is for a total lump sum amount of \$67,545. We look forward to supporting the City with this important project.

## **Task Order for Development of Request for Qualifications**

### **Task Series 100: Project Information Development**

#### Task 110 – Materials Request and Review

Black & Veatch will request facilities and project information from the City for review. Requested materials may include previous RFQ's, Submittal Requirements, Scopes of Service, and the City's front-end Contract Documents, as well as current facility permits, easements, and agreements among others.

### **Task Series 200: Development of RFQ**

#### Task 210 – RFQ Kickoff Meeting

Black & Veatch will conduct an RFQ Kick-off meeting at the commencement of the project. The meeting will present and confirm task order goals, objectives, major tasks, schedule and projected milestones for the RFQ development. The meeting will also serve to establish the City's goals with respect to successful contract operation for its facilities.

Black & Veatch will provide the City with a meeting agenda in advance of the scheduled meeting date, and will develop and submit meeting minutes following the meeting.

#### Task 220 – Site Visits

With assistance from City staff, Black & Veatch team members will conduct site visits to become familiar with the facilities and properties, and discuss the scope of work at the respective sites, as well as any special considerations.

#### Task 230 – Draft RFQ and Contract Development

Black & Veatch will develop a draft RFQ for review and comment. The draft RFQ shall include general and background information, submittal requirements, statement of qualifications, technical approach requirements, project schedule, selection and scoring criteria.

Black & Veatch will review the existing operations contract with regards to scope of services, and compile miscellaneous forms (i.e. insurance, performance bonds, RFQ submittal forms, etc) for City review. The review will be limited to the technical services that must be included in the contract; a legal opinion will not be performed, as this is to be performed by the City's legal team.

It is anticipated that the existing bid documents will serve as the basis for the new RFQ and contract, and will be updated based on City staff feedback.

#### Task 240 – Draft RFQ and Contract Review Meeting

Black & Veatch will schedule and facilitate a Draft RFQ/Contract review meeting with the City. The meeting agenda and three (3) copies of the Draft RFQ/Contract will be provided in advance of the scheduled meeting date. It is anticipated that each section of the Draft RFQ/Contract will be reviewed.

#### Task 250 – Final RFQ and Contract

Black & Veatch will issue three (3) copies and one (1) electronic version (PDF) of the Final RFQ to the City.

### **Task Series 300: SOQ Review and Recommendations Support**

#### Task 310 – Pre-Proposal Meeting and Site Visits

Black & Veatch will conduct a mandatory or voluntary Pre-Proposal meeting, and/or site visits as desired by the City. The meeting agenda shall include facility background information, submittal requirements, contractor qualifications, and scope of work.

The meeting date and schedule would be coordinated with the City.

#### Task 320 – SOQ Requests for Information (RFI's)

Black & Veatch will assist the City in the response to RFI requests, as well as Addendum's. A total of 10 RFIs and five issued addendums are included in as part of the scope of services.

#### Task 330 – SOQ Review and Recommendation

Black & Veatch will review the submitted statements of qualification and evaluate them for responsiveness by performing a financial review and reference check in support of the City's identification of the highest-ranked firm. Black & Veatch will develop a letter of recommendation for consideration by the City's SOQ review committee. Proposed budget is for review of up to five (5) firms.

Black & Veatch will support the City's SOQ review committee by attending the committee's ranking review meeting.

Task 340 – Selection Presentation to City Commission

Black & Veatch will support to City staff during the presentation to the City Commission through attendance of key technical professional(s) to one City Commission meeting.

**Task Series 400: Additional Services (Optional)**

Black & Veatch may perform additional services at the request and approval of the City. The types of additional services may include those set forth below.

Task 410 – Negotiations Support

Black & Veatch may support the City’s contract negotiation efforts with the selected firm. One contract negotiating meeting is included as part of the scope of services.

**RFQ Task Order Cost**

A level of effort estimate for the RFQ task order, as identified above, is provided in the table below. Please note that Task Series 400, “Additional Services,” has one optional task that can be performed at the City’s request.

Task Series	Budgetary Price
Task Series 100: Project Information Development	\$3,160
Task Series 200: Development of RFQ	\$35,465
Task Series 300: SOQ Review and Recommendation Support	\$25,610
Subtotal (non optional tasks)	<b>\$64,235</b>
Task Series 410: Negotiations Support (Optional)	\$3,310
Subtotal (optional tasks)	<b>\$3,310</b>
<b>Total (with optional tasks)</b>	<b>\$67,545</b>

We look forward to the opportunity to assist the City with the RFQ development and selection process. Please, feel free to contact me with any questions at (954) 465-6872.

Very truly yours,

BLACK & VEATCH CORPORATION



Rafael E. Frias III, PE  
 Senior Project Manager



City of Key West, FL  
 City of Key West RFQ Task Order - Operations RFQ Support  
 Level of Effort Estimate

Task Description	Sr. Project Manager	Senior Engineer	Project Manager	Engineering Technician	Technical Specialist	Engineering Manager	Administrative Assistant	Subs and Expenses				Totals		
								Expenses	Expenses	Expenses	Expenses	Total	Hours	Cost
								Hotel	Meals	Travel/Car	Reproduction			
<b>City of Key West - Operations RFQ Support</b>														
<b>Task Series 100</b>	<b>Project Information Development</b>													
110		12	8					\$0	\$0	\$0	\$0	\$0	20	\$3,160
	0	12	8	0	0	0	0	\$0	\$0	\$0	\$0	\$0	20	\$3,160
<b>Task Series 200</b>	<b>Development of RFQ</b>													
210			8		4	8		\$525	\$200	\$500	\$0	\$1,225	20	\$4,685
220			12		4	12		\$0	\$0	\$0	\$0	\$0	28	\$4,800
230	2	40	40	4		4	2	\$0	\$0	\$0	\$100	\$100	92	\$14,440
240	8		16		8	12		\$350	\$200	\$500	\$0	\$1,050	44	\$8,830
250	2		4	4	2	4	2	\$0	\$0	\$0	\$100	\$100	18	\$2,710
	12	40	80	8	18	40	4	\$875	\$400	\$1,000	\$200	\$2,475	202	\$35,465
<b>Task Series 300</b>	<b>SOQ Review and Recommendations Support</b>													
310			20			20		\$350	\$150	\$450	\$0	\$950	40	\$7,650
320		16				16		\$0	\$0	\$0	\$0	\$0	32	\$5,040
330		20	12			20		\$175	\$65	\$350	\$0	\$590	52	\$8,930
340			20			20		\$175	\$65	\$350	\$0	\$590	20	\$3,990
	0	36	52	0	0	56	0	\$700	\$280	\$1,150	\$0	\$2,130	144	\$25,610
<b>Task Series 400</b>	<b>Additional Services (Optional)</b>													
410			16					\$175	\$65	\$350	\$0	\$590	16	\$3,310
	0	0	16	0	0	0	0	\$175	\$65	\$350	\$0	\$590	16	\$3,310
<b>Totals</b>	12	88	156	8	18	96	4	\$1,750	\$745	\$2,500	\$200	\$5,195	382	\$67,545
<b>Hourly Rates</b>														
	\$190	\$150	\$170	\$90	\$195	\$165	\$70							

Expenses:  
 - Hotel - Assumed at \$175/night  
 - Meals - Assumed at approximately \$65/day  
 - Travel/Car - Assumed at \$350 airfare and \$50/day rental car