

RESOLUTION NO. 22-277

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, TO APPROVE THE RANKING OF RESPONSES TO THE REQUEST FOR QUALIFICATIONS (RFQ) NO. 22-009 FOR CITY PLANNING SERVICES BY THE SELECTION COMMITTEE; AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE HIGHEST-RANKED RESPONDENTS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a Request for Qualifications (RFQ) No.22-009 to identify qualified firms to provide Professional City Planning Services; and

WHEREAS, these services may include but are not limited to development plan review, current planning functions, historic preservation reviews, and other related services as assigned; and

WHEREAS, the City intends to retain one or more qualified firms to provide these services for a period of three years with an additional two-year option; and

WHEREAS, on October 12, 2022, the City Clerk opened vendor submittals, all of which were deemed responsive; and

WHEREAS, on October 31, 2022, a Selection/Ranking Committee comprised of community members and City staff ranked the RFQ submittals;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA AS FOLLOWS:

Section 1: That the vendor submittals to RFQ No.22-009 for City Planning Services are hereby ranked by the Selection Committee, and approved by the City Commission as follows:

- (1) Stantec Consulting Services, Inc. with 85.2 points
- (2) Calvin, Giordano & Associates, Inc. with 83 points
- (3) The Corradino Group with 79.4 points

Section 2: That the City Manager is authorized to negotiate and execute a contract with the top-ranked firm, Stantec Consulting Services, Inc., in substantial conformance with the RFQ, and the code of ordinances, upon advice and consent of the City Attorney.

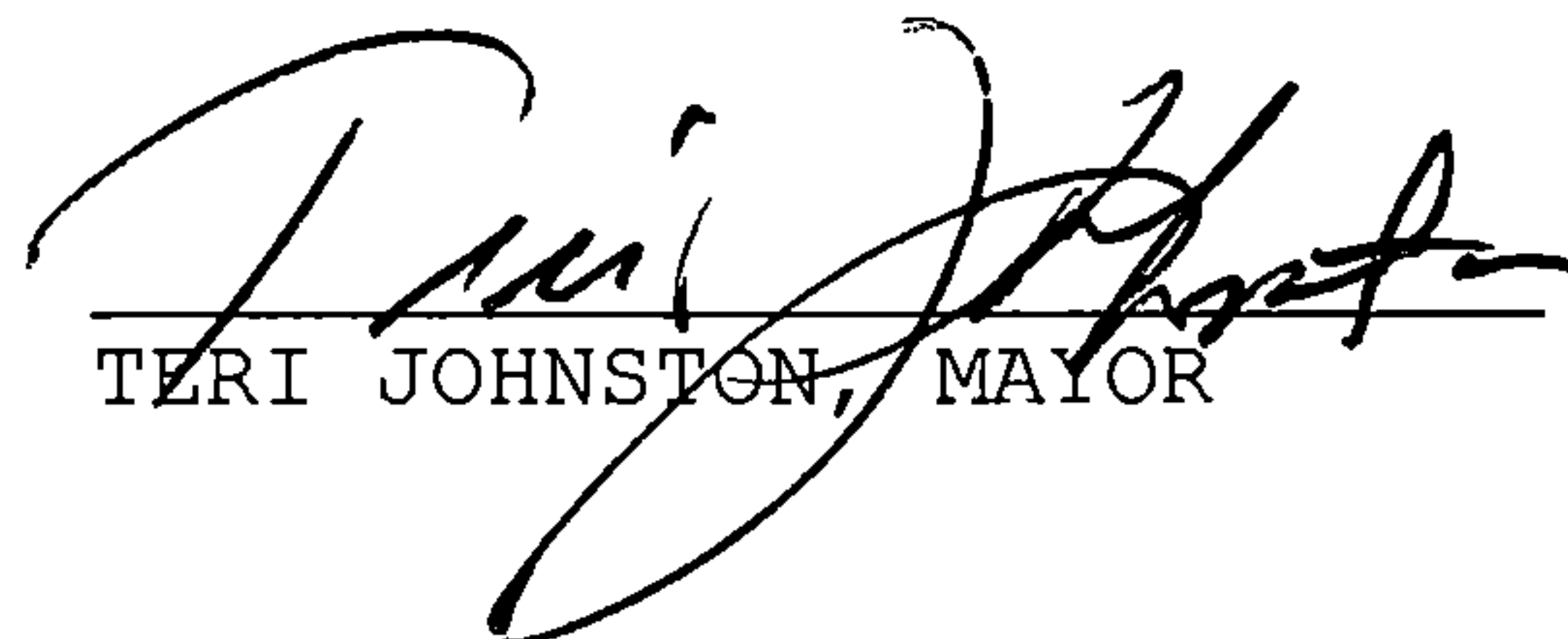
Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 6th day of December, 2022.

