



MEMORANDUM

Date: January 07, 2025

To: Honorable Mayor and Commissioners

Via: Todd Stoughton
Interim City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-3218- Recommendation to Award Art in Public Places (AIPP)
Administrative Services (RFQ 25-001) to Florida Keys Council of the Arts**

Introduction

Staff recommend the Mayor and Commission approve a resolution authorizing the City Manager, upon advice and approval from the City Attorney, to enter into an agreement with Florida Keys Council of the Arts to provide the service of Public Art Administration deriving from RFQ 25-001 and authorize any budget amendments necessary. The Florida Key Council of Arts is the sole respondent to the RFQ and is therefore the only vendor under consideration for the requested services.

Background

The City of Key West has engaged the Florida Keys Council of the Arts for Public Art Administrative Services since 2017, which equates to seven (7) years of services provided by the Art Council to the City of Key West. In accordance with procurement procedures, a solicitation for Request for Qualifications (RFQ 25-001 – Art in Public Places Administrative Services) was issued on October 31, 2024, at 8:00 AM (Eastern Daylight Time). The deadline for submission of proposals was set, and all responses were opened on December 5, 2024, at 3:00 PM (Eastern Standard Time).

Following the solicitation process, only one proposal was received in response to RFQ 25-001 for the Art in Public Places Administrative Services, submitted by Florida Keys Council of the Arts.

Procurement

The financial impact of this decision will result in an annual fee not to exceed \$15,000.00, which will be invoiced monthly based on the hours worked for the Board of Art in Public Places. Currently, the City is billed at a rate of \$42 per hour for the Executive Director's time and \$25–\$30 per hour for the Executive Director's Assistant.

Funding for the Art in Public Places Administrative Services is budgeted in the FY2024-2025 budget in the Community Fund/Art in Public Places AIPP Management account, number 110-5902-559-3400 in the amount of \$15,000.00.

Recommendation

Staff recommend that the Mayor and Commission approve a resolution authorizing the City Manager, with the advice and approval of the City Attorney, to enter into an agreement with the Florida Keys Council of the Arts for the provision of Public Art Administration services as outlined in RFQ 25-001. The resolution would also authorize any necessary budget amendments. By awarding this contract, the City will benefit from the expertise of the Florida Keys Council of the Arts in providing administrative support for the Art in Public Places (AIPP) board, acting as a liaison to various City boards, commissions, departments, and stakeholders, overseeing the program's budget and procurement processes, and managing contracts, grants, and Requests for Proposals. Additionally, the Council will support stakeholder partnerships and assist in the development and management of the City's public art program in alignment with the Code requirements and program guidelines.

Attachments:

Resolution

RFQ 25-001 Art in Public Places Administrative Services

Proposal Submitted – Florida Keys Council of the Arts