



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

Date: December 6, 2022

To: Patti McLauchlin, City Manager

From: Katie P. Halloran, Planning Director

Subject: Approval of the Selection Committee's Ranking of Submittals for RFQ #22-009, City Planning Services

Action Statement:

This resolution would approve the final scoring and ranking of the three (3) submittals received in response to City of Key West RFQ #22-009, City Planning Services. This resolution would also authorize the City Manager to execute, subject to the review of the City Attorney, contracts between the City of Key West and the respondents.

Background:

The RFQ was designed to solicit proposals for key professional services including development plan review, Land Development Regulation text amendments, transportation studies, and assist with Historic Architectural plan review functions. Scoring criteria in the RFQ prioritized vendors able to demonstrate expertise in the aforementioned areas as well as professional qualifications and references of key staff, ability to perform the services expeditiously with attention to detail, client references, demonstrate capacity to complete required services through coordination with in-house staff, availability of technical support people and assigned Task Order manager through references and capacity to participate in on-site meetings.

The top ranked vendor for RFQ #22-009 is Stantec Consulting Services, Inc., an interdisciplinary firm with a managing office in Coral Gables. Stantec's planning team combines deep local knowledge and resources. Stantec's team is comprised of staff with expertise in urban planning & economic development, transportation planning, and historic preservation. The Selection Committee's average score for this vendor is 85.2 points.

The second ranked vendor is Calvin, Giordano & Associates, Inc. (CGA), a multi-disciplinary, full-service firm with a presence in South Florida for eighty-five years. CGA provides a broad range of governmental services, including urban planning and zoning, landscape architecture and urbanism, environmental and sustainability services, and transportation planning. The Selection Committee's average score for this vendor is 83 points.

The third ranked vendor is The Corradino Group. This vendor is headquartered in Doral, Florida with more than 200 staff members throughout the United States. This firm specializes in municipal urban

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.



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planning for local governments, transportation planning, and roadway and highway design. The Selection Committee's average score for this vendor is 79.4 points.

The Selection Committee met to score all three (3) eligible vendor submittals and their full score sheet is attached together with the complete submittal packages from all three vendors.

The Planning Department has struggled for years to fill all professional positions in the Department, and does not anticipate a full in-house staff in the near future unless there is a substantial shift in the economy or the City's hiring program/practices. As such, the Department may execute contracts with each of these firms, in keeping with practices of other professional City departments such as Engineering, in order to ensure City planning and development review is completed expeditiously and with attention to detail.

Recommendation:

Staff recommends that the City Commission approve and accept the Selection Committee's rankings. Approval of this resolution would also authorize the City Manager to execute professional services contracts, subject to the review of the City Attorney, between the City of Key West and each of the three vendors.