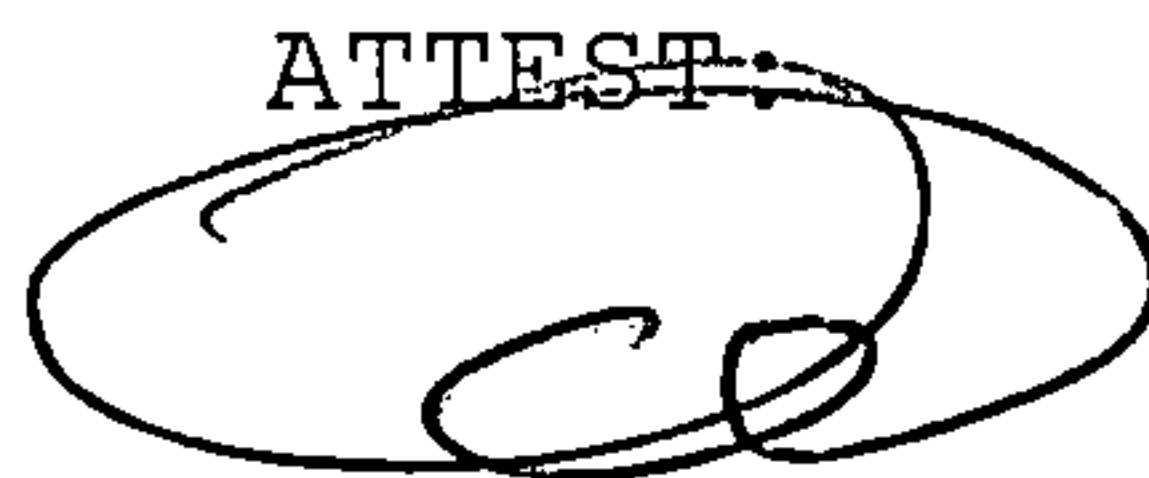
Authenticated by the Presiding Officer and Clerk of the Commission on 7th day of December, 2022.

Filed with the Clerk on December 7, 2022.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Lisette Carey	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>


TERI JOHNSTON, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



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.



THE CITY OF KEY WEST

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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.

RFQ 22-009 City Planning Services - Submitter Ranking Form

Firm Name -

Date -

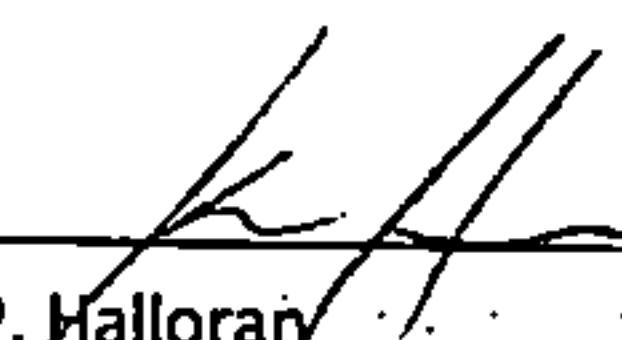
Selection Criteria	Weight	Score	Weighted Score (Weight x Score)
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25		
Overall client references for the firm	25		
Ability to perform the services expeditiously with attention to detail.	25		
Demonstrated capacity to complete required services through coordination with in-house staff	10		
Availability of technical support people and assigned Task Order manager through references	10		
Capacity to participate in on-site meetings if requested	5		
Total Points	100		

