

**MEMORANDUM**

**TO:** Max Royle, City Manager

**FROM:** William Tredik, P.E. Public Works Director

**DATE:** December 22, 2020

**SUBJECT:** Ocean Walk Subdivision Drainage Improvements  
Engineering Consultant Ranking  
RFQ 20-05

**BACKGROUND**

Ocean Walk is an 18-acre subdivision built in the 1980s, consisting of 55 single family residential lots. The subdivision relies upon a non-functional "accreted-in" roadside swale system which drains Lee Drive to a single point, whereupon runoff is conveyed via a 24" pipe to the Mickler Boulevard drainage system. Due to the non-functional roadside swales, valleys at driveway aprons hold water for significant periods of time after a rainfall event. After reaching Mickler Boulevard, runoff travels via the new pipe south to 16<sup>th</sup> Street, where it continues both west (to a private pond on Old Beach Road) and south to the 11<sup>th</sup> Street canal. Both pathways converge at Lakeside Park, whereupon flow continues west under S.R. A1A to the Mizell Road pond, where natural processes remove nutrients prior to its discharge to the Matanzas River.

The western portion of Lee Drive is low-lying, with Lidar information indicating elevations as low as 4.0 NAVD. Heavy rains in early June 2020 and September 2020 led to localized significant street flooding on Lee Drive. Property owners assert that the street flooding in June was the most severe since Hurricane Matthew in 2016, and believe it was exacerbated by the installation of the new pipe along Mickler Boulevard.

After the street flooding in June 2020, Public Works developed a three-stage approach to improve the drainage in the Ocean Walk subdivision. The first stage was implemented immediately and included cleaning the downstream ditch system to improve stormwater conveyance. The second stage (interim) improvements are currently being undertaken and include installation of a backflow prevention device and a stormwater pump-out structure. The third stage of the improvements is the development of a long-term drainage solution for the Ocean Walk subdivision (the Project). The Project will be implemented in phases, including:

- Phase 1 - Drainage study and preliminary engineering
- Phase 2 - Design and Permitting
- Phase 3 - Construction

Phase 1 is currently included in the City's FY 2021 budget. Phases 2 and 3 are contingent upon future funding.

On October 5, 2020, the City Commission directed staff to advertise a Request for Qualifications (RFQ) to select a professional engineering consultant to assist the City with the Project. RFQ 20-05 was advertised On November 10, 2020 with submittals due on December 8, 2020. The RFQ asked for qualifications for all three Project phases, though only Phase 1 is currently funded. The city received three (3) submittals to the RFQ.

## **DISCUSSION**

Per the RFQ, scoring of submittals was based upon the following matrix:

Review Item	Percent of Score
• Relevant Project Experience	25%
• Project Approach	20%
• Quality control and Experience	10%
• Proximity to and Familiarity with Project Area	5%
• Stormwater Engineering Design and Permitting Qualifications	20%
• Construction Project Management Qualifications	10%
• Roadway Design Qualifications	5%
• Utility Design and Permitting Qualifications	5%

Four (4) city staff (selection committee) independently reviewed and scored each RFQ submittal. The selection committee was composed of two (2) staff from the Public Works Department and two (2) staff from the Building Department. The selection committee met on December 22, 2020 to present their individual scores for tabulation. The maximum score for each firm by an individual reviewer was 500 points. The maximum combined score for each firm was thus 2,000 points (500 x 4 reviewers). The tabulation of scores from the three firms is as follows:

Firm Name	Combined Score
Matthews Design Group	1,510
Four Waters Engineering	1,380
Madrid Engineering Group	1,325

The firm receiving the most points was Matthews Design Group.

Per the 287.055 Florida Statutes – Consultants Competitive Negotiation Act (CCNA) – an agency shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive and reasonable, negotiations with that firm must be formally terminated and the agency shall then undertake negotiations with the second most qualified firm.

**ACTION REQUESTED**

Approve the scores and ranking of submittals to RFQ 20-05 and authorize the City Manager or designee to negotiate with the top ranked firm (and lower ranked firms per CCNA requirements if a satisfactory contract cannot be reached) for engineering services related to the Ocean Walk Subdivision Drainage Improvements. Upon successful negotiation, a proposed contract will be presented to the City Commission for consideration.

RFQ 20-05  
OCEAN WALK SUBDIVISION DRAINAGE IMPROVEMENTS  
SUBMITTAL SCORING TABULATION SHEET 12/22/20

Firm	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	TOTAL	RANK
Four Waters Engineering	405	315	325	335	1380	2
Madrid Engineering Group	340	305	285	395	1325	3
Matthews Design Group	355	375	380	400	1510	1