

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, TO APPROVE THE RANKING OF RESPONSES TO THE REQUEST FOR PROPOSALS (RFP) NO. 22-005 FOR GRANT WRITING AND GRANT ADMINISTRATION SERVICES BY THE SELECTION COMMITTEE; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE HIGHEST RANKING FIRM UPON ADVICE AND CONSENT OF THE CITY ATTORNEY; AUTHORIZING ANY NECESSARY BUDGET ADJUSTMENTS OR TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS the City issued RFP 22-005 on August 24, 2022, requesting proposals for grant writing and grant administration services at local, state and federal level, with priority on the American Recovery Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program; and

WHEREAS, the City Clerk opened six responses to the RFP on September 21, 2022; all of which were deemed responsive and responsible; and

WHEREAS, a Selection Committee, consisting of City staff and a community member, evaluated and ranked the proposals at a public session on October 7, 2022; and

WHEREAS, the two highest ranked firms were shortlisted;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That based upon the criteria set forth in RFP 22-005 for Grant Writing and Grant Administration, the six responses are hereby ranked by the Selection Committee, and approved by the City Commission as follows:

- (1) Kimley-Horn and Associates, Inc. with 405 points
- (2) Langton Associates, Inc. with 395 points
- (3) Bell Tower Consulting Group, LLC with 389 points
- (4) GrantWorks, Inc. with 382 points
- (5) Jacobs Engineering Group, Inc. with 365 points
- (6) Berry Dunn McNeil & Parker, LLC with 303 points

Section 2: That the City Manager is authorized to negotiate and execute a contract with the highest ranked firm, Kimley-Horn and Associates, Inc., in substantial conformance with the RFP, and as legally permissible pursuant to the City Charter, upon advice and consent of the City Attorney. If an agreement is not reached with the first-ranked firm, the City Manager is authorized to negotiate and execute a contract with the second ranked firm, Langton Associates, Inc., in substantial conformance with the RFP, and as legally permissible pursuant to the City Charter, upon advice and consent of the City Attorney.

Section 3: That expenses for grant writing services are budgeted in Account 001-1900-519-3100 (General Fund/Non-Departmental/Professional Services), services will be funded in part with federal funding from the City's ARPA allocation in deferred revenue account 001-0000-223-0200 (General Fund/Deferred Revenue/ARPA Funds). Necessary budget adjustments or transfers are hereby authorized.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Filed with the Clerk on \_\_\_\_\_, 2023.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Lissette Carey	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

\_\_\_\_\_  
TERI JOHNSTON, MAYOR

ATTEST:

\_\_\_\_\_  
CHERYL SMITH, CITY CLERK