

MINUTES
CITY OF KEY COLONY BEACH
RFQ 2024-001 REVIEW COMMITTEE
Dry Flood Proof Engineering for the City Maintenance Building

Friday, November 8th, 2024, 9:30 AM
Located at Marble Hall, 600 W. Ocean Drive, Key Colony Beach,
& via Zoom Conferencing

1. **Call to order and Rollcall:** City Clerk Roussin called the Review Committee meeting to order at 9:30 a.m. **Present:** George Lancaster, Bill Fahs, Building Official Tony Loreno, Public Works Department Head Mike Guarino. **Also present:** Commissioner Tom Harding (via Zomm), Administrative Assistant Tammie Anderson, City Clerk Silvia Roussin.
2. **Purpose of Meeting:** Review of RFQ 2024-001 for the Dry Flood Proof Engineering for the City Maintenance Building.

City Clerk Roussin informed that K2M had submitted one bid for a Statement of Qualifications and explained the selection criteria for awarding the bid. City Clerk Roussin asked the Committee to choose a member to chair the meeting, and Public Works Department Head Mike Guarino volunteered to be the Chair.

- a. **Cost of Services:** The Committee discussed the proposed fee schedule for the project. City Clerk Roussin clarified a scrivener error in the bid package and informed the committee that the error did not impact the received statement of qualification.

Commissioner Harding explained the phases of the project as required by FEMA and detailed total project costs as well as engineering and construction costs. Commissioner Harding explained that FEMA will cover 90% of the costs and the city will pay 10%. Commissioner Harding gave further details on costs and gave agreement with the estimated proposal. Commissioner Harding explained the installation and use of the flood panels, detailed the different phases of the project, and clarified the necessity of completing Phase 1 before FEMA can approve Phase 2. Commissioner Harding gave further details on FEMA requirements for flood mitigation and design and construction.

- b. **Suitability of Proposal to Meet City Needs:** Mike Guarino asked for a discussion on the criteria for suitability. The Committee agreed that the company meets city needs and has completed projects under budget and on time.
- c. **Prior Experience with Similar Scope of Work:** The Committee agreed that the company has experience with similar scope of work. Tony Loreno commented on having seen successful flood mitigation with the installation of flood panels.

- d. **Company Background, Experience, and Location:** Mike Guarino commented that the company is located in Marathon and has done work for the city in the past. George Lancaster commented to have been impressed by the presentation.
 - e. **Professional Credentials, References, and Qualifications:** The Committee agreed for the company to exceed qualifications.
3. City Clerk Roussin thanked Mike Guarino for reviewing the criteria and asked the Committee members to complete their evaluation sheet. City Clerk Roussin asked the Committee members for the rating for each category and gave the tally for each committee member.
- 1. Mike Guarino: 82
 - 2. George Lancaster: 90
 - 3. Bill Fahs: 85
 - 4. Tony Loreno: 80

City Clerk Roussin asked for a motion to award K2M the RFQ.

MOTION: Motion made by George Lancaster to approve. City Clerk Roussin asked for a second. Bill Fahs seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed of the recommendation to be presented to the City Commission on November 21st.

4. **Adjournment:** The meeting adjourned at 9:54 am.

Respectfully submitted,



City Clerk

ADOPTED: November 21, 2024

Silvia Roussin

City Clerk