

EXECUTIVE SUMMARY



To: Jim Scholl, City Manager

Through: Sarah Hannah-Spurlock, Assistant City Manager and
Kevin Bond, AICP, Acting Planning Director

From: Donald Leland Craig, AICP, Consulting Planner

Meeting Date: January 6, 2015

RE: Consideration of the City Manager-appointed committee's recommended ranking, short-listing of consulting firms in response to City of Key West Request for Proposals (RFP) #004-14 Land Development Regulation Amendments

Action Statement: Requesting City Commission approval of staff's recommended ranking and short listing of RFP #004-14 respondents.

Background:

The Planning Department is seeking a consultant to prepare specific portions of its Land Development Regulations as part of a major revision to the Code of Ordinances. The Consultant would work closely with designated Planning staff to amend the existing regulations. The proposed changes shall be consistent with and facilitate the development of other existing and in progress master plans such as the Strategic Plan, Climate Action Plan and Comprehensive Plan.

The key tasks are to achieve the following:

1. Create regulations to implement the 2013 Comprehensive Plan, including a small number of Zoning Map amendments. The City is currently updating portions of the Comprehensive Plan, including the Historic Preservation Element, Port Facilities Element and Water Supply Plan in addition to creating a new Climate Change Element.
2. Resolve inconsistent definitions, terms, standards and processes within the Land Development Regulations and other portions of the Code of Ordinances. This will also include the codification of zoning practices implemented through administrative interpretations.
3. Incorporation of new standards, appropriate graphic illustrations, programs, processes and methods to facilitate sustainable community and neighborhood growth throughout the City and accomplish the above including:
 - Revisions to existing Workforce Housing Ordinance including incentive programs, inclusionary housing programs for redevelopment and income stratification schemes.
 - Incentive program for creating and/or maintaining market-rate rental housing.

- Implement Climate Adaptation SeaGrant given to the City, including outline for a Post-Disaster Recovery Plan.
- Green Building Standards for redevelopment of existing residential and existing and new commercial structures.
- Urban Design Guidelines / Zoning Regulations, including opportunities for form-based development regulations in mixed use and commercial zoning districts.
- Updates to the Landscape Architectural standards compatible with proposed new urban design guidelines described above.
- Update signage requirements outside the Historic District compatible with proposed new urban design guidelines described above.
- Adopt Complete Streets Ordinance that includes traffic calming design guidelines and other design regulations that reduce conflicts between vehicles, bicycles and pedestrians.
- Revise parking generation standards and parking mitigation strategies such as Transportation Demand Management programs.

The scope of work includes data and analysis necessary to support changes to the proposed LDRs, which cannot be supported by the existing Comprehensive Plan or other adopted regulations or plans.

Due to the importance of these issues to the community, the work will include public participation efforts with the goal of allowing the public to contribute to the LDR drafting process prior to presentation at required public hearings. Public participation efforts shall be held in the evenings and weekends to maximize public input.

Purpose and Justification

The City received five proposals for RFP #004-14. The respondents were evaluated by the City Manager-appointed selection committee comprised of City Engineer Jim Bouquet, Attorney Ginny Stones, Last Stand President Mark Songer, Historic Preservation Planner Enid Torregrosa, Architect David Sealey, City Planner Donald Craig and Planner II Nicole Malo. The proposals were ranked into a short list for City Commission consideration at a publicly advertised meeting on October 6, 2014. The selection team evaluated the respondents based on the following criteria and point system:

- Past performance on similar projects: 20 points
- Approach and understanding of the project: 20 points
- Experience of key personnel: 20 points
- Demonstrated community engagement experience: 15 points
- Cost proposal: 15 points
- References: 10 points

The committee ranked the responding firms in the following order:

<u>Respondent:</u>	<u>Cost Proposal:</u>	<u>Average Score:</u>
1. Calvin, Giordano, & Associates	\$143,700	81
2. The Corradino Group	\$142,000	79
3. White & Smith / Dover Kohl	\$144,565	76
4. Clarion Associates	\$242,884	72
5. Redevelopment Management Associates	\$195,750	67

Attached please find a summary of the questions asked of the references and the comments provided. Although most of the references had positive things to say about the consultants, a few of the consultants came highly recommended particularly based on their experience in creating innovative and progressive new regulations for affordable housing, historic preservation and street design programs that are legally defensible as well as their ability to work with the public. The respondents are ranked below according to their total scores.

