

RESOLUTION NO. 16-056

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RANKING THE RESPONDENTS TO CITY OF KEY WEST REQUEST FOR PROPOSALS (RFP) NO. 16-003 FOR GRANT WRITING SERVICES; DIRECTING THE CITY MANAGER TO NEGOTIATE A CONTRACT WITH THE HIGHEST RANKED FIRM FOR CITY COMMISSION APPROVAL; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS the City issued RFP 16-003 requesting proposals for grant writing services; and

WHEREAS, the City opened five responses to the RFP on December 9, 2015; and

WHEREAS, an evaluation committee, consisting of City staff and local experts, evaluated the proposals at a public session on December 29, 2015; and

WHEREAS, the evaluation committee ranked the firms, and recommended that the City Commission approve the ranking of the top three firms, and authorize the negotiation of a contract for subsequent City Commission consideration; and

WHEREAS, the City Commission received presentations from the three top-ranked firms at its regular meeting of February 2, 2016; and

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

Section 1: That based upon the criteria set forth in RFP 16-009, the highest ranked firm as determined by the Commission is Writers at Large/Angie Brewer and Associates, LC.

Section 2: That City staff is authorized to negotiate a contract with the highest-ranked firm and to bring the contract before the City Commission for final consideration.

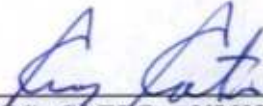
Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 2nd day of February, 2016.

Authenticated by the Presiding Officer and Clerk of the Commission on 5th day of February, 2016.


Filed with the Clerk on February 5, 2016.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

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

MEMORANDUM

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager
Sarah Hannah-Spurlock, Assistant City Manager

FROM: Carolyn Sheldon, Senior Grants Administrator

DATE: December 30, 2015

RE: **Approving the Committee Ranking and Authorizing the City Manager to Negotiate a Contract for RFP #16-003 Grant Writing Services**

ACTION STATEMENT:

This resolution will approve the selection committee ranking for grant writing services and authorize the City Manager or designee to negotiate a contract with the highest ranked proposer for approval by the Commission at a future date.

BACKGROUND:

Request for Proposal #16-003 (attached) seeking the services of a qualified individual or firm to identify possible grant opportunities, coordinate with City staff, and prepare grant applications was formally advertised on October 31, 2015. Due date / time for receipt of proposals was established for December 9, 2015 at 3:00 PM EST.

On December 9, 2015, five (5) proposals (attached) were opened in the City Clerk's Office at 3:00 PM EST. Proposals received and deemed timely were as follows:

Sheila Griffin/Government Consultants, Inc./Grants Ink, LLC (joint submission)
Government Services Group, Inc.
Langton Associates/In Rem Solutions (joint submission)
Thomas P. Miller and Associates
Writers at Large/Angie Brewer and Associates, LC (joint submission)

The proposals were evaluated by a City Manager-appointed evaluation committee, which deliberated on December 29, 2015 in a public session. The members of the committee were Sarah Hannah-Spurlock, Assistant City Manager; Elizabeth Ignoffo, Contract and Permit Engineer; Devon Steckly,

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

Senior Project Manager; Rod Delostrinos, Community Services Director; and John Miller, Southernmost Homeless Assistance League (SHAL) Executive Director. The committee evaluated the responses based on the following criteria:

Professional qualifications of key personnel	25 points
Program approach	25 points
Familiarity with local area	10 points
Cost proposal and pricing methodology	30 points
References	10 points

All proposals received were responsive to the solicitation as it related to completion of required representations and certifications.

Writers at Large/Angie Brewer and Associates, LC received the highest ranking. Langton Associates/In Rem Solutions were ranked second. Sheila Griffin/Government Consultants, Inc./Grants Ink, LLC were ranked third. A summary of the rating and ranking profile is provided as an attachment.

