

RESOLUTION NO. 12-220

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING AND AWARDED CONTRACTS ON A TASK ORDER BASIS FOR GENERAL ARCHITECTURAL SERVICES IN RESPONSE TO RFQ NO. 12-003; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Qualifications for firms capable of providing general architectural services; and

WHEREAS, a ranking committee composed of city staff reviewed the seven (7) responses to the RFQ for a General Architectural Services Consultant, and determined that three (3) firms are particularly qualified, and the City wishes to engage each one on a Task Order basis;

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

Section 1: That the top three responses for general architectural services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) William P. Horn Architect
- (2) Saltz Michelson
- (3) Hayes/Cumming Architect

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts on a task-order basis with each of the three top-ranked companies, upon advice and consent of the City Attorney.

Section 3: 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 17 day of July, 2012.

Authenticated by the presiding officer and Clerk of the Commission on July 18, 2012.

Filed with the Clerk July 18, 2012.

ATTEST:


CHERYL SMITH, CITY CLERK


CRAIG GATES, MAYOR



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

FROM: Don Craig, Planning Director
Doug Bradshaw, Senior Project Manager
Nicole Malo, Planner II
Karen Olson, Special Projects Manager
John Paul Castro, Operations Manager

DATE: June 25, 2012

RE: Approving Ranking of firms submitting responses to Request for Qualifications (RFQ) No. 12-003: General Architectural Services

ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ No. 12-003: General Architectural Services and authorizing City Manager to negotiate and pursuant to legal review enter into a contract.

BACKGROUND:

The City issued RFQ No. 12-003: General Architectural Services on April 15, 2012 and qualification packages were received on May 16, 2012. The City received the following seven (7) responses to the RFQ:

- Bender & Associates
- CPH Engineers
- Hayes/Cumming Architects
- William P. Horn Architect
- mbi/k2m Architecture
- Saltz Michelson
- Wolfberg Alzarez & Partners

Engineering staff reviewed each proposal to ensure the proposal contained the required submittals as well as contacted clients of each firm to check past work performances. Results are attached.

At a meeting held on June 13, 2012 a committee of City Staff met at a publicly advertised meeting in order to review the 7 firms that responded.

Key to the Caribbean – Average yearly temperature 77° F.

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

1. William P. Horn Architect
2. Saltz Michelson
3. Hayes/Cumming Architects

All short-listed firms were highly recommended by past clients. Additionally all short-listed firms submitted proposals that were considered responsive to the RFQ.

As the City has multiple departments that manage projects of all sizes and disciplines simultaneously, the City typically prefers to contract with multiple firms to handle the workload. 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 a contract with each of the short-listed firms,
2. Modify the staff's ranking and authorize City Manager to negotiate and pursuant to legal review enter into a contract with one 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. These will be task order based contracts with which a dollar amount will have to be approved along with the task order per City Ordinance.

RECOMMENDATION

It is recommended that the City Commission accept the rankings of staff and authorize City Manager to negotiate and pursuant to legal review enter into a contract with each of the short-listed firms.