



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 22-00409

City Council

5/26/2022

LEGISLATIVE ACTION ITEM

SPONSOR: Grover C. Robinson, IV, Mayor

SUBJECT:

AWARD OF CONTRACT TO KIMLEY-HORN AND ASSOCIATES, INC. FOR RFQ NO. 22-009 PROFESSIONAL CONSULTING SERVICES FOR CITY OF PENSACOLA ACTIVE TRANSPORTATION PLAN

RECOMMENDATION:

The City Council approve the ranking of the selection committee and award a contract to Kimley-Horn and Associates, Inc. from the Request for Qualifications (RFQ) No. 22-009 Professional Consulting Services the City of Pensacola Active Transportation plan for an agreed upon fee in the amount of \$149,802. Further, that Council authorize the Mayor to execute the contract and any related documents and take all actions necessary to complete the project.

HEARING REQUIRED: No Hearing Required

SUMMARY:

On December 10, 2021 the City issued a Request for Qualification (RFQ) for Professional Consulting Services for the City of Pensacola Active Transportation Plan. A selection committee was formed to review the written RFQ responses, short list firms for oral presentations, receive the oral presentations, rank the firms, and provide a recommendation for award of the contract to the top ranked firm. The committee was comprised of City employees Caitlin Cerame, Gray Parker, and Brad Hinote. The Committee short listed three firms to make oral presentations: HDR Engineering, Inc., Toole Design Group, LLC, and Kimley-Horn and Associates, Inc. Following the presentations, the committee ranked the firms and designated Kimley-Horn and Associated, Inc. as the top ranked and most qualified firm responding to the RFQ.

The purpose of the Active Transportation Plan is to develop solutions and identify critical infrastructure investments to improve the access, comfort, and safety for people walking, bicycling, and other self-propelled modes of transportation, with an emphasis on connection within and to major destinations and transit stops.

PRIOR ACTION:

September 9, 2021 - The City Council approved a supplemental budget resolution to provide funding for the creation of an Active Transportation Plan.

FUNDING:

Budget: \$ 166,000

Actual: \$149,802 Consultant Services
 \$16,198 Project Management
 \$166,000

FINANCIAL IMPACT:

The total budget for this project is \$166,000 and is funded through a previous budget resolution. The budget resolution reduced the Unassigned Fund Balance by \$166,000.

LEGAL REVIEW ONLY BY CITY ATTORNEY: Yes

5/5/2022

STAFF CONTACT:

Kerrith Fiddler, City Administrator
David Forte, Deputy City Administrator
Amy Tootle, P.E., Director of Public Works and Facilities
Brad Hinote, P.E., City Engineer
Caitlin Cerame, AICP, Transportation Planner

ATTACHMENTS:

- 1) Tabulations of Qualifications
- 2) Selection Committee Oral Presentation Evaluation
- 3) Final Vendor Reference List
- 4) Contract with Kimley-Horn and Associates, Inc.

PRESENTATION: No