



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

Date: April 4, 2023

To: Patti McLauchlin, City Manager

Through: Katie P. Halloran, Planning Director

From: Alison Higgins, Sustainability Coordinator

Subject: Approval of the Selection Committee's Ranking of Submittals for RFQ #22-001, Key West Comprehensive Adaptation and Resilience Implementation Plan

Action Statement:

This resolution would approve the final scoring and ranking of the four (4) submittals received in response to City of Key West RFQ #22-001, Key West Comprehensive Adaptation and Resilience Implementation Plan. This resolution would also authorize 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 Tetra Tech, Inc.

Background:

The RFQ was designed to solicit proposals for key professional services requiring expertise in adaptation and resilience planning, to minimize climate risks to all of Key West across a broad spectrum of community assets, with an emphasis on anticipated impacts of sea level rise.

Scoring criteria in the RFQ prioritized vendors able to demonstrate expertise in vulnerability assessments, adaptation plans, both grey and green infrastructure engineering, historic preservation, community health, policy, public facilitation, and interactive map development. Scoring also included client references.

Required deliverables for this project are an Adaptation Plan which includes a Vulnerability Assessment and analysis of eight priority subject areas. Public engagement including workshops and an interactive website will be integrated into the planning process. For each subject analysis, the consultant will prioritize actions and projects to be included in the City's budget and will develop policy and program recommendations. This plan will be funded with Federal dollars from the Rebuild Florida Community Development Block Grant-Mitigation (CDBG-MIT) General Planning Support program administered through the Florida Department of Economic Opportunity (DEO Agreement #MT010) and State dollars from the Florida Department of Environmental Protection Office of Resilience and Coastal Protection (Agreement #22PLN64).

The top ranked vendor for RFQ #22-001 is Tetra Tech, Inc. an interdisciplinary firm with offices in Miami, Florida. Tetra Tech's team is comprised of Georgia Vince (Project Manager), Alison Miskiman,

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.



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GISP CFM (Deputy Project Manager #1), Allison McLeary, PhD (Funding & Grant Management), David Frodsham, PE (Professional Engineer), Renee Walmsley (LiDAR), Madhu Akaspu-Smith PE, CFM (Modelling), and Jason Evans (Data & GIS Mapping). Tetra Tech's exclusive partners include Erin L. Deady, PA (Deputy Project Manager #2, vulnerability assessments, land use and code), Stantec Engineering (infrastructure and adaptation), SEARCH, Inc (historic and cultural preservation), Balmoral Group (Economic analysis), Brizaga, Inc (housing and public outreach) and Clearview Geographic (interactive maps). The Selection Committee's average score for this vendor is 88 points.

The second, third and fourth ranked vendors' average scores were all within 0.8 points of each other, and 3 points below the first ranked team. These vendors were Jacobs (85.4 points), HALFF (85.2 points), and WGI, Inc (84.6 points).

The Selection Committee met to score all four (4) eligible vendor submittals and their full score sheet is attached together with the complete submittal packages from all four vendors. The scoring for this project was notably very close amongst all four vendors.

Financial:

The City has not received an itemized cost sheet for professional services for this project, however, this resolution and vendor selection will authorize staff to develop a refined scope of services document and negotiate a contract for the Key West Comprehensive Adaptation and Resilience Implementation Plan.

Strategic Plan (Key West Forward):

Implementation of this Plan will advance Priority #2, Sea Level Rise, in the Key West Forward Strategic Plan.

Recommendation:

Staff recommends that the City Commission approve and accept the Selection Committee's ranking and selection of Tetra Tech, Inc. as the top ranked vendor for RFQ #22-001, Key West Comprehensive Adaptation and Resilience Implementation Plan. This resolution would further establish this team as the City's vendor to develop the City's Comprehensive Adaptation and Resilience Implementation 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.