



Memorandum

Meeting Details: August 30, 2023

Prepared For: Mayor & Board of Commissioners

From: Megan Wepfer, Public Works Director

Subject: Request for information (RFI) 2023-06 Continuing Engineering Consultants and Urban Design Services Contract Approval

Background

The City of Madeira Beach posted the request for information for Continuing Engineering Consultants and Urban Design Services on Monday June 19, 2023. The initial post was broadcast to 1507 recipients, downloaded by 50 plan holders, and watched by 9 firms. Submittals were due at City by July 20, 2023, by 3:00 PM. Staff received 12 submittals and reviewed and evaluated on Thursday July 27th where we found 9 firms who met the qualifications listed in the packet. Some areas that were listed in the RFI for the firms to show competence in house were Roadway design, Stormwater drainage and inspection in coastal communities, FEMA hazard mitigation grant contract / construction administration, structural engineering, Construction engineering and inspection services, Mapping and GIS, funding resources / grant writing services, and much more.

Submittals were received by CPWG, Florida Design Consultants, Advanced Engineering, Civil Surv, Florida Technical Consultants, LLC, Land & Water Engineering Science, Transystems, Colliers, Pennoni, Kimley Horn, Halff, and Applied Sciences. Staff met on Thursday July 27th and reviewed each submittal to ensure all documents were submitted and scored according to the outline listed in the packet. Of the 12 firms' staff would recommend the city to sign contracts with 9 firms who scored 100 points or higher. Each of the listed firms are qualified in coastal communities and have local knowledge.

Submittals are available via electronic copy or hard copy by request. Each submittal is 30 or more pages.

Fiscal Impact

Total engineering services costs will not exceed amounts budgeted for those services in the various departmental budgets in which those costs are recorded. These contracts are project based and planned with the Capital Improvement Budget and miscellaneous needs throughout the year.

Recommendation(s)

Staff recommends the Board of Commissioners contract with Kimley Horn, Advanced Engineering, Colliers Engineering & Design, Pennoni, Transystems, Applied Sciences, Land & Water Engineering Science, Hallf, and Civil Surv for a three-year (3) term with two optional one year renewals.

Attachments

- Review Sign in Sheet
- Bid review minuets
- Submittal list
- Checklist and scoring sheets for each firm
 - Full bid submittals are available by request due to the page size