

**A RESOLUTION OF THE CITY COMMISSION OF THE
CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF
RANKING FOR PROFESSIONAL SURVEYING SERVICES IN
RESPONSE TO REQUEST FOR QUALIFICATIONS (RFQ)
NO. 23-004; AUTHORIZING THE CITY MANAGER TO
NEGOTIATE AND EXECUTE CONTRACTS ON A TASK
ORDER BASIS WITH THE FOUR TOP-RANKED FIRMS
UPON CONSENT OF THE CITY ATTORNEY; PROVIDING
FOR AN EFFECTIVE DATE**

WHEREAS, the City issued RFQ 23-004 for firms capable of providing professional surveying services on March 8, 2023 and on March 29, 2023 the City Clerk opened seven submittals which were deemed responsive; and

WHEREAS, on April 14, 2023 a selection/ranking committee comprised of city staff and community members convened at a publicly advertised meeting, and ranked the seven (7) responses to the RFQ for Professional Surveying Services, and determined that four (4) firms are particularly qualified, and recommended that the City engage each one on a Task Order basis.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the top four submittals in response to RFQ 23-004 for professional surveying services are hereby ranked by the committee, and approved by the City Commission as follows:

(1) Avirom & Associates, Inc.

(2) Bello & Bello Land Surveyors Corp.

(3) Florida Keys Land Surveying, LLC

(4) KCI Technologies, Inc.

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts in substantial conformance with the RFQ for projects on a task-order basis with each of the four top-ranked companies, upon advice and consent of the City Attorney.

Section 3: Specific task orders issued pursuant to the contracts shall comply with the City's procurement guidelines.

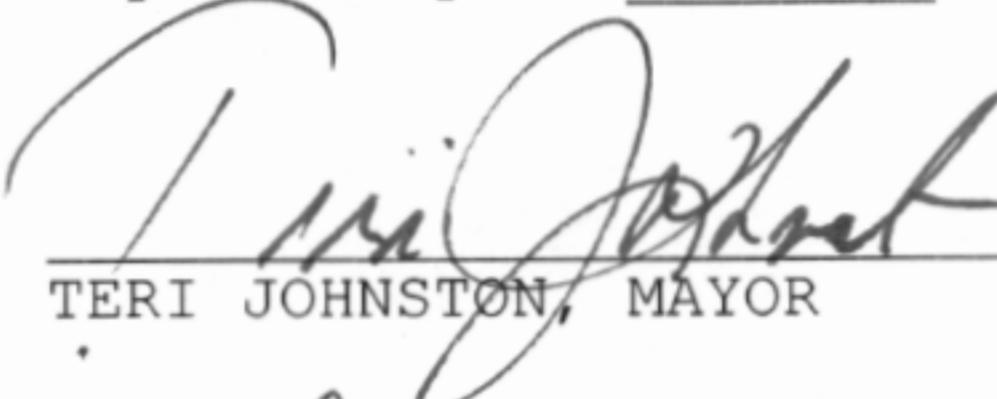
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this 2nd day of May, 2023.

Authenticated by the Presiding Officer and Clerk of the
Commission on 3rd day of May, 2023.

Filed with the Clerk on May 3, 2023.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>


TERI JOHNSTON, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



MEMORANDUM

Date: May 2, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Gary Volenec, P.E.
Interim Engineering Director

Subject: **Approving selection of the four highest ranked firms which responded to Request for Qualifications (RFQ) No. 23-004: Professional Surveying Services**

Introduction

Staff recommends that the City Commission approve the selection of the four highest ranked firms that submitted proposals in response to RFQ No. 23-004 and authorize the City Manager, pursuant to legal review, to negotiate contracts with the selected surveying firms.

Background

The City of Key West (City) requires the services of qualified firms to provide a range of professional surveying services, including but not limited to boundary/property, topographic, easement, roadway, and bathymetric surveys. The City issued RFQ No. 23-004: Traffic Engineering Services on March 8, 2023 and qualification packages were opened on March 29, 2023. The City received 7 responses to the RFQ and upon review of received qualifications, the following firms were considered responsive and qualified:

- Avirom & Associates, Inc.
- Bello & Bello Land Surveyors Corp.
- Florida Keys Land Surveying, LLC
- KCI Technologies, Inc.
- Longitude Surveyors, LLC
- Manuel G. Vera & Associates, Inc.
- Reece & White Land Surveying, Inc.

