



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: July 8, 2019

To: Jim Scholl, City Manager

From: L. Creed Howell, Engineering
Steve McAlearney, Engineering
Kelly Crowe, Engineering
Albi Balliu, Engineering

Subject: Approving negotiated terms of architectural services contract with K2M Design, Inc.

Action Statement

Approve the negotiated terms of the contract with K2M Design, Inc., (K2M) for an amount not to exceed \$236,093 for Architectural Services to the Frederick Douglass Gym Expansion and authorize City Manager to enter into contract with K2M Design, Inc. Authorize any necessary budget transfers/amendments.

Background

At its meeting on August 10, 2017, the Bahama Village Redevelopment Advisory Committee (BVRAC) by Resolution 18-038, recommended to the CRA the approval of the Bahama Village Community Redevelopment Subarea Visioning and Capital Projects Work Plan prepared by Zyscovich, Inc. The redesign and construction of an expansion to the Frederick Douglass Gymnasium is recommended as the number 2 priority capital project in this Visioning Plan. The City Commission, sitting as the CRA, approved the recommendation via Resolution 18-038.

In January 2019, Engineering Services advertised Request for Qualifications 19-001, Frederick Douglass Gym Expansion Renovations. To expediate design and ultimate construction of the facility, the City requires the services of a qualified firm to provide architectural design services.

RFQ No. 19-001, *Frederick Douglass Gym Expansion Renovations*, was issued on January 28, 2019. Qualification packages were received on March 6, 2019. The City received three (3) responses to the RFQ from the following firms:

K2M Design
William Horn Architects

Hayes Cummings Architects

Based on review of received submittals, all firms were considered responsive and responsible. On April 8, 2019, an evaluation committee of City Staff held a publicly advertised meeting to present qualification ranking of the three firms submitting qualifications in response to the RFQ.

The committee, including representatives from multiple departments and a BVRAC Representative conducted qualification ranking of the received submittals using the Selection Criteria Matrix in the RFQ.

As indicated in the attached Proposal Evaluation Ranking spreadsheet, the three (3) highest ranked firms and average total ranking points were:

K2M Design, Inc.	84.8	Points
William P. Horn Architect, P.A.	84.0	Points
Hayes Cumming Architects, P.A.	65.0	Points

K2M Design, Inc. was the highest ranked firm and is recommended by the evaluation committee to provide requested architectural services for the *Frederick Douglass Gym Expansion Renovations*. These ranking results were briefed to the Bahama Village Redevelopment Advisory Committee at their May 2nd meeting, and approved by the City Commission on May 21st via Resolution 19-150.

See attached K2M Design Services Proposal for a complete list of services to be provided.

Financial Issues

City Staff has negotiated the terms and conditions of the Proposal provided by K2M for professional services at compensation rate of \$236,093.00 for Tasks 1 through 4, which Staff determined fair, competitive and reasonable. This amount also falls well within the recommended limits of the Florida Department of Management Services' fee estimator for Architectural services. Should the City Commission not accept this proposal, Staff will decline to execute this contract with K2M and will begin negotiations with the second most qualified firm.

The negotiated compensation of \$236,093 will be funded from account number 6015502 5556200 (BV55021701; Bahama Village CRA fund 601 (Capital Improvements)).

Recommendation

The selection committee recommends the Key West City Commission approve the negotiated terms of the contract with K2M Design, Inc., for an amount not to exceed \$236,093 for Architectural Services to the Frederick Douglass Gym Expansion and authorize City Manager to enter into contract with K2M Design, Inc., and approve any necessary budget transfers/amendments.