



TOWN OF LONGBOAT KEY

Incorporated November 14, 1955

Purchasing Division
501 Bay Isles Road
Longboat Key, Florida 34228
(941)316-1999
www.longboatkey.org

RECOMMENDATION OF AWARD

RFP 25-115 LONGBOAT KEY VILLAGE PHASE 1 DRAINAGE IMPROVEMENTS – DESIGN & PERMITTING

Date: October 24, 2025
To: Mr. Isaac Brownman, Assistant Town Manager
From: Ms. Kari Kennedy, Procurement Manager

SUBJECT

Approve the Selection Committee's recommendation of award and authorize staff to enter negotiations with the top-ranked consultant, Infrastructure Solution Services, LLC. of Sarasota, Florida.

DESCRIPTION

The Procurement Division issued Request for Proposals (RFP) 25-115 to solicit qualifications from experienced and qualified consultants to provide comprehensive design and permitting services for the Longboat Key Village Phase 1 Drainage Improvements Project.

In response to the RFP, three (3) consultants submitted qualification-based proposals. The Selection Committee convened to evaluate and score each proposal in accordance with the established evaluation criteria. During this process, the Committee thoroughly reviewed and discussed the submittals from all three consultants. Based on the initial scoring, all three (3) consultants were short-listed to participate in presentations and interviews. The three (3) short-listed consultants were: (i) Infrastructure Solution Services, LLC.; (ii) CHA Consulting, Inc.; (iii) Kimley Horn and Associates, Inc.

The Selection Committee subsequently received presentations and conducted interviews with each of the short-listed firms. Following the sessions, the Committee deliberated and individually ranked the consultants. Based on the combined rankings given to each consultant, the consensus of the Selection Committee was to move forward with a recommendation of award and authorize staff to enter negotiations with the top-ranked consultant, Infrastructure Solution Services, LLC. of Sarasota, Florida. The following is a list of the final ranking:

Rank

1. Infrastructure Solution Services, LLC.
2. CHA Consulting, Inc.
3. Kimley Horn and Associates, Inc.

A motion was made and passed, with the Selection Committee unanimously in agreement, to recommend to the Town Manager the final ranking as presented, and to authorize staff to enter negotiations with the top-ranked consultant, Infrastructure Solution Services, LLC. of Sarasota, Florida.

RECOMMENDATION

Based on the rankings shown herein and consensus by the Selection Committee, it is recommended the Town Manager approve the Selection Committee's recommendation of ranking and authorize staff to enter negotiations with the top-ranked consultant, Infrastructure Solution Services, LLC. of Sarasota, Florida.

 X Approve the recommended ranking and authorize staff to enter negotiations with Infrastructure Solution Services, LLC. of Sarasota, Florida

 Decline the recommended ranking.

Signed by:

Isaac Brownman, Assistant Town Manager

10/24/2025

Date

Attachments: (i) Ranking Sheets

RFP 25-115 LONGBOAT KEY VILLAGE PHASE 1 DRAINAGE IMPROVEMENTS - DESIGN & PERMITTING							
RANK SUMMARY BY COMMITTEE MEMBER							
PROPOSERS	JENNIFER FEHRS	DAVE KUSHNIR	CHARLIE MOPPS	KALEE ZAVELA	Total Score	Rank	
CHA CONSULTING, INC.	2	1	2	2	7	2	
INFRASTRUCTURE SOLUTION SERVICES, INC.	1	2	1	1	5	1	
KIMLEY HORN & ASSOCIATES	3	3	3	3	12	3	

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SELECTION COMMITTEE MEMBER RANK SHEET

PROPOSERS	RANK
CHA CONSULTING, INC.	2
INFRASTRUCTURE SOLUTION SERVICES, INC.	1
KIMLEY HORN & ASSOCIATES	3

Jennifer Fehr 10/23/2025
Committee Member Signature & Date

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SELECTION COMMITTEE MEMBER RANK SHEET

PROPOSERS	RANK
CHA CONSULTING, INC.	1
INFRASTRUCTURE SOLUTION SERVICES, INC.	2
KIMLEY HORN & ASSOCIATES	3



Committee Member Signature & Date

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SELECTION COMMITTEE MEMBER RANK SHEET

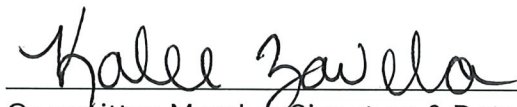
PROPOSERS	RANK
CHA CONSULTING, INC.	2
INFRASTRUCTURE SOLUTION SERVICES, INC.	1
KIMLEY HORN & ASSOCIATES	3

 10/23/2025
Committee Member Signature & Date

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SELECTION COMMITTEE MEMBER RANK SHEET

PROPOSERS	RANK
CHA CONSULTING, INC.	2
INFRASTRUCTURE SOLUTION SERVICES, INC.	1
KIMLEY HORN & ASSOCIATES	3



Committee Member Signature & Date