



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: June 6, 2017

To: Jim Scholl, City Manager

From: Steve McAlearney, Senior Project Manager
Kreed Howell, Senior Construction Manager
Doug Bradshaw, Director of Port and Marina Services
Jim Bouquet, P.E., Director of Engineering Services

Subject: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 17-001: General Architectural Services

Action Statement

Approve staff ranking of firms submitting responses to RFQ 17-001: General Architectural Services and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with selected architectural firms.

Background

The City of Key West (City) requires the services of (a) qualified firm(s) to provide Architectural Services. The services may include but are not limited to planning, design, permitting assistance, bid and proposal development, and services during construction. The City issued RFQ No. 17-001: General Architectural Services on March 12, 2017. Qualification packages were opened on April 20, 2017. The City received eleven (11) responses to the RFQ from the following firms:

- ADC
- AMEC Foster Wheeler
- Behar Font & Partners, P.A.
- Bender and Associates Architects, P.A.
- Hayes Cummings Architects, P.A.
- William P. Horn Architect, P.A.
- K2M Design
- PFB Architects
- Pike Architects, Inc.
- Rodriguez and Quiroga, Architects
- Saltz Michelson Architects, Inc.

Based on review of received qualification packages, all the above firms were considered responsive and responsible.

On June 2, 2017, a selection committee of City Staff held a publicly advertised meeting to present qualification ranking of the eleven firms submitting qualifications in response to the RFQ. Selection committee qualification rankings are attached for review.

Using the Selection Criteria Matrix in the RFQ, the selection committee developed a short list of the following firms in highest to lowest ranking order:

1. Bender and Associates Architects, P.A.
2. William P. Horn Architect, P.A.
3. Saltz Michelson Architects, Inc.
4. AMEC Foster Wheeler
5. PFB Architects
6. Rodriguez & Quiroga
7. K2M Design
8. Hayes Cummings

As multiple City departments simultaneously manage projects of all sizes and service specialty diversifications, the City typically prefers to contract with multiple firms to address the workload. These eight recommended firms will provide the City with the necessary diversity in areas such as service area specialty, size/capacity and local presence to address anticipated needs with future projects.

The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

Options

There are two (2) options:

1. Accept the rankings of Staff and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with the eight short-listed firms;
2. Modify Staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with any or all of the firms of the modified ranking.

Financial Issues

There are no financial obligations with ranking and entering into contracts with each of the short-listed firms. Project assignments will be task order based with a respective fee approved for each task order per City Ordinance.

Recommendation

The selection committee recommends the City Commission accept Staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with the eight short-listed firms.