



THE CITY OF KEY WEST  
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## EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager

**FROM:** Don Craig, Planning Director  
Doug Bradshaw, Senior Project Manager  
Nicole Malo, Planner II  
Karen Olson, Special Projects Manager  
John Paul Castro, Operations Manager

**DATE:** June 25, 2012

**RE:** Approving Ranking of firms submitting responses to Request for Qualifications (RFQ) No. 12-003: General Architectural Services

### ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ No. 12-003: General Architectural Services and authorizing City Manager to negotiate and pursuant to legal review enter into a contract.

### BACKGROUND:

The City issued RFQ No. 12-003: General Architectural Services on April 15, 2012 and qualification packages were received on May 16, 2012. The City received the following seven (7) responses to the RFQ:

- Bender & Associates
- CPH Engineers
- Hayes/Cumming Architects
- William P. Horn Architect
- mbi/k2m Architecture
- Saltz Michelson
- Wolfberg Alzarez & Partners

Engineering staff reviewed each proposal to ensure the proposal contained the required submittals as well as contacted clients of each firm to check past work performances. Results are attached.

At a meeting held on June 13, 2012 a committee of City Staff met at a publicly advertised meeting in order to review the 7 firms that responded.

*Key to the Caribbean – Average yearly temperature 77° F.*

Using the Selection Criteria Matrix in the RFQ, the selection committee developed a short list consisting of the following firms in highest to lowest ranking order:

1. William P. Horn Architect
2. Saltz Michelson
3. Hayes/Cumming Architects

All short-listed firms were highly recommended by past clients. Additionally all short-listed firms submitted proposals that were considered responsive to the RFQ.

As the City has multiple departments that manage projects of all sizes and disciplines simultaneously, the City typically prefers to contract with multiple firms to handle the workload. The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

### **OPTIONS:**

There are two (2) options:

1. Accept the rankings of staff and authorize City Manager to negotiate and pursuant to legal review enter into a contract with each of the short-listed firms,
2. Modify the staff's ranking and authorize City Manager to negotiate and pursuant to legal review enter into a contract with one or all of the firms of the modified ranking,

### **FINANCIAL ISSUES**

There are no financial obligations with ranking and entering into contracts with each of the short-listed firms. These will be task order based contracts with which a dollar amount will have to be approved along with the task order per City Ordinance.

### **RECOMMENDATION**

It is recommended that the City Commission accept the rankings of staff and authorize City Manager to negotiate and pursuant to legal review enter into a contract with each of the short-listed firms.