



## THE CITY OF KEY WEST

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### EXECUTIVE SUMMARY

**Date:** July 20, 2022

**To:** Patti McLauchlin, City Manager

**From:** Kelly Crowe, P.E., Utilities Director

**Cc:** Todd Stoughton, Assistant City Manager  
Christina Bervaldi, Finance Director  
Gary Volenec, Director of Engineering

**Subject:** Approval of an Additional Extension of Time for the General Engineering Services Contract through December 31, 2022 in Accordance with City of Key West Municipal Code Section 2-797(4)(b)

### Action Statement

Approve an additional time extension of General Engineering Services Contracts through December 31, 2022 in accordance with City of Key West Municipal Code Section 2-797(4)(b) for below listed firms. Authorize City Manager to execute the extensions.

### Background

In 2017, staff issued RFQ 17-002: *General Engineering Services* to competitively solicit qualified Engineering firms for Professional Engineering Services. Resolution 17-207 awarded three- year General Engineering Services contracts to below listed companies. In accordance with Article 4 of the agreements, a single two-year renewal was offered to and accepted by the following firms:

1. Artibus Design LLC (for structural engineering only)
2. Black & Veatch Corporation
3. EAC Consulting
4. CH2M Hill
5. KCI Technologies (Formally "Keith & Schnars")
6. Perez Engineering & Development
7. Stantec
8. T.Y. Lin International
9. Wood Environment and Infrastructure Solutions, Inc.  
(Formally "AMEC Foster Wheeler")

Per Resolution 20-142, the General Engineering Services contract was extended for a two-year period. The executed extensions have an expiration date of August 1, 2022. Currently, staff is preparing a Request for Qualifications (RFQ) for a new General Engineering Services contract. The RFQ is expected to be released for competitively solicitation within the next month, however, given the process to procure the consultants through the RFQ which includes rankings, City Commission consideration of ranking approval, contract negotiation and contract execution; final execution of contracts is not expected until December 2022.

Staff recommends granting an additional extension of time for the General Engineering Services contract through December 31, 2022. This will allow staff to quickly procure engineering consultants as needed until the new RFQ process and contract execution is completed. In addition, staff anticipates the need to procure Professional Engineering Services in the coming months in order to maintain project schedules.

### **Purpose and Justification**

Per the City of Key West Municipal Code Section 2-797 (4)(b), *“If in the opinion of the city manager exceptional circumstances exist to exempt a purchase from the competitive bid requirements of this subdivision for the best interests of the city, the city manager shall place a resolution before the city commission for approval of such exemption.”*

Given the expected lapse in time between the expiration of the current extension and the possible execution of new contracts, staff believes it is in the City’s best interest to grant the extension of time in order to continue planned and budgeted projects without delay.

This resolution supports Strategic Plan Infrastructure Goal #4 *“Long term sustainability of the City’s hard assets.”*

### **Financial**

This item is administrative in nature and does not have a direct financial impact.

### **Recommendation**

Staff recommends approving an additional time extension for General Engineering Services Contracts through December 31, 2022 in accordance with City of Key West Municipal Code Section 2-797(4)(b). Authorize City Manager to execute the extensions.