



THE CITY OF KEY WEST

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## EXECUTIVE SUMMARY

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**Date:** February 19, 2020

**To:** Greg Veliz, City Manager

**From:** Johnnie Yongue, P.E., Project Manager

**Cc:** Mark Finigan, Finance Director  
Steve McAlearney, Engineering Director  
Kelly Crowe, P.E., City Engineer

**Subject:** Approving ranking of firms submitting responses to Request for Qualifications (RFQ) # 20-002 for Environmental Engineering Services

### **Action Statement**

Approving staff ranking of firms submitting responses to RFQ 20-002: Environmental Engineering Services and authorizing City Manager to negotiate and pursuant to legal review enter into contracts with top four (4) firms.

### **Background**

To continue the service specialty diversification of engineering firms currently under Engineering Services agreements (Resolution 12-280), the City issued RFQ 20-002: Environmental Engineering Services on December 9, 2019. On January 08, 2020, the City received nine (9) responses to the RFQ from the following firms:

1. Atkins
2. Cardno
3. Coastal Technology
4. E. Sciences
5. GHD
6. HWA
7. Terracon
8. Tetra Tech
9. Wood

On February 4, 2020, a selection committee of City staff met at a publicly advertised meeting to present RFQ rankings (attached) of the nine firms based on the Selection Criteria Matrix from the RFQ.

The engineering Department having reviewed the ranking, recommends negotiating and entering into

- (1) Tetra Tech, Inc.
- (2) Atkins North America, Inc.
- (3) GHD
- (4) E. Sciences

The City typically contracts with multiple firms to address specialized services. The four (4) recommended Environmental Engineering Services firms will provide the City with the necessary environmental services to address anticipated needs for future projects.

The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

#### OPTIONS

1. Accept the rankings of Staff and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with one or all four listed firms;
2. Modify Staff ranking and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with one or all of the firms of the modified ranking;

#### **Financial Issues**

There are no financial obligations with ranking and entering into contracts with each of the short-listed firms. These will be task order based contracts with which a dollar amount will have to be approved along with the task order per City Ordinance.

#### **Recommendation**

Engineering staff recommends the City Commission accept Staff rankings and authorize City Manager to negotiate, and pursuant to legal review, enter into contracts with the four (4) highest ranked firms.