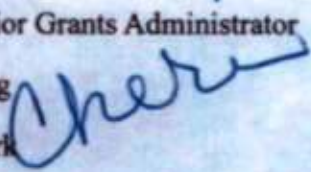
FINANCIAL IMPACT:

The FY 2015-2016 operating budget appropriated \$72,000 for grant writing services. Services with the current grant writer will end March 5, 2016. The budget available for the remaining fiscal year is \$39,000 or \$6,500 per month. Writers at Large/Angie Brewer and Associates, LC has different pricing options that staff will review and analyze for the most cost effective option for the City.

RECOMMENDATION:

Staff recommends that the City Commission approve the selection committee ranking and authorize the City Manager or his designee to negotiate a contract with the highest ranked proposer, Writers at Large/Angie Brewer and Associates, LC for approval by the Commission at a future date. In the event the City Manager or his designee is unsuccessful in negotiating a contract with the highest ranked proposer, authorize the City Manager to negotiate a contract with the second highest ranked proposer, Langton Associates/In Rem Solutions. In the event the City Manager is unsuccessful negotiating a contract with the second highest ranked proposer, authorize the City Manager to negotiate a contract with the third highest ranked proposer, Sheila Griffin/Government Consultants, Inc./Grants Ink, LLC. If the City Manager or designee is unsuccessful in negotiating an acceptable contract with any of the three highest ranked proposers the City Manager or designee will cease discussions with all proposers and report back to the City Commission.

INTEROFFICE MEMORANDUM

To: Carolyn Sheldon, Senior Grants Administrator
CC: Sue Snider, Purchasing
From: Cheri Smith, City Clerk 
Date: December 9, 2015
Subject: **GRANT WRITING SERVICES; RFP 16-003**

The following bids were opened Wednesday, December 9, 2015 at 3:00 p.m. in response to the above referenced project.

1. Government Consultants, Inc. Proposed Three Year Contract: \$48,000.00 Annually
Grants Ink, LLC
P O Box 10003
Tallahassee, FL 32302
2. Government Services Group, Inc. Proposed Three Year Contract: Variable Hourly Rates
1500 Mahan Drive Hourly Fee Rates Range: \$50 - \$175.00
Suite 250
Tallahassee, FL 32308
3. Langton Associates, Inc. Proposed Lump Sum: \$72,000.00 Annually
4830 Atlantic Boulevard
Jacksonville, FL 32207
4. Thomas P. Miller & Associates Proposed Retainer for 3 years: \$36,000.00
1630 N. Meridian Street Hourly Rate: \$130.00
Suite 430 Travel per TPMA Staff Member \$1,750.00
Indianapolis, IN 46202
5. Writers At Large Proposed Annual Contract: \$62,400.00
1300 15th Court, Lot #4 (4% Yearly Increase with each Annual Extension)
Key West, FL 33040

City of Key West

RFP #16-003 REQUEST FOR PROPOSALS - GRANT WRITING SERVICES

Proposal Due Date: December 9, 2015

Ranking Committee Meeting Date: Tuesday, December 29, 2015

CITY STAFF SELECTION CRITERIA MATRIX - Combined Scoring

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED - COMBINED				
		Government Services Group	Writers at Large / Angie Brewer & Associates	Sheila Griffin / Gov't Consultants / Grants Ink	Langton Associates / In Rem	Thomas Miller & Associates
Firm Name:						
Professional qualifications of key personnel	125	90	97	91	113	65
Program approach	125	94	97	75	97	80
Familiarity with local area	50	41	49	36	38	7
Cost proposal and pricing methodology	150	68	116	123	99	61
Subtotal	450	293	359	325	347	213
References	50	41	47	46	44	41
Total Points	500	334	406	371	391	254

