




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