

## City of Key West

### RFQ #14-004 REQUEST FOR ENVIRONMENTAL ENGINEERING SERVICES QUALIFICATIONS

Qualification Rankings Presentation Date: Friday, October 24, 2014

#### CITY STAFF SELECTION QUALIFICATIONS CRITERIA AND SELECTION PROCESS MATRIX

##### GENERAL QUALIFICATIONS

The City is in need of consultants for Environmental Engineering Services. Respondents should clearly identify in their proposals Environmental & Coastal Engineering disciplines that they are able to offer the City of Key West. Respondents must demonstrate expertise and relevant experience in at least one of the disciplines.

##### QUALIFICATIONS CRITERIA

The qualification criteria applied to the selections of firms for further consideration are the following:

Specialized experience and technical competence of the firm in the listed disciplines.

Professional qualifications of staff personnel / Capacity of assigned & identified staff to accomplish work.

Past Work Experience

Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned Project MangerTask Order manager to the CITY.

Other Certifications

##### SELECTION PROCESS\*

The following steps will be followed in the selection process:

1. City of Key West management and staff will review each response that is submitted and determine which ones are considered responsive to the RFQ.
2. The City staff tasked with the review of the responses to the RFQ will rank the responses in a publicly advertised meeting using the selection criteria matrix attached.
3. The ranking and selection of the firms will be presented to City Commission for approval.
4. Firms may be required to give a presentation to the City Commission at a meeting to be scheduled at a later date. Presentations shall not exceed 10-minutes or of such time as allowed by the Commission.
5. The City Commission reserves the right to accept the recommendation of the evaluation team or approve an alternative ranking and selection.
6. City Commission will authorize the City Manager to negotiate a contract with the highest ranked firm or firms. If the City Manager is unable to negotiate a satisfactory contract with one or more of the highest ranked firms, the City Manager will terminate negotiations and then negotiate with one or more of the lower-ranked firms and so on in order of preference if needed.
7. If the City chooses to award to more than one firm, the City Manager will negotiate a contract with each selected firm. If the City Manager is unable to negotiate a satisfactory contract with a selected firm, the City Manager will terminate negotiations.

\* The City reserves the right to award to more than one firm.

**City of Key West**  
**RFQ #14-004 REQUEST FOR ENVIRONMENTAL SERVICES QUALIFICATIONS**  
 Ranking Committee Date: Friday, October 24, 2014