City of Key West

RFP #16-003 REQUEST FOR PROPOSALS - GRANT WRITING SERVICES

Proposal Due Date: December 9, 2015

Ranking Committee Meeting Date: Tuesday, December 29, 2015

CITY STAFF SELECTION CRITERIA MATRIX - Combined Scoring

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED - COMBINED				
		Government Services Group	Writers at Large / Angie Brewer & Associates	Sheila Griffin / Gov't Consultants / Grants Ink	Langton Associates / In Rem	Thomas Miller & Associates
Firm Name:						
Professional qualifications of key personnel	125	90	97	91	113	65
Program approach	125	94	97	75	97	80
Familiarity with local area	50	41	49	36	38	7
Cost proposal and pricing methodology	150	68	116	123	99	61
Subtotal	450	293	359	325	347	213
References	50	41	47	46	44	41
Total Points	500	334	406	371	391	254



City Clerk
City of Key West, Florida
3126 Flagler Avenue
Key West, FL 33040

RE: RFP#16-003 Grant Writing Services

Dear City Clerk:

By this letter Langton Associates, Inc. and In Rem Solutions, Inc. (hereinafter Langton) object to and challenge the Evaluation Committee ranking of respondents to the City of Key West's RFP#16-003 Grant Writing Services. Over the past three years Langton has served as the City's grant writing firm resulting in \$6,337,152 in funding to the City. In addition, during our representation of the City from 2003 to 2005, we secured over \$4 million in grant funding. The total grants secured for the City is a remarkable \$10,300,000!

Langton requests that this item be deferred at the January 20th City Commission Meeting, the matter be reviewed by city staff, and points redistributed as appropriate. If a formal appeal process exists, Langton requests access to the process and will begin the appeal process immediately. In the alternative, Langton requests that the Clerk recommend that the City Commission conduct interviews with the responding grant writing firms in order to independently assess the skills of the respondents.

We content that there were three (3) issues with the selection process that give cause for re-evaluation.

1. Langton's first contention is that it was not proper for the Evaluation Committee to exclude the staff member most closely related to the grant writing process. The City's Senior Grants Administrator is perhaps one of the most qualified persons to evaluate the best firm to meet the requirements of the City's RFP for grant writing services, yet she was not included in the Evaluation Committee.

In issue 2 and 3 Langton asserts that the Evaluation Committee did not properly assess points in the following categories:

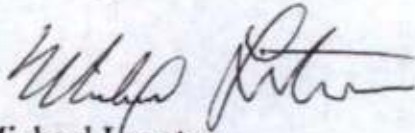
2. Professional qualifications – Writers at Large/Angie Brewer & Associates' (hereinafter WAL) qualifications did not warrant 97 points. The RFP states that the City will conduct such investigation as is necessary to determine the performance record and ability of the selected proposer to perform the size and type of work specified under the contract. The RFP requested municipal grant writing services. WAL's stated combined experience is primarily in government loan programs and private foundation grants. The City's RFP specifically requested municipal grant writing services, which require different skills and experience. Loan programs require substantiation, but are not funds distributed on a competitive basis. Loan programs constitute a large monetary proportion of the experience and monetary awards listed in the WAL proposal.

3. Familiarity with local area – Langton's points should have exceeded points awarded to any other firm. Langton has worked extensively with city staff for the past three years to develop a City grant program and prepare grant applications. Langton has researched the City's priority projects and goals to match with funding programs. Langton previously served as the City's grant writing firm from 2003 to 2005, resulting in over \$4 million in grant funds procured for the City. During the course of Langton's representation of the City, it has gained local knowledge equal to or greater than any other responding firm.

Langton requests the opportunity to appear before the City Commission to discuss the stated irregularities and to present its qualifications, experience and record of its grant writing success, prior to the City Commission granting an approval to negotiate a contract.

Your immediate attention **today** would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Langton". The signature is fluid and cursive, with a prominent loop at the end.

