



THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041 809-3867

TO: Jim Scholl, City Manager
FROM: Janet Muccino, Project Manager
DATE: November 1, 2014
RE: Approve ranking of submittals to Request for Qualifications (RFQ) # 14-004 for Environmental Engineering Services and authorizing City Manager to negotiate and, pursuant to legal review, enter into contracts with the top two (2) ranked firms.

ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ 14-004: Environmental Engineering Services and authorizing City Manager to negotiate and, pursuant to legal review, enter into contracts with top two (2) firms.

BACKGROUND:

In response to future anticipated needs for environmental services-related consulting and engineering, the City issued RFQ 14-004: Environmental Engineering Services, on May 31, 2014. The selected firm(s) is expected to provide comprehensive Environmental Engineering Services including, but not limited to:

1. Contaminated site investigation and remediation services,
2. Industrial hygiene services;
3. Storage tank related services including permitting and Spill Prevention, Control, and Countermeasure (SPCC) plans;
4. Regulatory compliance services
5. Real estate and site development support services including completion of Phase I and Phase II Environmental Site Assessments (ESAs);
6. Coastal Engineering including docks, marinas, seawalls, bridges, erosion control, beach design and beach re-nourishment

The selected firm(s) will also provide the City with timely response to unanticipated and emergency environmental-related incidents.

On July 9, 2014, the City received 18 responses (attached) to the RFQ from the following firms:

Air Quest	GMS
AMEC	Handex
AMRC	Langan
Atkins	PM
Bureau Veritas	SWC
CSA	Speeco
David Douglass	Terracon
E Sciences	Tetra Tech
GLE	Weston Sampson

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October 24, 2014, a selection committee of Engineering & Planning staff, Janet Muccino, Project Manager, Devon Steckly, Senior Project Manager & Karen DeMaria, Urban Forestry Manager, met at a publicly advertised meeting to present RFQ rankings (attached) of the 18 firms. Using the Selection Criteria Matrix from the RFQ, the selection committee developed the following short list of the two (2) highest ranked firms:

- (1) Atkins North America, Inc. (Atkins)
- (2) Tetra Tech, Inc. (Tetra Tech)

The two recommended Environmental Engineering Services firms will provide the City with the necessary environmental services to address anticipated needs with future projects. Both firms were determined to be well-qualified with substantial in-house capabilities to address requirements of this contract. Both firms have south Florida offices for timely response and have direct Key West experience including Rest Beach monitoring, renourishment and seagrass mitigation and Josephine Parker Lane soil contamination (Atkins); and, Truman Waterfront, NAS Key West and Hawk Missile Site investigations, clean-up and risk assessments (Tetra Tech).

The term of contracts shall be for a period of three (3) years with the option of one 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 both of the two (2) short-listed firms (Atkins and Tetra Tech);
2. Modify Staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into a contract with some or all of the firms of the modified ranking;
3. Reject all firms and do not authorize issuance of an Environmental Engineering Services contract at this time.

FINANCIAL IMPACTS

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 and Planning staff recommends the City Commission accept staff rankings and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with Atkins North America, Inc. and Tetra Tech, Inc. for Environmental Engineering Services.