On April 14, 2023, a selection committee of City Staff held a publicly advertised meeting to present qualification ranking of the seven firms which responded to the RFQ. Selection committee qualification rankings are attached for review.

The City typically contracts with multiple firms, and these firms will be able to address the varied scope and workload for the Engineering Department. The City currently holds contracts with four firms, which will expire May 14th, 2023. The new contracts will provide services for three years, with an additional two-year extension option.

Procurement

There are no financial obligations with ranking and entering into contracts with each of the listed firms. Project assignments will be task order based with a respective fee approved for each task order per City Ordinance.

Recommendation

Engineering staff recommends the City Commission review the staff ranking and evaluation and approve the selection of **Avirom & Associates, Inc., Bello & Bello Land Surveying Corp., Florida Keys Land Surveying, LLC, and KCI Technologies, Inc.** and authorize the City Manager to negotiate and, pursuant to legal review, enter into contracts with the four firms.

Exhibits:

Exhibit A – Selection committee ranking

RFQ Name: Professional Surveying Services

RFQ Number: RFQ #23-004

Firm: Rank Summary

Moderator: Project Manager, Janet Muccino
1. Interim Engineering Director, Gary Volenec
2. Associate Engineer, Ian McDowell
3. Utilities Administrator, Matt Wilman

SELECTION CRITERIA	POINTS ALLOWED	Avirom			Bello & Bello			FKLS			KCI			Longitude			M.G.Vera			Reece & White		
		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Specialized experience & technical competence of the firm in the listed traffic engineering services	30	26	26	18	27	28	17	26	26	20	28	27	17	26	26	15	28	26	15	22	25	18
Professional qualifications of staff personnel	20	20	18	13	18	18	12	18	18	15	20	18	11	17	18	10	20	18	10	16	18	18
Capacity of assigned & identified staff to accomplish work	10	8	9	6	10	9	6	9	8	5	10	9	6	8	8	5	8	8	5	8	8	7
Previous applicable work experience	15	15	13	9	15	14	9	14	13	10	15	13	8	14	14	8	15	14	8	12	12	9
Ability to perform the services expeditiously at the request of the City. Location & availability of the technical support people & assigned task order manager to the City	15	12	14	10	14	13	9	15	14	10	12	13	8	12	14	7	12	13	8	13	14	8
Ability to complete required services with in-house staff & resources	5	4	4	4	4	5	3	4	4	3	5	5	3	4	4	3	4	4	3	3	4	4
Past City work performance	5	5	5	5	2	2	2	4	3	4	5	4	3	2	2	2	2	2	2	3	3	4
Total Score (Individual)	100	90	89	65	90	89	58	90	86	67	95	89	56	83	86	50	89	85	51	77	84	68
FINAL SCORING	100	81.33			79.00			81.00			80.00			73.00			75.00			76.33		
		Avirom			Bello y Bello			FKLS			KCI			Longitude			M.G. Vera			Reece & White		

INTEROFFICE MEMORANDUM

To: Gary Volenec, Engineering Director
Ian McDowell, Assistant Engineer
CC: Jessica Durocher, Purchasing
From: Cheri Smith, City Clerk *(Signature)*
Date: March 29, 2023
Subject: **RFQ 23-004 Professional Surveying Services**

The following bids were opened Wednesday, March 29, 2023 at 3:30 p.m. in response to the above referenced project.

1. Avirom & Associates Inc.
50 SW 2nd Avenue, Suite 102
Boca Raton, FL 33432
2. KCI Technologies Inc.
5835 Blue Lagoon Drive, Suite 303
Miami, FL 33126
3. M.G. Vera & Associates
13960 SW 47th Street
Miami, FL 33175
4. Reece & White Land Surveying Inc.
31193 Avenue A
Big Pine Key, FL 33043
5. Bello & Bello Land Surveying Corp.
12230 SW 131 Avenue, Suite 201
Miami, FL 33186
6. Florida Keys Land Surveying, LLC
21460 Overseas Highway, Suite 4
Cudjoe Key, FL 33042
7. Longitude Surveyors
31 Ocean Reef Drive, Suite C-207
Key Largo, FL 33037