Michael Langton
President
Langton Associates

CC: Mayor and City Commissioners, City Manager, Assistant City
Managers, Finance Director, Senior Grants Administrator

From: Cheri Smith
Sent: Wednesday, January 20, 2016 9:41 AM
To: Angela Budde <abudde@cityofkeywest-fl.gov>
Subject: FW: Request for Copies of Bid Proposals for RFP 16-003 Grant Writing Services

From: Cheri Smith
Sent: Friday, January 15, 2016 3:36 PM
To: lisaking@langtonconsulting.com
Cc: Sue Harrison; Mark Finigan
Subject: RE: Request for Copies of Bid Proposals for RFP 16-003 Grant Writing Services
Dear Ms. King,

The City is under the "Cone of Silence" until the RFP is awarded next Wednesday. The Code of Ordinances are on the City Web site www.cityofkeywest-fl.gov, on the home page click on Municipal Code on the right side.

Sincerely,
Cheri Smith, MMC, CPM
City Clerk
City of Key West

From: Sue Snider
Sent: Friday, January 15, 2016 2:07 PM
To: Cheri Smith <csmith@cityofkeywest-fl.gov>; Mark Finigan <mfinigan@cityofkeywest-fl.gov>
Subject: FW: Request for Copies of Bid Proposals for RFP 16-003 Grant Writing Services

FYI

From: Lisa King [<mailto:lisaking@langtonconsulting.com>]
Sent: Friday, January 15, 2016 11:34 AM
To: Sue Snider <ssnider@cityofkeywest-fl.gov>
Cc: Heather Pullen <hpullen@langtonconsulting.com>
Subject: Re: Request for Copies of Bid Proposals for RFP 16-003 Grant Writing Services
Sue - Thanks for your follow up. Is there anything in City ordinance that governs appeals on purchasing recommendations? Is it OK for me to call Mark and/or Cheri to follow up on my request? Thank you!
Lisa King, GPC*
Senior Vice President
Langton Associates
4830 Atlantic Blvd.
Jacksonville, FL 32207
(904)598-1368 lisaking@langtonconsulting.com *Grant Professional Certified

On Jan 15, 2016, at 11:31 AM, Heather Pullen <hpullen@langtonconsulting.com> wrote:

From: Sue Snider <ssnider@cityofkeywest-fl.gov>
Subject: RE: Request for Copies of Bid Proposals for RFP 16-003 Grant Writing Services
Date: January 15, 2016 at 11:21:42 AM EST
To: Heather Pullen <hpullen@langtonconsulting.com>
Cc: Mark Finigan <mfinigan@cityofkeywest-fl.gov>, Cheri Smith <csmith@cityofkeywest-fl.gov>

Good Morning Heather – you can download those documents from www.demandstar.com. Once the proposals/bids open they are no longer available on the CKW website. That project is, however, scheduled to be awarded January 20. You can locate that item on the meeting agenda (#10) – copies of the proposals are available there (go to www.cityofkeywest-fl.gov – agendas – City Commission January 20, 2016 meeting – item #10).

Also, I just received a voice mail from Lisa King concerning this proposal. I forwarded her message to Cheri Smith, City Clerk and Mark Finigan, Finance Director. Thanks and make it a great day! Sue

*Sue Snider
Purchasing Agent
City of Key West
Key West, FL 33040
305.809.3815-p*

From: Heather Pullen [<mailto:hpullen@langtonconsulting.com>]
Sent: Friday, January 15, 2016 10:57 AM
To: Sue Snider <ssnider@cityofkeywest-fl.gov>
Cc: Mike Langton <mlangton@langtonconsulting.com>
Subject: Request for Copies of Bid Proposals for RFP 16-003 Grant Writing Services

Good Morning Sue,

How would I go about requesting copies of the bid proposals that were received for RFP 16-003 Grant Writing Services that is currently under evaluation?

I don't really need hard copies of the proposals, an e-mail copy would be just fine for the purposes of review.

Thanks,

Heather Pullen, Senior Public Affairs Consultant
Langton Associates, Inc.
4830 Atlantic Boulevard
Jacksonville, Florida 32207
Phone: (904) 598-1368

January 19, 2016

Mr. Langton called my office at approximately 4:30 p.m. today inquiring if I received his letter and I confirmed I did. I informed him the City was in the "Cone of Silence" and he could come to the City Commission meeting on January 20th and have three minutes to speak on the item and it was a City Commission decision.

