



THE CITY OF KEY WEST

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

March 27, 2011

**RE: City of Key West Request for Proposals (RFP) #007-11
Key West Historic Resource Survey 2011 Project**

Dear Prospective Respondents to the Request for Proposals (RFP):

The City of Key West is seeking qualified firms to perform a Historic Resource Survey for the City of Key West. This Request for Proposals (RFP) contains the following information pertaining to the request:

1. One cover sheet which is one (1) page in length;
2. The Request for Proposal is fifteen (15) pages in length and contains important information on deadlines, response contents, as well as the following forms: Anti-Kickback Affidavit one (1) page in length; Public Entity Crimes Certification three (3) pages in length; Notice of Advertisement (1) page in length; and a Consultant Ranking Form (1) page in length.

Applicants must comply with the minimum requirements of Professional Qualification Standards in the fields of historic preservation, history, architecture or related field as established in The United States Secretary of the Interior's Professional Qualifications Standards published in 36 Code of Federal Regulations (CFR) Part 1.

Please review your response package to ensure it contains all of the named above documents. If not, contact Sue Snider, City of Key West Purchasing Agent, at ssnider@keywestcity.com immediately, to obtain copies of any missing document(s). At the time the proposal is submitted, the successful Responder must show satisfactory documentation of state licenses (if applicable). Please note that the respondent chosen by the City to complete the work required by this Request will also be required to obtain and maintain a City of Key West Business Tax Receipt for the duration of the work.

Responses must contain the following complete (and certified, if applicable) documents:

1. A cover letter no more than two (2) pages in length.
2. Responses to the RFP including an information page, organization chart, company

- information, personnel, qualifications, specific scope of services proposed and references contained in not more than 100 8 ½” by 11” pages.
3. Anti-Kickback Affidavit one (1) page in length for each firm involved in the response.
 4. Public Entity Crimes Certification three (3) pages in length for each firm involved in the response.
 5. Notice of Advertisement one (1) page in length.

Please submit any questions regarding this RFP in writing or via electronic mail to Sue Snider at ssnider@keywestcity.com. All answers will be prepared in writing and distributed via electronic mail to all respondents.

Sincerely,

Sue Snider
Purchasing Agent

Xc: City Commissioners
Jim Scholl
Mark Finigan
Shawn Smith
Donald L. Craig
Enid Torregrosa



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COVER SHEET

SUBJECT: CITY OF KEY WEST
REQUEST FOR PROPOSAL #007-11
KEY WEST HISTORIC RESOURCE
SURVEY 2011 PROJECT

ISSUE DATE: MARCH 27, 2011

MAIL OR DELIVER RESPONSES TO: CITY CLERK
CITY OF KEY WEST
525 ANGELA STREET
KEY WEST, FL 33040

RESPONSES DEADLINE DATE: APRIL 20, 2011 NO LATER THAN 3:00
PM

SUE SNIDER
PURCHASING AGENT
CITY OF KEY WEST