RFQ # 22-009, City Planning Services

Evaluation Proposal Ranking

Key West City Hall

DATE: Monday, October 31, 2022 at 10 AM

 11/1/2022
Katie P. Malloran Moderator

Representative Group	Representatives Name
Planning Board	1 Sam Holland
HARC	2 Enid Torregrosa
BVRAC Vice Chair	3 Patricia Eables
GIS Administrator	4 Matt Willman
Engineering Department	5 Karen Wilman

		Evaluation Panel Scoring														
POINTS ALLOWED		Stantec					The Corradino Group					Calvin, Giordano & Associates, Inc.				
		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25	24	22	21	19	23	22	18	24	13	24	23	20	23	17	24
Overall client references for the firm	25	24	23	24	13	20	23	19	25	13	23	23	23	25	19	20
Ability to perform the services expeditiously with attention to detail.	25	23	23	22	19	20	15	20	22	19	23	20	20	23	17	20
Demonstrated capacity to complete required services through coordination with in-house staff	10	9	9	9	8	8	4	7	9	8	9	5	8	9	7	8
Availability of technical support people and assigned Task Order manager through references	10	9	9	7	8	8	7	9	9	5	9	7	9	8	8	8
Capacity to participate in on-site meetings if requested	5	4	5	4	4	5	1	5	5	2	5	3	5	5	3	5
Total Points 100		93	91	87	71	84	72	78	94	60	93	81	85	93	71	85
Proposer Average Proposal Points		85.2					79.4					83				

RFQ # 22-009, City Planning Services

Evaluation Proposal Ranking

Key West City Hall

DATE: Monday, October 31, 2022 at 10 AM

Katie P. Halloran

Moderator

10/31/2022

Representative Group

Representatives Name

Planning Board

1 Sam Holland

HARC

2 Enid Torregrosa

BVRAC Vice Chair

3 Patricia Eables

GIS Administrator

4 Matt Willman

Engineering Department

5 Karen Wilman

Evaluation Panel Scoring

	POINTS ALLOWED	Stantec					The Corradino Group					Calvin, Giordano & Associates, Inc.				
		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25		22		19	23		18		13	24		20		17	24
Overall client references for the firm	25		23		13	20		19		13	23		23		19	20
Ability to perform the services expeditiously with attention to detail.	25		23		19	20		20		19	23		20		17	20
Demonstrated capacity to complete required services through coordination with in-house staff	10		9		8	8		7		8	9		8		7	8
Availability of technical support people and assigned Task Order manager through references	10		9		8	8		9		5	9		9		8	8
Capacity to participate in on-site meetings if requested	5		5		4	5		5		2	5		5		3	5

Total Points 100

0	91	0	71	84	0	78	0	60	93	0	85	0	71	85
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Proposer Average Proposal Points

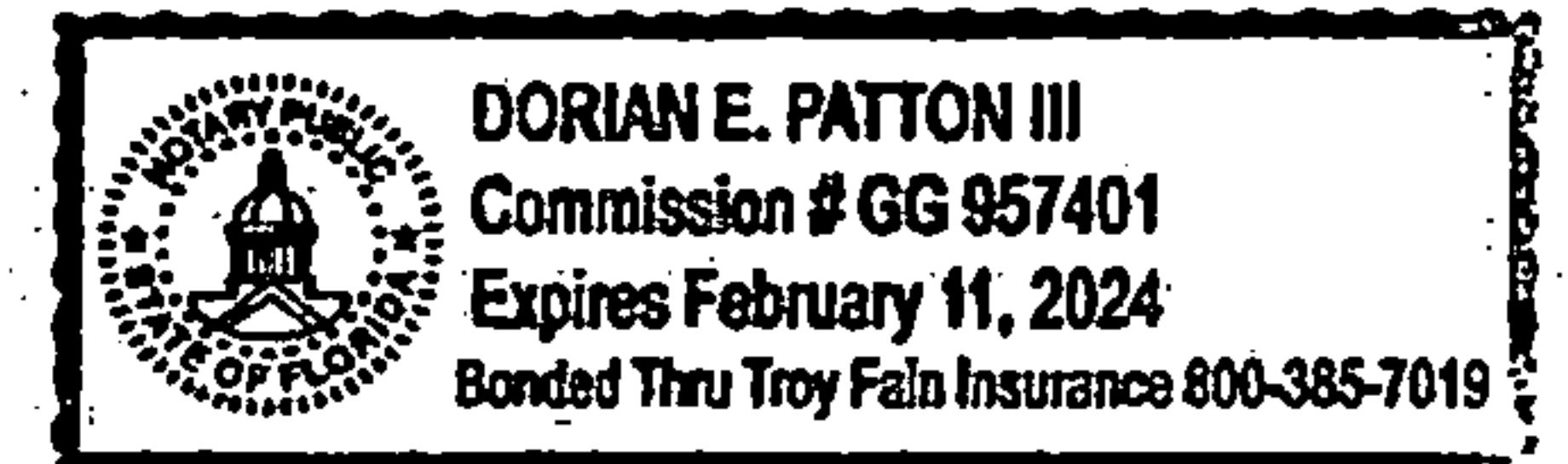
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48.2

