



THE CITY OF KEY WEST
3140 Flagler Ave Key West, FL 33040 (305) 809-3700

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

FROM: Devon Steckly, Senior Project Manager
James Bouquet, Engineering Director

CC: Gary Volenec, Civil Engineer
Kevin Bond, Interim Planning Director
Doug Bradshaw, Port and Marina Services Director

DATE: February 7, 2015

RE: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 15-001 Design-Build Criteria Documents for Parking Garages at Two Old Town Key West Locations

ACTION STATEMENT:

Approving Staff ranking of firms submitting responses to RFQ 15-001: Design-Build Criteria Documents for Parking Garages at Two Old Town Key West Locations, authorizing City Manager to negotiate and pursuant to legal review, enter into a contract with the top ranked firm Walker Parking Consultants.

BACKGROUND:

The City Commission directed City Manager to facilitate the construction of two parking garages to be located in Old Town Key West. Proposed garage locations are at 609 Greene Street and 616 Simonton Street. For each location, a two to three-level parking garage is to be constructed in a manner that is economical and honors the historic district in which it lies.

A Request for Qualifications (RFQ) No. 15-001 solicited firms interested and qualified to prepare Design-Build Criteria Documents for the parking garages. For each location, the selected firm will be qualified to provide the following services:

- Phase I – Schematic Design and Preparation of Design/Build Criteria Documents.
- Phase II – Bidding Period Services and Design/Build Submittal Evaluation
- Phase III - Design Builder's Design Phase
- Phase IV – Construction Administration

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RFQ No. 15-001 was advertised on December 14, 2014. Qualification packages were received on January 14, 2015. The City received three (3) responses to the RFQ from the following firms:

- Desman Associates
- Tim Haahs and Associates, Inc.
- Walker Parking Consultants.

Responsive firms' proposals are attached.

February 5, 2015, a selection committee of City Staff met at a publicly advertised meeting to present qualification rankings of these three firms submitting qualifications in response to RFQ 15-001. Selection committee qualification rankings are attached for review.

Using the Selection Criteria Matrix in the RFQ 15-001, the selection committee consisting of Engineering, Planning, and Port and Marina Department staff ranked responsive firms proposals and selected Walker Parking Consultants, the highest scored ranking response.

OPTIONS:

There are three (3) options:

1. Accept the rankings of staff and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with Walker Parking Consultants, the selection committee's highest ranked firm;
2. Modify staff ranking and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with a firm receiving the highest ranking by the Commission;
3. Do not select any of the firms responding to RFQ and not authorize City Manager to negotiate a contract with any of the responsive firms.

FINANCIAL IMPACT

This Executive Summary has no Financial Impact and only requests approval of staff ranking of the RFQ responses and for the City Manager to negotiate and execute a contract. Fees will be negotiated and presented for City Commission approval following contract award.

RECOMMENDATION

City staff recommends the City Commission accept Option 1: Accept the staff rankings and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with the highest ranked firm.