



MEMORANDUM

Date: May 9, 2024

To: Honorable Mayor and Commissioners

Via:

From: Albert P. Childress
City Manager
Matt Willman
Interim Utilities Director

Subject: **24-5705 Approve the Ranking Committee Recommendation of the Statements of Qualifications Received in Response to RFQ 24-006 “Key West Wastewater Treatment Plant Resilience Plan” and Authorize the City Manager to Execute a Contract with the Top Ranked Firm, Jacobs Engineering Group, Inc in an Amount not to Exceed \$440,000**

Introduction

This resolution will approve the staff rankings for the statements of qualification submitted in response to RFQ 24-006 “Key West Wastewater Treatment Plant Resilience Plan” and authorize the City Manager to execute a contract with the top ranked firm, Jacobs Engineering Group, Inc. (Jacobs) in and amount not to exceed \$440,000.00.

Background

The City of Key West was awarded a grant from the Department of Defense’s Office of Local Defense Community Cooperation (OLDCC) in the amount of \$449,400 (\$404,460 Federal, \$44,940 Non-Federal) to develop a Resilience Plan for the Richard A. Heyman Environmental Protection Facility (WWTP). The grant agreement allocates \$440,000 (\$396,000 Federal, \$44,000 Non-Federal) toward a contract to develop the Resilience Plan.

The plan will evaluate upgrades, plant modernization, redundancy and hardening that will protect the WWTP from future environmental stresses such as sea level rise and stronger storm events. The goal of the plan is to develop a roadmap for future WWTP projects that will extend the life of the facility and serve the community for decades to come.

Staff released a competitive solicitation for professional services (RFQ 24-006) on February 3, 2024 and

received two (2) responses on March 6, 2024: CPH Consulting, LLC (CPH) and Jacobs Engineering Group, Inc. (Jacobs). A ranking committee consisting of five (5) members was assembled and discussed their rankings at a meeting on March 20, 2024. The ranking committee consists of the following members:

- David Hackworth, FCAA, Director of Engineering
- Ian McDowell, City of Key West, City Engineer
- Elizabeth Ignoffo, City of Key West, Permits Engineer
- Sean McCoy, City of Key West, Principal Engineer
- Alison Higgins, City of Key West, Sustainability Coordinator

Unfortunately, staff did not properly notice the ranking meeting as required per Section 2-773(c)(4) of the Code of Ordinances. After conferring with the City Attorney, staff was advised to readvertise the meeting to be in compliance with our code.

The ranking meeting was advertised in the Key West Citizen on April 6, 2024, and subsequently held on April 17, 2024. The results of the ranking committee are as follows:

Firm	Score
Jacobs	92.4
CPH	83.8

Please note that the original scores from the March 20, 2024 meeting were honored and reaffirmed at the April 17, 2024 meeting.

To expedite the contract award, staff recommends approving the rankings as shown and authorizing the City Manager to execute a contract with Jacobs not to exceed to allocated grant amount of \$440,000.

Procurement

Staff followed the procedures outlined in Article VII, Division 3, Subdivision III of the Code of Ordinances for the Request for Qualifications.

Funds for the project are budgeted in Account 401-3504-535-6500 in the amount of \$400,000. A budget transfer in the amount of \$49,400 from Account 401-3501-535-9900 (Other Uses) to Account 401-3504-535-6500 will be required to fully account for the grant award.

Upon approval of the staff rankings, staff will negotiate a contract with Jacobs in an amount not to exceed \$440,000 and have the City Manager execute the contract upon consent of the City Attorney.

Recommendation

The City Manager’s Office recommends the Mayor and Commission approve the staff rankings for the statements of qualification submitted in response to RFQ 24-006 “Key West Wastewater Treatment Plant Resilience Plan” and authorize the City Manager to execute a contract with the top ranked firm, Jacobs Engineering Group, Inc. (Jacobs) in and amount not to exceed \$440,000.00 upon consent of the City Attorney.