Patricia Eabbs

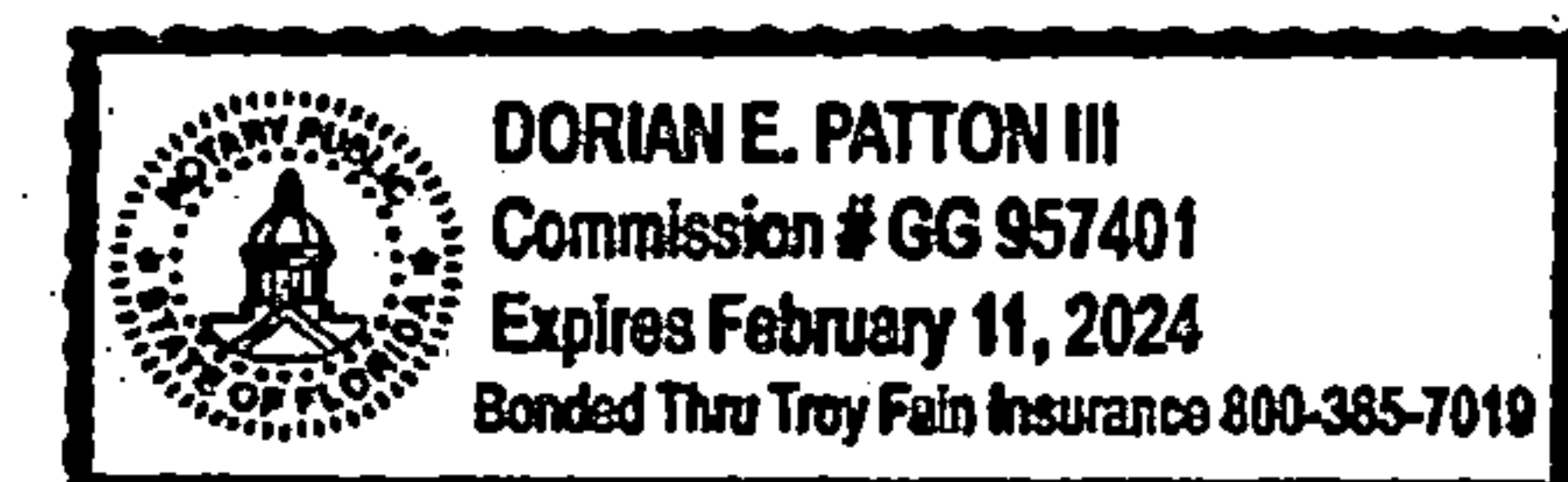
RFQ 22-009 City Planning Services - Submitter Ranking Form			
Firm Name - <i>Stantec</i>		Date - <i>10/31/2022</i>	
Selection Criteria	Weight	Score	Weighted Score (Weight x Score)
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25	21	525
Overall client references for the firm	25	24	576
Ability to perform the services expeditiously with attention to detail.	25	22	550
Demonstrated capacity to complete required services through coordination with in-house staff	10	9	90
Availability of technical support people and assigned Task Order manager through references	10	7	70
Capacity to participate in on-site meetings if requested	5	4	20
Total Points	100	87	1831



