



MEMORANDUM

Date: January 6, 2026

To: City Commission

From: Patrick Wright, Director of Growth Management

Subject: **File ID 25-4865 - Approving the option to renew the attached "Agreement" between the City of Key West and Stantec Consulting Services, Inc." for City Planning Services for an additional two years**

Introduction

The City Manager's Office requests approval of the option to renew the attached "Agreement Between the City of Key West and Stantec Consulting Services, Inc." for city planning services for an additional two years to January 18, 2028 in accordance with Article 4 Term of Agreement.

Background

The City issued Request for Proposals No. 22-009 for city planning services and opened three (3) responses on October 18, 2022. A Selection Committee evaluated and ranked the proposals at a public session on October 31, 2022. Based upon the criteria set forth in RFP 22-009 and the top vendor submittals and presentations, the City Commission selected top-ranked firm Stantec Consultation Services, Inc. as the top-ranked firm (Resolution 22-227, December 6, 2022) and authorized the City Manager to negotiate and execute a contract with them for city planning services. The Term of the Agreement is for a period of three (3) years from the January 19, 2023, effective date to January 18, 2026, with an option of a two (2) year renewal effective January 19, 2026, to January 18, 2028.

Under the 3-year term of this agreement, Stantec Consulting Services, Inc has completed Task Orders for 1) Planning Department permit review (# properties) during a period of transition; 2) Urban Forester support; 3) HARC support; and 4) the Downtown Key West Parking Assessment for the Mallory Square Master Plan. Services are on an as needed basis only by approval of the Growth Management Division Director and City Planner. Given Stantec Consulting Services' successes and demonstrated local knowledge, City Staff is seeking approval of the option to renew the agreement for an additional two (2) years.

Procurement

Per the Agreement, the FY 2026 budget (Resolution 25-258) has allocated the following not to exceed items:

City Planner (001-1501-515-3100)

- \$100,000 Planning Professional Services
- \$ 75,000 Comp Plan Evaluation and Appraisal Report (carry forward)
- \$ 25,000 Annexation Study

\$200,000 Subtotal

Transportation Alternatives Fund (111-4903-549-3100)

- \$100,000 Electric Bus and Fleet Plan
- \$100,000 Trumbo & White Transportation Plan (carry forward)
- \$ 50,000 Safety & Multimodal Studies

\$250,000 Subtotal

The total not to exceed for FY26 is \$450,00.

Recommendation

The City Manager's Office recommends the Mayor and Commission approve the option to renew the attached "Agreement Between the City of Key West and Stantec Consulting Services, Inc." for city planning services for an additional two years to January 18, 2028, in accordance with Article 4 Term of Agreement.