



CITY MANAGER'S OFFICE MEMORANDUM

TO: Bob Vitas, City Manager

FROM: Mark Z. Finigan, Assistant City Manager

DATE: February 25, 2013

SUBJECT: City of Key West Request for Proposals (RFP) #002-13
Grant Writing Services

ACTION STATEMENT:

Purpose of this resolution is to request approval by the City Commission for the following:

- Accept the ranking of the Grant Writing Services proposals by the Evaluation Committee:
 1. Langton Associates, Inc. and IN REM Solutions (joint submission)
 2. Mary Casanova d.b.a. Writers At Large
 3. CDM Smith Inc.
- Authorizing the City Manager or designee to negotiate a contract with the highest ranked proposer, Langton Associates, Inc. In the event the City Manager or designee is unsuccessful in negotiating a contract with the highest ranked proposer, authorizing the City Manager or designee to negotiate a contract with the second highest ranked proposer, Mary Casanova d.b.a. Writers At Large, and in the event the City Manager or designee is unsuccessful in negotiating a contract with the second highest ranked proposer, authorizing the City Manager or designee to negotiate a contract with CDM Smith Inc.
- If the City Manager or designee is unsuccessful in negotiating an acceptable contract with any of the three (3) highest ranked proposers the City Manager or designee will cease discussions with all proposers and report back to the City Commission.
- Authorizing the City Manager to execute said proposed contract / agreement, subject to review and approval by the City Attorney.

BACKGROUND:

Prior to submission of proposals pursuant to (RFP) #00-13, the City Manager called for the creation of an Evaluation Committee comprised of the following three (3) members:

- Assistant City Manager – Administration Mark Z. Finigan
- Finance Director Roger Wittenberg
- Sustainability Coordinator Alison Higgins

On December 19, 2012 RFP #002-13, Grant Writing Services, was formally advertised. Due date / time for receipt of proposals was established for January 16, 2013, at 3:00 p.m.

On January 16, 2013 three (3) proposals were opened in the City Clerk's office at 3:00 PM EST. Proposals received and deemed timely were as follows:

Langton Associates, Inc. and IN REM Solutions (joint submission)
Mary Casanova d.b.a. Writers At Large
CDM Smith Inc.

Copies of the three (3) proposals are available on Legistar.

PUBLIC DELIBERATION

On February 11, 2013, the Evaluation Committee deliberated in a properly noticed public session to rate and rank the three prospective providers to recommend to the City Commission. The following Evaluation Committee members were present:

- Assistant City Manager – Administration Mark Z. Finigan
- Finance Director Roger Wittenberg
- Sustainability Coordinator Alison Higgins

The following representatives appeared and participated in the deliberation process by answering Evaluation Committee questions.

Mary Casanova – Mary Casanova d.b.a. Writers At Large
Lisa Mulhall – IN REM Solutions
Cynthia Krebsbach – IN REM Solutions

Assistant City Manager Finigan opened the meeting by reviewing the rules and introducing the Evaluation Committee.

- There was a consensus that all proposals received were responsive to the solicitation as it related to completion of required representations and certifications.

A summary of the rating and ranking profile is provided as part of the Legistar file.

Each of the two proposers represented at the evaluation meeting were asked if their “pricing methodology” was negotiable. Both responded in the affirmative. The intent of Staff is to negotiate proposed pricing in good faith with that entity selected by the City Commission.

Additionally, representatives of the proposal submitted by Langton Associates Inc. and IN REM Solutions were asked which of the entities, Langton Associates Inc. or IN REM Solutions, would be the lead/principal firm the City of Key West would enter into an agreement with if selected. The answer was Langton Associates Inc., with IN REM Solutions being a sub consultant to Langton Associates.

To follow is a summary of the pricing methodology proposed by each of the three (3) proposers.

- Langton Associates Inc. and IN REM Solutions

Unlimited grant applications for \$60,000 per annum. No reimbursable expenses, all inclusive.

- Mary Casanova d.b.a. Writers At Large

\$50.00 per hour plus travel reimbursement for travel outside of Monroe County. Proposes an annual contract for writing and related services equal to 20 hours per week for 50 weeks (\$50,000) – an annual, hourly bank of 1,000 hours – distributed time-wise whatever way works best for the City. Should these hours be expended before the end of Y-1, additional hours may be purchased by the City and added to the bank.

- CDM Smith Inc.

Limited to three (3) grant applications and three (3) planning meetings with City Staff for \$50,000 per annum. Plus, reimbursable expenses.

The City’s prior grant writer, Sheila Griffin of Governmental Services Inc., represents the following with respect to the level of effort required to effectively write and monitor City grant applications and opportunities over the last several years:

“I think an average of 25 hours a week would be fair. There were some periods when I was working on several grants at once and times when a grant would take an inordinate amount of time because we had outside stakeholders. Like that energy grant we submitted with the county and two other cities. I think you are safe going with 25 hours per week.”

FINANCIAL IMPACT:

The FY 2012-13 operating budget appropriated \$41,000 for grant writing services. Services rendered by the prior grant writer ended January 31, 2013. The remaining budget available for the balance of FY 2012-13 to cover grant writing services is \$29,000. Any budget shortfall for the balance of FY 2012-13 to cover the services of a new grant writer would be covered by use of the City Manager’s General Fund Contingency. Depending on which proposal selected by the Commission, the projected budget shortfall for FY 2012-13 would be \$5,000 - \$10,000.

OPTIONS:

1. City Commission can accept the ranking of the Evaluation Committee as follows (With 1. being the highest ranked firm):
 1. Langton Associates Inc. and IN REM Solutions
 2. Mary Casanova d.b.a. Writers At Large
 3. CDM Smith, Inc.
2. City Commission can hear presentations and select a proposal from the highest three ranked proposals independent of rating or ranking by the Evaluation Committee.
3. City Commission can determine to select a proposal from the highest three ranked proposals independent of rating or ranking by the Evaluation Committee, without the benefit of presentations.
4. Decline to make an award to any of the three (3) entities submitting a proposal and provide Staff with direction on how to proceed.

RECOMMENDATION:

- Accept the ranking of the Grant Writing Services proposals by the Evaluation Committee:
 1. Langton Associates, Inc. and IN REM Solutions

2. Mary Casanova d.b.a. Writers At Large
3. CDM Smith Inc.

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