10-31-22

Patricia Eabler

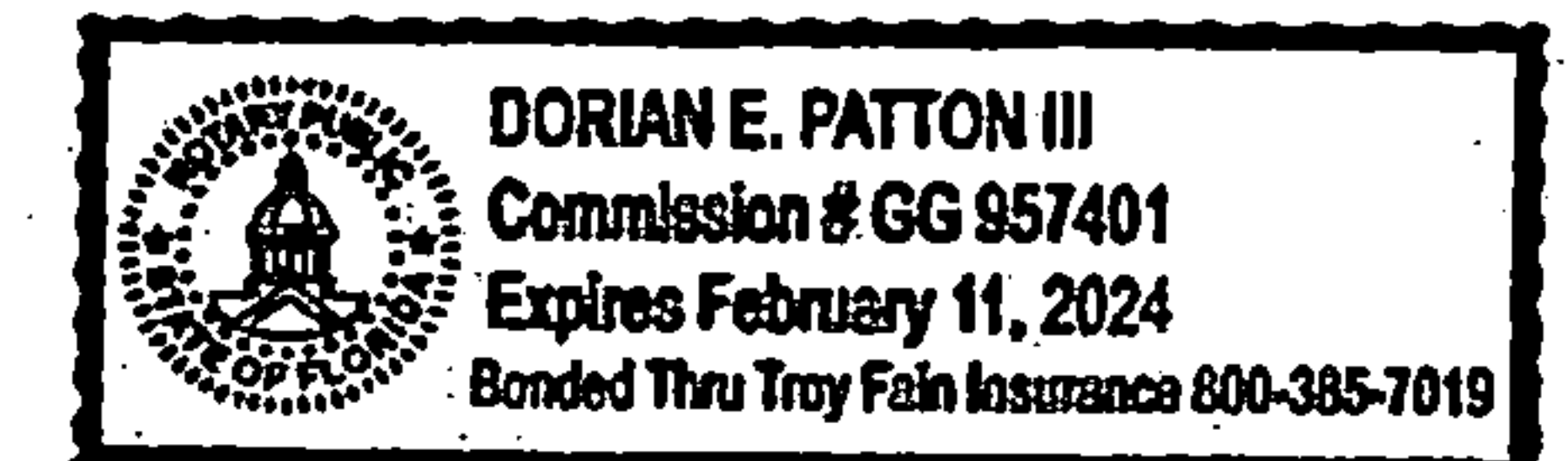
1 Patricia Eabler
10-31-22



RFQ 22-009 City Planning Services - Submitter Ranking Form			
Firm Name - Corradino		Date - 10/31/2022	
Selection Criteria	Weight	Score	Weighted Score (Weight x Score)
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25	24	600
Overall client references for the firm	25	25	625
Ability to perform the services expeditiously with attention to detail.	25	22	550
Demonstrated capacity to complete required services through coordination with in-house staff	10	9	90
Availability of technical support people and assigned Task Order manager through references	10	9	90
Capacity to participate in on-site meetings if requested	5	5	25
Total Points	100	94	1980

Patricia Gables

RFQ 22-009 City Planning Services - Submitter Ranking Form			
Firm Name - CGA		Date - 10/31/2022	
Selection Criteria	Weight	Score	Weighted Score (Weight x Score)
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25	23	575
Overall client references for the firm	25	25	625
Ability to perform the services expeditiously with attention to detail.	25	23	575
Demonstrated capacity to complete required services through coordination with in-house staff	10	9	90
Availability of technical support people and assigned Task Order manager through references	10	8	80
Capacity to participate in on-site meetings if requested	5	5	25
Total Points	100	93	1970



San Holland

RFQ 22-009 City Planning Services - Submitter Ranking Form			
Firm Name - CGA		Date - 10/31/22	
Selection Criteria	Weight	Score	Weighted Score (Weight x Score)
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25	23	
Overall client references for the firm	25	23	
Ability to perform the services expeditiously with attention to detail.	25	20	
Demonstrated capacity to complete required services through coordination with in-house staff	10	5	
Availability of technical support people and assigned Task Order manager through references	10	7	
Capacity to participate in on-site meetings if requested	5	3	
Total Points	100	81	