<u>Respondent:</u>	<u>Cost Proposal:</u>	<u>Total Score:</u>
1. Calvin, Giordano, & Associates	\$143,700	89
2. The Corradino Group	\$142,000	86
White & Smith / Dover Kohl	\$144,565	86
3. Clarion Associates	\$242,884	82
4. Redevelopment Management Associates	\$195,750	71

Upon checking the entirety of all the proposals for all the signatures, verifications, licenses and forms, three firms were found to be non-responsive. Clarion (#3) and Redevelopment Management Associates (#4) failed to sign Addendum #1 to the RFP#00-14. White & Smith / Dover Kohl (tied for #2) signed an earlier issued and withdrawn incorrect Addendum #1 and failed to submit a signed correct Addendum #1. The addendum contained important revisions to the liability insurance and indemnification requirements for respondents of the RFP. The addendum provides the City assurance that the chosen respondent has the ability to obtain the appropriate liability insurance and acknowledge the respondent will indemnify the City in any litigation arising from work under their contract to the City. Non-responsive firms should not be considered for award of contract.

Therefore, the short-listed firms that remain as responsive and are recommended for ranking are:

<u>Respondent:</u>	<u>Cost Proposal:</u>	<u>Total Score:</u>
1. Calvin, Giordano, & Associates	\$143,700	89
2. The Corradino Group	\$142,000	86

Copies of the short-listed proposals are attached. According to the RFP, these respondents may be required to make a presentation to the City Commission. The consultants have been informed that if the Commission desires to hear presentations the item will be postponed and they will be invited to the subsequent Commission meeting to be held January 21, 2015. Once the City Commission makes consultant selection, a final contract, including detailed scope and fee, must be negotiated and then approved by the City Commission.

The 2014-15 fiscal year budget has two line items that total \$97,250 for updating the LDRs, \$32,250 of which is a grant from the federal SeaGrant program. Staff proposes using the separate budget line item for updating the Comprehensive Plan at \$36,000, plus some monies from travel and education to make up the difference between the budgeted amount and the first ranked consultant's proposed fee. The Comprehensive Plan update is less time critical than this very important LDR update, as the LDRs have not been comprehensively addressed since 1995. Staff, which has diverse capabilities in several departments can assume the responsibility of some of the changes to the Comprehensive Plan and possibly delay others until the next budget year. However, for this year the LDR updates are critical for achieving an efficient permitting system, to incorporate policies of the existing Comprehensive Plan in the LDRs as well as turning the goals and expected results of the Strategic Plan into useable regulations.

Options:

Option 1: Find that firms Clarion (#3) and Redevelopment Management Associates (#4) and White & Smith / Dover Kohl (tied for #2) are determined to be non-responsive and rank the remaining two firms as the short-listed firms in order of most qualified first. Direct staff to negotiate a contract with the first-ranked firm. If negotiations are not satisfactorily concluded, then staff will negotiate with the second-ranked firm.

Option 2: Reject all proposals and re-advertise RFP.

Option 3: Request that additional presentations be made at the next City Commission meeting.

Financial Issues:

Approving staff rankings will not incur any financial impact to the City. A contract will be presented to the City Commission at a subsequent meeting date.

Recommendation:

Staff recommends approval of Option 1.

Attachments:

- Exhibit A: RFP # 004-14
- Exhibit B: Ranking Committee summary table and reference check summary
- Exhibit C: Calvin, Giordano & Associates, Inc. Proposal
- Exhibit D: The Corradino Group, Inc. Proposal
- Exhibit E: Communication with respondents