

MEMORANDUM

To: Steve McAlearney
Terrence Justice
Eric Augst
Mark Finigan
Greg Veliz

From: Jim Bouquet

Date: May 9, 2018

RE: Routine and Emergency Traffic Signal and Street Light Maintenance RFP 007-18

The City of Key West received two responses to the Routine and Emergency Traffic Signal and Street Light Maintenance RFP 007-18. To assist the Ranking Committee in firm selection, a publicly advertised meeting at 10:00 AM on May 15, 2018 will present responders an opportunity to present firm qualifications and discuss normal/emergency response procedures, response times, mobilization fee development, etc. Additionally, this format will provide an opportunity for the ranking committee to ask questions.

Consistent with the RFP, responders will present and be prepared to discuss:

1. Overall expertise and technical competence of the firm in the required qualifications.
2. Traffic signal maintenance experience with FDOT District 6.
3. Ability to perform the services expeditiously at the request of the CITY.
4. Location and availability of technical support people and assigned project manager to the CITY.
5. Routine and Emergency Response pricing including detailed breakdown of costs associated with mobilization for traffic signal repairs and street light repairs, both routine and emergency.

R& D Electric, Inc. will present at 10:00 AM, with AGC Electric, Inc. at 10:45.

Following this meeting, I intend to schedule a second meeting to rank proposals and develop recommendations for City Commission consideration.