



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: January 3, 2019

To: Jim Scholl, City Manager

From: Jim Bouquet, Senior Project Manager

Subject: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 19-002: Architectural Services for College Road Workforce Housing

Action Statement

Approve staff ranking of firms submitting responses to RFQ 19-002: *Architectural Services for College Road Workforce Housing*, and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with William P. Horn Architect, P.A., the highest ranked firm. Approve any necessary budget transfers/amendments.

Background

City Commission Resolution 18-126 directed the City Manager to “*seek proposals or other plans to expedite the development and construction of affordable workforce housing at the entire 2.62-acre parcel on College Road*”. Subsequent to that resolution, a conceptual plan for a 104, one-bedroom unit housing facility was prepared for the City of Key West (City).

To expediate design and ultimate construction of the facility, the City requires the services of a qualified firm to provide architectural design services. Anticipated services include:

Task 1 – Development/Design

1. Finalize Concept Plan and overall project schedule subject to review/approval by City, to provide 104 units of workforce housing.
2. Prepare Conditional Use Application and obtain Major Development Plan/City Planning Board approval and City Commission approval subject to review by State Department of Economic Opportunity (DEO) and the Housing Authority of Key West. Conduct studies (e.g., tree survey, traffic) as required to support application.

3. Conduct geotechnical investigation of Site as necessary to support design/construction.
4. Complete design and prepare specifications and construction drawings for project compliant with applicable State and City building codes and FEMA, geotechnical, civil, architectural, electrical, environmental, DEO (including Action Plan for Disaster Recovery design requirements), etc. Construction drawings signed/sealed by discipline-specific Professional Engineers. Development based on HDR-1 zoning.
5. Ensure that the design accommodates Flood Zone requirements applicable to the site; Flood Zones AE 9', AE 10', and VE 11' are present at the site.
6. Coordinate with, prepare permit applications and determine impact fees for access and utility service/relocation to the facility including, but not limited to, Florida Keys Aqueduct Authority (transmission main relocation and water service), KEYS Energy Service (electrical), Key West Resort Utilities (sanitary sewer), Florida Department of Transportation (right-of-way access), etc.

Task 2 – Bid Period Services

Task 3 – Construction Engineering and Inspection (scope of services to be determined following completion of Task 1).

RFQ No. 19-002, *Architectural Services for College Road Workforce Housing*, was issued on November 13, 2018. Qualification packages were received on December 12, 2018. The City received seven (7) responses to the RFQ from the following firms:

Bessolo Design Group, Inc.
K2M Design, Inc.
PFB Architects Chicago – LLC
PQH Group
Synalovski Romanik Saye (SRS)
Tyson & Bill Architects
William P. Horn Architect, P.A.

Based on review of received submittals, firms were considered responsive and responsible. On January 3, 2019, an evaluation committee of City Staff held a publicly advertised meeting to present qualification ranking of the seven firms submitting qualifications in response to the RFQ. The committee, including representatives of Engineering Services, Planning, Property Management and Risk Management, conducted qualification ranking of the received submittals using the Selection Criteria Matrix in the RFQ.

As indicated in the attached Proposal Evaluation Ranking spreadsheet, the three (3) highest ranked firms and average total ranking points were:

William P. Horn Architect, P.A.	90	Points
K2M Design, Inc.	76.6	Points
PQH Group	75.4	Points

William P. Horn Architect, P.A. was the highest ranked firm and is recommended by the evaluation committee to provide requested architectural services for the College Road Workforce Housing development.

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 William P. Horn Architect, P.A.;
2. Modify Staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with the new highest ranked firm.

Financial Issues

The City Manager shall negotiate a contract with the highest ranked firm for professional services at compensation for Tasks 1 and 2 which the City determines is fair, competitive and reasonable. Should the City be unable to negotiate a satisfactory contract with the firm considered to be the most qualified for a fair price, negotiations with that firm will be formally terminated and negotiations undertaken with the second most qualified firm.

The negotiated compensation will be funded via a transfer from the Affordable Housing Trust Fund to the College Road Affordable Workforce Housing Project (CP19001802).

Recommendation

The selection committee recommends the City Commission accept staff ranking of firms submitting responses to RFQ 19-002: *Architectural Services for College Road Workforce Housing*, authorize City Manager to negotiate and, pursuant to legal review, enter into contract with William P. Horn Architect, P.A., the highest ranked firm, and approve any necessary budget transfers/amendments.