Cheri Smith
City Clerk

From: Carolyn Sheldon
Sent: Thursday, January 21, 2016 5:01 PM
To: Calvin Knowles <CKnowles@govserv.com>
Cc: Cheri Smith <csmith@cityofkeywest-fl.gov>
Subject: RE: RFP 16-003 City of Key West Grant Writing Services

Hi Calvin. You're correct. Government Services Group was not ranked in the top three. We appreciate your interest in the RFP and hope you'll look for similar opportunities with the City of Key West.

Thanks,

Carolyn D. Sheldon

Senior Grants Administrator
City of Key West
PO Box 1409
Key West, FL 33041-1409
(305) 809-3741
New email: csheldon@cityofkeywest-fl.gov

From: Calvin Knowles [<mailto:CKnowles@govserv.com>]
Sent: Thursday, January 21, 2016 2:15 PM
To: Carolyn Sheldon <csheldon@cityofkeywest-fl.gov>
Subject: RE: RFP 16-003 City of Key West Grant Writing Services

Carolyn:

To be clear, Government Services Group was not ranked in the top three?

Calvin Knowles, MPA, Senior Consultant, Client Relations and Project Management
Community Services Division
Government Services Group, Inc.
Cell: 727.224.8444
Phone: 850.877.1908 Fax: 850.878.8785
Website: <http://www.weservegovernments.com/>

From: Carolyn Sheldon <csheldon@cityofkeywest-fl.gov>
Date: January 21, 2016 at 2:46:18 PM EST
To: Mike Langton <mlangton@langtonconsulting.com>
Cc: Lisa Mulhall <newck@aol.com>, Lisa King <lisaking@langtonconsulting.com>, Heather Pullen <hpullen@langtonconsulting.com>, Cheri Smith <csmith@cityofkeywest-fl.gov>
Subject: RE: RFP 16-003 City of Key West Grant Writing Services

Thank you!! Safe travels!

Carolyn D. Sheldon

Senior Grants Administrator
City of Key West
PO Box 1409
Key West, FL 33041-1409
(305) 809-3741
New email: csheldon@cityofkeywest-fl.gov

From: Mike Langton [<mailto:mlangton@langtonconsulting.com>]
Sent: Thursday, January 21, 2016 2:32 PM
To: Carolyn Sheldon <csheldon@cityofkeywest-fl.gov>
Cc: Lisa Mulhall <newck@aol.com>; Lisa King <lisaking@langtonconsulting.com>; Heather Pullen <hpullen@langtonconsulting.com>
Subject: Re: RFP 16-003 City of Key West Grant Writing Services

Langton Associates/In Rem Solutions will be there on February 2nd as requested and we will bring a PowerPoint presentation on a Flash Drive as recommended. Thank you. Mike Langton

Mike Langton, GPC*
President, Langton Associates
4830 Atlantic Blvd.
Jacksonville, Florida 32207
(904) 598-1368

*Grant Professional Certified



From: Carolyn Sheldon

Sent: Thursday, January 21, 2016 2:12 PM

To: marycasanova77@gmail.com; [mlangton \(mlangton@langtonconsulting.com\)](mailto:mlangton@langtonconsulting.com)
<mlangton@langtonconsulting.com>; sheila.griffin@comcast.net; CKnowles@govserv.com;
ehiggins@tpma-inc.com

Cc: Cheri Smith <csmith@cityofkeywest-fl.gov>

Subject: RE: RFP 16-003 City of Key West Grant Writing Services

Good afternoon. The City Commission has requested presentations from the top 3 ranked firms: 1) Writers at Large/Angie Brewer & Associates 2) Langton Associates/In Rem Solutions 3) Government Consultants/Grants Ink. The presentations will take place at the Feb. 2nd City Commission meeting. Meeting starts at 6pm, Old City Hall, 510 Greene Street. Please be prepared to make a 10 minute presentation to the Commission followed by questions/answers. If you are one of the top 3 ranked firms, confirmation of your attendance at the Feb. 2nd meeting is requested via email.

