



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
Rod Delostrinos, Deputy Director of Community Services
Paul Williams, Urban Forester

DATE: June 25, 2012

RE: Approving Ranking of firms submitting responses to Request for Qualifications (RFQ) No. 12-002: General Landscape Architectural Services

ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ No. 12-002: General Landscape Architectural Services and authorizing City Manager to negotiate and pursuant to legal review enter into a contract.

BACKGROUND:

The City issued RFQ No. 12-002: General Landscape Architectural Services on April 1, 2012 and qualification packages were received on May 2, 2012. The City received the following ten (10) responses to the RFQ:

- Atkins
- Bermello Ajamil & Partners, Inc
- Calle Verde
- Calvin, Giordano & Associates, Inc.
- Chen Moore
- EDSA
- Elizabeth Newland Landscape Architecture, LLC
- Hole Montes
- Landwise Design
- Savino & Miller Design Studio

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 14, 2012 a committee of City Staff met at a publicly

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

advertised meeting in order to review the 10 firms that responded.

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. EDSA
2. Bermello Ajamil & Partners, Inc
3. Savino & Miller Design Studio
4. Elizabeth Newland Landscape Architecture, LLC

All short-listed firms were highly recommended by past clients. Additionally all short-listed firms submitted proposals that were considered responsive to the RFQ. Elizabeth Newland Landscape Architecture, LLC failed to submit contact information from clients. However, City Staff has worked with this firm in the past and was satisfied with their work product.

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.