




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 four firms which responded to Request for Qualifications (RFQ) No. 23-003: General Traffic Engineering Services**

Introduction

Staff recommends that the City Commission approve the selection of the four firms that submitted proposals in response to RFQ No. 23-003 and authorize the City Manager, pursuant to legal review, to negotiate contracts with the selected engineering firms.

Background

The City of Key West (City) requires the services of qualified firms to provide a range of traffic engineering services, including but not limited to roadway planning, roadway design, signal timing, multimodal planning, bid and proposal development, and services during construction. The City issued RFQ No. 23-003: Traffic Engineering Services on March 1, 2023. Qualification packages were opened on March 29, 2023. The City received four responses to the RFQ. Upon review of received qualifications, all firms were considered responsive and responsible.

On April 14, 2023, a selection committee of City Staff held a publicly advertised meeting to present qualification ranking of the four firms submitting qualifications in response to the RFQ. Selection committee qualification rankings are attached for review.

The City typically contracts with multiple firms, and this grouping 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 15th, 2023.

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 **Caltran Engineering Group, Inc., Choice Engineering Consultants, Inc., Calvin, Giordano & Associates, Inc., and GHD Services, Inc.**, and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with the four firms.

Exhibits:

Exhibit A – Selection committee ranking