If you are preparing a Power Point presentation, kindly load the presentation onto a flash drive. The City Clerk will then load it onto the City's equipment prior to the meeting. You are welcome to arrive at the meeting chambers at 5pm to go through a dry run.

Similar to my previous email, the cone of silence is still in effect. If you have any questions about the presentations, please send them via email with the City Clerk included: csmith@cityofkeywest-fl.gov.

Thank you,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

PO Box 1409

Key West, FL 33041-1409

(305) 809-3741

New email: csheldon@cityofkeywest-fl.gov

From: Carolyn Sheldon

Sent: Thursday, January 14, 2016 12:30 PM

To: 'marycassanova77@gmail.com' <marycassanova77@gmail.com>; mlangton (mlangton@langtonconsulting.com) <mlangton@langtonconsulting.com>; 'sheila.griffin@comcast.net' <sheila.griffin@comcast.net>; 'CKnowles@govserv.com' <CKnowles@govserv.com>; 'ehiggins@tpma-inc.com' <ehiggins@tpma-inc.com>

Cc: Cheri Smith <csmith@cityofkeywest-fl.gov>

Subject: RFP 16-003 City of Key West Grant Writing Services

Good afternoon. Thank you for submitting a proposal for the City of Key West's RFP 16-003 Grant Writing Services. The agenda item for consideration by the City Commission to approve the rankings for this RFP is Item #10 on the 1/20/16 City Commission agenda. The meeting is at 6pm. The agenda can be viewed using this link: <http://keywest.legistar.com/Calendar.aspx>

The link above will take you to a list of meetings. Please select "agenda" (toward the right side of the web page) for the 1/20/16 City Commission meeting to view the ranking committee details & staff recommendations. If you click on any of the attachments following the description of the agenda item, you will be taken to a link containing a pdf file for that item.

City Commission meetings are televised live and can be accessed at the scheduled meeting time (6pm on 1/20/16) using this link: <http://www.cityofkeywest-fl.gov/department/division.php?structureid=236>

If the City Commission requests presentations, I will recommend these be done at a future meeting date.

Please remember the cone of silence is still in effect until the contract is approved. Contract approval will be a separate agenda item for a future meeting date (anticipated in February).

Thanks,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

PO Box 1409

Key West, FL 33041-1409

(305) 809-3741

New email: csheldon@cityofkeywest-fl.gov

Dear Mr. Langton,

The order of the presentations will be decided that evening at the meeting by the Mayor. The Mayor and Commissioners can ask questions after your 10 minute presentation or after all the presenters are finished. The presentations will be limited to 10 minutes for each firm and will be timed and you will be asked to leave the podium if the presentation takes longer than the 10 minutes allowed.

Sincerely,
Cheri Smith, MMC
City Clerk
City of Key West

From: Mike Langton [<mailto:mlangton@langtonconsulting.com>]
Sent: Monday, January 25, 2016 11:51 AM
To: Cheri Smith <csmith@cityofkeywest-fl.gov>
Subject: Questions of Oral Presentation for Grant Writer?

Dear City Clerk Smith, I have a few questions I would like to ask you pertaining to the Oral Presentations for Grant Writer scheduled for February 2 as follows:

- Could you please tell me the order of the Presenters? Which firm will go 1st, 2nd, and 3rd?
- Will the City Commissioners ask questions immediately at the end of each presentation, or will questions be held until after all 3 have presented?
- Will the presentations be strictly limited to 10 minutes using the timer on the wall of the Chambers (as is your system with 3 minute Public Comments)? If a group exceeds the 10 minutes will they be cut off by the presiding officer, the Mayor?

Thank you in advance for your response to these questions. Best wishes, Mike Langton

Mike Langton, GPC*
President, Langton Associates
4830 Atlantic Blvd.
Jacksonville, Florida 32207
(904) 598-1368

*Grant Professional Certified