




MEMORANDUM

Date: December 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Katie Halloran
Planning Director

Subject: **Approval of the Selection Committee's Ranking of Submittals for RFQ #24-001,
Key West Watershed Management Plan**

Introduction

This resolution approves the final scoring and ranking of the response to City of Key West RFQ #24-001, Key West Watershed Management Plan. This resolution also authorizes the City Manager to execute, subject to the review of the City Attorney, a contract between the City of Key West and the top ranked vendor known as Erin Deady, P.A. Completion of a Watershed Management Plan is included in Key West Forward, Strategic Plan 2021-2024.

Background

The RFQ was designed to solicit proposals for key professional services requiring expertise in creating Watershed Management Plans that are compliant with FEMA's Community Rating System (CRS). There are not many local governments in Florida nor the nation that have received points for this prerequisite to advance to a Class 4 status within CRS. If our Watershed Management Plan is deemed compliant, the community will be rewarded with another 5% off our flood insurance premiums, bringing the total deduction to 30%. This is worth an average reduction of \$506 to each of the ~8,000 policy holders in the City, for a cumulative savings of \$4,006,879.

Scoring criteria in the RFQ prioritized vendors able to demonstrate expertise in CRS-compliant

watershed management plans, flood modeling, stormwater management, project timeline and approach, client references and Florida/Keys experience with climate change/stormwater issues. Funding for the Watershed Management Plan has been secured through FEMA Hurricane Irma Funds, managed by the Florida Department of Emergency Management as Project Number 4337-4-Po/Agreement #Ho866, approved by the City Commission July 13, 2023 (Resolution 23-188). This FDEM Grant Agreement provides \$184,818.75 which will underwrite 100% of the Watershed Management Plan.

The RFQ was advertised on October 5th via Demand Star, the Citizen newspaper and Freepress and the RFQ was open for 27 days. Thirty-four (34) companies downloaded the RFQ, but only one company submitted an RFQ package. That company was deemed responsive and responsible and was scored by the ranking committee on November 15th. Their full score sheet is attached alongside the submittal package.

The top ranked vendor for RFQ #24-001 is Erin Deady P.A. Erin Deady is a longtime Keys advocate and has assisted Monroe County and other Keys municipalities with vulnerability assessments, adaptation plans and the GreenKeys Climate Action Plan. Ms. Deady followed the Florida DEM Watershed Pilot closely, qualifies as a Woman-owned Business Enterprise and was also chosen from only two submittals for a regional Monroe County RFQ for a Watershed Master Plan in April of 2023. It is worth noting that Ms. Deady's consultant team includes Lori Lehr, Inc. CRS consultant to many Keys local governments; Jacobs, the firm that recently completed the City's Stormwater Master Plan updates; and Clearview Geographic, a subconsultant to the City's Adaptation Plan. The team scored an average of 90 points.

Procurement

This resolution and vendor selection will authorize staff to negotiate a contract for the Key West Watershed Management Plan for an amount not to exceed \$184,818.75 within the Adaptation and Sustainability budget (account # 108 3806 538 3100), the same amount the City has secured through the aforementioned FDEM grant.

Recommendation

The City Manager's Office recommends that the City Commission approve and accept the Selection Committee's ranking and selection of Erin Deady P.A. as the top ranked vendor for RFQ #24-001, Key West Watershed Master Plan.

Approval of this resolution would also authorize the City Manager to execute a contract, subject to the review of the City Attorney, between the City of Key West and the vendor and to make necessary budget adjustments to pay for the contract from the FDEM Grant agreement, not to exceed \$184,818.75.

Exhibits:
Exhibit A – Attach exhibits here if needed