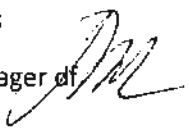


MEMORANDUM

TO: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

FROM: Max Royle, City Manager 

DATE: November 24, 2021

SUBJECT: Agenda Item #8, Information Regarding Engineering Services to Update Master Stormwater Plan

Mr. Tredik has provided an explanatory memo concerning the three proposals received and the recommendation made to negotiate with CMT.

Included for review in your agenda book is the proposal from each of the three companies.

MEMORANDUM

TO: Max Royle, City Manger
FROM: William Tredik, P.E. Public Works Director
DATE: November 24, 2021
SUBJECT: RFQ 21-06 Storm Drainage Master Plan Update
Engineering Consultant Submittal Scoring

BACKGROUND

The most recent update to the Storm Drainage Master Plan Update occurred in 2004 and is now almost 18 years old. This 2004 Plan identified eighteen drainage improvement projects classified as:

- Part I – Major Ditch Improvements
- Part II – Other Improvements

Most of the projects identified in the 2004 Plan have been completed, with the following exceptions:

- Mickler Blvd ditch from 11th Street to 16th Street
- Mickler Blvd. ditch from A Street. to 11th Street
- 16th Street ditch from Mickler to Ocean Woods ditch
- 7th, 8th, and 9th Street piping

Though the 2004 Plan addressed known major drainage issues at the time of its development, detailed street level analysis, except in specific locations, was beyond its scope. As a result, not all future localized drainage problems were fully understood. As growth continued – and the City filled in – new drainage concerns arose. These new drainage concerns – in conjunction with the need to prepare for impacts associated with sea level rise and extreme tides – necessitate an update to the aging Storm Drainage Master Plan. By updating the Storm Drainage Master Plan, the City will prepare for the coming challenges of the next 10 years and beyond.

The update to the Storm Drainage Master Plan will attack stormwater issues on multiple fronts. The Consultant will review the 2004 Plan and supporting documentation to update the cost and design requirements – as well as the necessity – for constructing unaccomplished projects. The Plan Update will also identify and address new drainage concerns, predict future issues, and develop long-term management strategies to increase resiliency and sustainability of the city's stormwater infrastructure. As part of the Plan Update development – and to maximize the Plans success - the Consultant will coordinate closely with City staff and solicit public input throughout the process.

In developing the Plan Update, the Consultant must also coordinate efforts with other city plans and studies. The City has, for example, just completed a Vulnerability Study identifying the City's susceptibility to storm surge and extreme tides in conjunction with predicted sea level rise scenarios.

From the Vulnerability Study, the City intends to develop an Adaptation and Resiliency Plan to prepare for and mitigate future sea level rise. The updated Storm Drainage Master Plan must work in tandem with these plans to develop a storm drainage capital improvement and management plan to meet the City's stormwater needs well into the future.

The Storm Drainage Master Plan Update is currently included in the City's FY 2022 budget. RFQ 21-06 was advertised on October 22, 2021 with submittals received by 3:00 PM November 18, 2021. In response to RFQ 21-06, the City received submittals from the following three engineering firms:

1. Gulfstream Design Group, LLC
2. Matthews Design Group , LLC
3. Crawford, Murphy & Tilly

DISCUSSION

As specified in the RFQ, scoring of submittals was based upon the following matrix:

<u>Review Category</u>	<u>Percent of Score</u>
• Project Approach	20%
• Relevant Project Experience	20%
• Quality Control and Quality Assurance	10%
• Proximity to and Familiarity with Project Area	5%
• Hydrologic and Hydraulic Modeling	10%
• Drainage System Design	10%
• Stormwater Pump Station Design	10%
• Environmental Resource and NPDES Permitting	10%
• Roadway, Utility and Other Design	5%

Three (3) city staff (selection committee) independently reviewed and scored each RFQ submittal. Each reviewer assigned a score of 1 through 5 for each category. A description of general guidelines for scoring of each category was specified in the RFQ as follows:

- 1 - Non-responsive in category
- 2 - Below Expectations
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Far Exceeds Expectations

The selection committee met on November 23, 2021, 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 1,500 points (500 x 3 reviewers). A summary of combined scores from the three responding firms is as follows:

RFQ 21-06
Submittal Scoring Summary

	Gulfstream Design Group	Matthews Design Group	Crawford, Murphy & Tilly
GENERAL EVALUATION CRITERIA			
Project Approach	160	220	200
Relevant Project Experience	200	180	240
Quality Control and quality Assurance	110	90	90
Proximity to and Familiarity with Project Area	70	65	65
TECHNICAL			
Hydrologic and Hydraulic Modeling	100	100	120
Drainage System Design	120	110	120
Stormwater Pump Station Design	70	60	120
Environmental Resource and NPDES Permitting	100	80	110
Roadway, Utility and Other Design	50	55	50
TOTAL SCORE	980	960	1115

The firm receiving the highest combined score was Crawford, Murphy & Tilly with total combined score of 1115.

Consultants Competitive Negotiation Act (CCNA) Requirements

Per the 287 .055 Florida Statutes, 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. The agency shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.

ACTION REQUESTED

Approve the scores and ranking of submittals to RFQ 21-06 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 Storm Drainage Master Plan Update. Upon successful negotiation, a proposed contract will be presented to the City Commission for consideration.