



## THE CITY OF KEY WEST

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# EXECUTIVE SUMMARY

**Date:** October 5, 2022

**To:** Patti McLauchlin, City Manager

**From:** Albiona Balliu, Senior Project Manager  
Gary Volenec, Interim Director of Engineering

**Subject:** Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 22-010: General Architectural Services

### **Action Statement**

Approve staff ranking of firms submitting responses to RFQ 22-010: 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. 22-010: General Architectural Services on July 27<sup>th</sup>, 2022. Qualification packages were opened on September 7<sup>th</sup>, 2022. The City received eight (8) responses to the RFQ from the following firms:

1. BEA Architects, Inc.
2. Bender & Associates Architects, P.A.
3. CPH, LLC
4. EXP U.S. Services, Inc.
5. K2M Design Inc.
6. PFB Architects
7. West Architecture + Design, LLC
8. William P. Horn Architect, P. A.

Based on review of received packages, all firms were considered responsive and responsible. On October 6<sup>th</sup>, 2022, a selection committee of City Staff, held a publicly advertised meeting to present qualification ranking of the eight 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 list of the six (6) highest ranking firms in the following ranking order:

1. Bender & Associates Architects, P.A. (85 points)
2. William P. Horn Architect, P.A. (84 points)
3. CPH, LLC (81.3 points)
4. K2M Design Inc. (80.3 points)
5. PFB Architects (78 points)
6. West Architecture + Design, LLC (77.7 points)

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 six 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 six selected 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 six selected firms.