




MEMORANDUM

Date: December 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Katie Halloran
Planning Director

Subject: **Approval of Contract Payment for RFQ #22-001, Key West Comprehensive Adaptation and Resilience Implementation Plan**

Introduction

This resolution would accept the negotiated and executed contract between the City and Tetra Tech, Inc for the Key West Comprehensive Adaptation and Resilience Implementation Plan, not to exceed \$1,405,500.00, and approve the necessary budget transfers from Project # AS38062203, from account number 108 3806 538 3100. The Adaptation Plan directly addresses the second highest priority in the Strategic Plan: Sea Level Rise. Specifically, the implementation of the Adaptation Plan will advance significant projects within the Key West Forward Strategic Plan, including post disaster recovery, water supply, floodproofing and elevation projects.

Background

The Key West Comprehensive Adaptation and Resilience Implementation Plan will set the course for our island's adaptive actions for the next 10 years. Through in-depth flood modeling and a thorough vetting of alternatives with the public, the final Adaptation Plan will provide a prioritized list of projects, with budgets matched with grant opportunities.

On August 16th, 2022, the City Commission approved Resolution 22-177: the "State of Florida Department of Economic Opportunity Federally Funded Community Development Block Grant Mitigation Program Subrecipient Agreement" #MT10, accepting a total amount up to

\$500,000.00 toward the Key West Comprehensive Adaptation and Resilience Implementation Plan.

On November 15th, 2022, the City Commission approved Resolution 22-264: the "State of Florida Department of Environmental Protection Standard Grant Agreement accepting a total amount up to \$905,500.00 toward the Key West Comprehensive Adaptation and Resilience Implementation Plan.

On April 4th, 2023, the City Commission approved Resolution 23-081: the ranking of proposals in response to RFQ 22-001 and authorized the City Manager to negotiate and execute a contract with the highest ranked proposer, Tetra Tech, Inc., for a Comprehensive Adaptation and Resilience Implementation Plan that consists of a multi-threat Vulnerability Assessment and a series of 8 Adaptation Plan Chapters.

On August 24th, the Contract for the Comprehensive Adaptation and Resilience Implementation Plan was executed. The last steps remaining are to have the contract accepted by the City Commission and make the necessary budget transfers from account number 108 3806 538 3100.

Procurement

The contract with Tetra Tech, Inc is for the Key West Comprehensive Adaptation and Resilience Implementation Plan is for a not to exceed amount of \$1,405,500.00, which is 100% grant covered.

Recommendation

The City Manager's Office recommends that the City Commission accept the negotiated and executed contract between the City and Tetra Tech, Inc for the Key West Comprehensive Adaptation and Resilience Implementation Plan, not to exceed \$1,405,500.00, and approve the necessary budget amendment and transfers from account number 108 3806 538 3100.

Exhibits:

Exhibit A – Attach exhibits here if needed