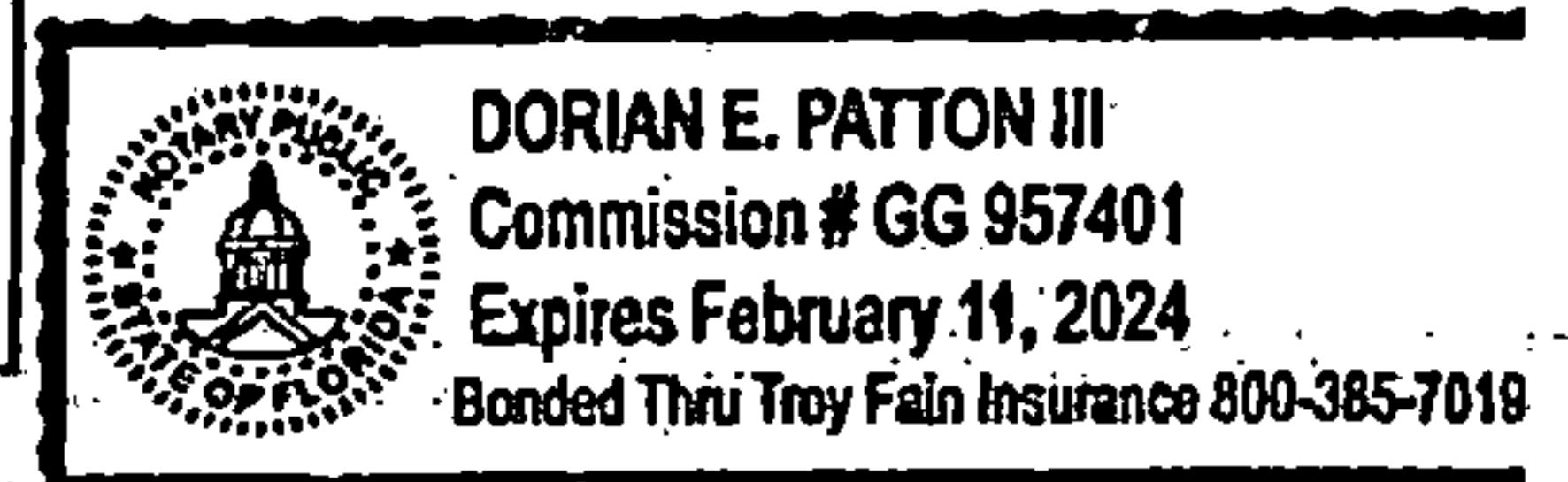
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D. Patton III



San Halland

10.31.22

[Signature]



RFQ 22-009 City Planning Services - Submitter Ranking Form			
Firm Name - <i>CORRADINO</i>		Date - <i>10/31/22</i>	
Selection Criteria	Weight	Score	Weighted Score (Weight x Score)
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25	22	
Overall client references for the firm	25	23	
Ability to perform the services expeditiously with attention to detail.	25	15	
Demonstrated capacity to complete required services through coordination with in-house staff	10	4	
Availability of technical support people and assigned Task Order manager through references	10	7	
Capacity to participate in on-site meetings if requested	5	1	
Total Points	100	72	

San Holland

RFQ 22-009 City Planning Services - Submitter Ranking Form			
Firm Name - <i>Starline</i>		Date - <i>10/31/22</i>	
Selection Criteria	Weight	Score	Weighted Score (Weight x Score)
Professional qualifications and references of the key professional staff identified to accomplish work; planning, historic preservation architects, and transportation planner.	25	<i>24</i>	
Overall client references for the firm	25	<i>24</i>	
Ability to perform the services expeditiously with attention to detail.	25	<i>23</i>	
Demonstrated capacity to complete required services through coordination with in-house staff	10	<i>9</i>	
Availability of technical support people and assigned Task Order manager through references	10	<i>9</i>	
Capacity to participate in on-site meetings if requested	5	<i>4</i>	
Total Points	100	<i>93</i>	

[Signature]
10-31-22

