




MEMORANDUM

Date: June 6, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Christina Bervaldi
Finance Director

Subject: **24-5934 Approving Negotiated and Executed Contract with Langton Associates, Inc. for Grant Writing and Grant Administration Services**

Introduction

The City Manager's Office requests the approval of the attached negotiated and executed "Agreement between City of Key West and Langton Associates, Inc. for Professional Services for Grant Writing and Grant Administration Consultant" with a not to exceed amount of \$1,086,106.00 over a period of three (3) years from the effective date of the Contract with the option of a two (2) year renewal for a total of five (5) years.

Background

The Langton Associates contract is currently in Year 2 of the contract executed on February 1, 2023. At a City Commission meeting on January 4, 2023, the City Commission accepted presentations from the two highest-ranked proposers that responded to RFP 22-005. Following the presentations, the City Commission determined Langton Associates to be the highest ranking and authorized the City Manager to negotiate and execute a contract upon advice and consent of the City Attorney (Resolution 23-011). The contract's effective date is February 1, 2023.

The contract was authorized to be negotiated and executed with Resolution 23-011, but no amount was included. This approval adds a not to exceed amount of \$1,086,106.00 by resolution on the contract per year as follows:

Grant Writing			Grant Administration		
<u>Year</u>	<u>Contract Dates</u>	<u>Amount</u>	<u>Year</u>	<u>Contract Dates</u>	<u>Amount</u>
1	2/1/23-1/31/24	\$ 64,890	1	2/1/23-1/31/24	\$148,320
2	2/1/24-1/31/25	\$ 66,836	2	2/1/24-1/31/25	\$148,320
3	2/1/25-1/31/26	\$ 68,841	3	2/1/25-1/31/26	\$148,320
4	2/1/26-1/31/27	\$ 70,906	4	2/1/26-1/31/27	\$148,320
5	2/1/27-1/31/28	\$ 73,033	5	2/1/27-1/31/28	\$148,320
		\$344,506			\$741,600

Total \$1,086,106.00

Since the start of this contract, Langton Associates, Inc. has written 37 grant applications. The City has received 17 grant awards totaling \$3.7 million, including a recent FEMA BRIC Phase 1 design grant for Fire Station 3 (with the potential for \$10 million in Phase 2 construction funding).

Procurement

The contract with Langton Associates, Inc. is for a not to exceed amount of \$1,086,106.00 total over a period of three (3) years with an option of a two (2) year renewal for a total of five (5) years. The current year of the contract is Year 2, which began on February 1, 2024 and ends January 31, 2025. Each year, grant writing and grant administration services are budgeted in Account 0011900 5193100.

The following is a summary of the expenses paid to date for Year 1 and Year 2 (current) of this contract:

Grant Writing PO# 100223

<u>Year</u>	<u>Contract Dates</u>	<u>Amount</u>
1	2/1/23-1/31/24	\$ 64,890
2	2/1/24-1/31/25	\$ 16,709
		\$ 87,169

Grant Administration PO# 100222

<u>Year</u>	<u>Contract Dates</u>	<u>Amount</u>
1	2/1/23-1/31/24	\$ 0
2	2/1/24-1/31/25	\$ 10,525
		\$ 10,525

Recommendation

The City Manager’s Office recommends the City Commission approve the attached negotiated and executed “Agreement between City of Key West and Langton Associates for Professional Services for Grant Writing and Grant Administration Consultant” and adds a not to exceed amount of \$1,086,106.00.