



THE CITY OF KEY WEST

3140 Flagler Ave Key West, FL 33040 (305) 809-3700

EXECUTIVE SUMMARY

TO: Bob Vitas, City Manager

FROM: Don Craig, Director of Planning
John Woodson, Chief Building Official
Doug Bradshaw, Senior Project Manager Engineering
Jay Gewin, Utilities Manager
Jim Reynolds, Local Professional Engineer
William Knetge, NAS Architect- Planner

DATE: January 18, 2013

RE: Approving Ranking of Firms Submitting Responses to Request for Qualifications (RFQ) No. 13-001: Architectural Services: Key West City Hall

ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ No. 13-001: Architectural Services: Key West City Hall and authorizing City Manager to negotiate a contract to be presented to City Commission for approval.

BACKGROUND:

The City issued RFQ No. 13-001: Architectural Services: Key West City Hall on October 23, 2012 and qualification packages were received on December 12, 2012. The City received the following eight (8) responses to the RFQ:

- Bermello-Ajamil & Partners, Inc.
- Bender & Associates Architects
- mbi-k2m Architecture, Inc.
- Rick Z. Smith & Associates
- R.J. Heisenbottle Architects
- Rodriquez and Quiroga
- Solaria Design & Consulting Co.
- William P. Horn Architects

The selection process is described in the RFQ.

At an advertised public meeting held on January 14, 2013, an evaluation committee of City Staff and the public reviewed the eight firms that responded. The committee consisted of the following individuals:

- Don Craig, Director of Planning
- John Woodson, Chief Building Official
- Doug Bradshaw, Senior Project Manager Engineering
- Jay Gewin, Utilities Manager

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

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- Jim Reynolds, Local Professional Engineer
- William Knetge, NAS Architect- Planner

Using the Selection Criteria Matrix in the RFQ with a maximum point total of 100, the selection committee developed a ranking consisting of the following three highest ranked firms in highest to lowest ranking order:

1. William P. Horn Architects (89)
2. Bender & Associates Architects (87)
3. Rodriquez and Quiroga (78)

Staff contacted clients of each firm to check past work performances (see attached). All firms were recommended by past clients. Additionally, all shortlisted firms submitted proposals that were considered responsive to the RFQ.

OPTIONS:

There are two (2) options:

1. Accept the ranking recommendation of the evaluation team or
2. Approve an alternative ranking and selection.

FINANCIAL ISSUES

There is no financial obligation with ranking the firms. The financial obligation will be determined once a contract is presented and approved by City Commission.

RECOMMENDATION

It is recommended that the City Commission accept the rankings of staff and authorize City Manager to negotiate a contract to be presented to City Commission with the highest ranked firm. If the City Manager is unable to negotiate a satisfactory contract with the highest ranked firm, the City Manager will terminate negotiations and then negotiate with the second highest ranked firm and so on in order of preference if needed