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			AirQuest	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	35	30	30		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	20	18	20		
Past Work Experience	20	15	8	12		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	5	6	7		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>80</b>	<b>65</b>	<b>72</b>	<b>217</b>	<b>72%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			David Douglas	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	10	20	25		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	5	10	13		
Past Work Experience	20	5	5	12		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	5	7	6		
Other Certificates	5	5	3	2		
<b>Total Points</b>	<b>100</b>	<b>30</b>	<b>45</b>	<b>58</b>	<b>133</b>	<b>44%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			Langan	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	35	25	30		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	20	18	23		
Past Work Experience	20	15	8	17		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	6	6		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>85</b>	<b>60</b>	<b>79</b>	<b>224</b>	<b>75%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			AMEC	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	20	38	35		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	17	18	20		
Past Work Experience	20	10	20	17		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	5	8	7		
Other Certificates	5	2	4	3		
<b>Total Points</b>	<b>100</b>	<b>54</b>	<b>88</b>	<b>82</b>	<b>224</b>	<b>75%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			E Sciences	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	40	35	30		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	25	22	13		
Past Work Experience	20	20	18	12		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	8	8	7		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>98</b>	<b>86</b>	<b>65</b>	<b>249</b>	<b>83%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			SWC	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	30	28	30		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	25	20	13		
Past Work Experience	20	20	15	12		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	8	7		
Other Certificates	5	5	3	2		
<b>Total Points</b>	<b>100</b>	<b>90</b>	<b>74</b>	<b>64</b>	<b>228</b>	<b>76%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			AMRC	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	36	25	21		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	20	15	15		
Past Work Experience	20	15	5	12		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	5	6	5		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>81</b>	<b>54</b>	<b>56</b>	<b>191</b>	<b>64%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			GLE	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	20	30	35		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	15	15	22		
Past Work Experience	20	20	10	17		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	6	7		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>70</b>	<b>64</b>	<b>84</b>	<b>218</b>	<b>73%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			SPECCO	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	35	25	20		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	20	18	13		
Past Work Experience	20	20	5	10		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	5	5	5		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>85</b>	<b>56</b>	<b>51</b>	<b>192</b>	<b>64%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			Atkins	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	40	38	37		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	25	20	24		
Past Work Experience	20	20	20	18		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	6	9		
Other Certificates	5	5	4	4		
<b>Total Points</b>	<b>100</b>	<b>100</b>	<b>88</b>	<b>92</b>	<b>280</b>	<b>93%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			GM Selby	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	38	35	35		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	25	20	23		
Past Work Experience	20	20	15	18		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	5	5	8		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>93</b>	<b>78</b>	<b>87</b>	<b>258</b>	<b>86%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			Terracon	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	35	20	30		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	25	15	20		
Past Work Experience	20	20	8	18		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	5	8		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>95</b>	<b>51</b>	<b>79</b>	<b>225</b>	<b>75%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			BV	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	37	25	20		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	23	15	11		
Past Work Experience	20	15	10	10		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	8	6	5		
Other Certificates	5	5	3	2		
<b>Total Points</b>	<b>100</b>	<b>88</b>	<b>59</b>	<b>48</b>	<b>195</b>	<b>65%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			Handex	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	35	24	35		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	20	15	23		
Past Work Experience	20	15	5	18		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	6	8		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>85</b>	<b>53</b>	<b>87</b>	<b>225</b>	<b>75%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			Tetra Tech	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	40	35	37		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	25	23	23		
Past Work Experience	20	20	15	17		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	8	8		
Other Certificates	5	5	3	3		
<b>Total Points</b>	<b>100</b>	<b>100</b>	<b>84</b>	<b>88</b>	<b>272</b>	<b>91%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			CSA	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	30	25	20		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	20	18	13		
Past Work Experience	20	10	8	10		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	5	5		
Other Certificates	5	5	3	2		
<b>Total Points</b>	<b>100</b>	<b>75</b>	<b>59</b>	<b>50</b>	<b>184</b>	<b>61%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			PM	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	20	20	20		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	15	18	12		
Past Work Experience	20	10	8	10		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	5	5		
Other Certificates	5	5	3	2		
<b>Total Points</b>	<b>100</b>	<b>60</b>	<b>54</b>	<b>49</b>	<b>163</b>	<b>54%</b>

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED			Weston Sampson	
		Staff 1	Staff 2	Staff 3	Grand Total	Possible Points
Specialized experience and technical competence of the firm in the discipline of Environmental Engineering.	40	35	29	38		
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	25	25	20	23		
Past Work Experience	20	20	5	18		
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	10	5	8		
Other Certificates	5	5	3	4		
<b>Total Points</b>	<b>100</b>	<b>95</b>	<b>62</b>	<b>91</b>	<b>248</b>	<b>83%</b>



THE CITY OF KEY WEST  
P.O. Box 1409 City of Key West, FL 33041-1409

**RFQ #14-004 REQUEST FOR ENVIRONMENTAL SERVICES QUALIFICATIONS**

Ranking Committee Date: Friday, October 24, 2014

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**Ranking Order:**

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	<u>Firm</u>	<u>Grand Total Points</u>	<u>% of Total Possible Points</u>
1	Atkins	280	93
2	Tetra Tech	272	91
3	GM Selby	258	86
4	E Sciences	249	83
5	Weston Simpson	248	83
6	SWC	228	76
7	Handex	225	75
8	Terracon	225	75
9	Langan	224	75
10	AMEC	224	75
11	GLE	218	73
12	AirQuest	217	72
13	Bureau Veritas	195	65
14	SPECCO	192	64
15	AMRC	191	64
16	CSA	184	61
17	PM	163	54
18	David Douglas	133	44