



THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Jim Scholl, City Manager  
**FROM:** Greg Veliz, Community Services Director  
**VIA:** David Fernandez, Assistant City Manager- Operations  
**DATE:** December 13, 2010  
**SUBJECT:** RFQ #11-001 Park Enhancement (Nelson English/Willie Ward)

**ACTION STATEMENT:** Resolution approving staff's short list of three firms from the original 10 (ten) responses. Ranking of firms by the Commission in response to RFQ 11-001 Park Enhancement Project (Nelson English/ Willie Ward).

**BACKGROUND:** The City of Key West requires the services of a qualified firm to provide design, architectural, and construction management services for the Park Enhancement Project (Nelson English/ Willie Ward). The services may include but are not limited to planning services, permitting assistance, design services, specialty services, studies and/or architectural letters of opinion, bid and proposal development services, and oversight of construction operations.

The project contemplated is the development of bid/construction specifications and plans for the enhancement of the Nelson English and Willie Ward Parks located adjacent to the Dr. Martin Luther King Community Center. The parks' current state does not adequately provide the safe healthy recreation opportunity required for the residents and visitors of Key West. This situation is exacerbated by the current lighting design. The playground, park furnishings, and landscaping also are limiting factors. Improvement to the existing park/ pool area must meet objectives for safety and community enhancement as stated in 1995 Redevelopment Plan, 1998 Update and the Amended and Restated Community Redevelopment Plan of January 5, 2010. The project must also retain the existing recreational space with the proposed improvements. This project must maintain the scale and quality of the predominantly residential character, compliment future development, reduce crime through community crime prevention programs and environmental design, correct surface water management, and implement solar applications which meet City energy conservation/ carbon footprint reduction objectives. The proposer will conduct a minimum of two community meetings which are publicly advertised to determine community needs, concerns, and consensus for the project. The City intends to retain one architectural pre-qualified firm to

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

provide the services for the multiphase project over a period of three years. The RFQ ranking was publicly noticed and held on December 8, 2010.

**PURPOSE & JUSTIFICATION:** The City received 10 (ten) responses for RFQ 11-001. The respondents were evaluated by a selection team (comprised of Director of Community Services Greg Veliz, Senior Project Manager Doug Bradshaw, Deputy Director of Community Services Rod Delostrinos, Chief Building Official John Woodson, and Community Services Administrative Specialist Christina Hepworth) and ranked into a short list for City Commission consideration. The selection team evaluated the respondents based on the following criteria and point system:

1. Qualifications/ Experience 35 Points  
*Relevant experience, qualifications of Proposer, Project Manager, Key Personnel; Familiarity with local conditions; Description of past (within last 5 years) and on-going litigation involving Proposer and Subcontractors*
  
2. Project Management Plan 50 Points  
*Documentation of understanding of Scope of Work and requirements; Proposer's Performance Standards Proposal; Proposer's Resources; capacity to perform; quality and sufficiency of staffing plan and organizational structure; safety plan*
  
3. Past performance (Based on Reference Verification) 15 Points  
*Past Performance of Proposer; past Performance of Proposed Project Manager; Overall satisfaction of Customers*

Staff ranked the respondents firms in the following order:

1. Bender & Associates, Architects  
410 Angela Street  
Key West, FL 33040
  
2. mbi/k2m Architecture, Inc  
1001 Whitehead Street  
Key West, FL 33040
  
3. IBI Group, Inc.  
2200 Park Central Boulevard North  
Suite 100  
Pompano Beach, FL 33064
  
4. Calvin, Giordano & Associates, Inc.  
1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316
  
5. PBS & J  
2001 Northwest 107<sup>th</sup> Avenue  
Miami, FL 33172-2507

6. Landwise Design  
9822 Tapestry Park Circle  
Suite 201  
Jacksonville, FL 32246
7. Environmental Quality, Inc.  
212 US Highway 1  
Suite 18  
Tequesta, FL 33469
8. SeaTech, Inc.  
P.O. Box 420529  
Summerland Key, FL 33042
9. The Russell Partnership, Inc.  
7428 SW 48<sup>th</sup> Street  
Miami, FL 33155
10. Carlos Octavio Rojos, AIA  
540 White Street  
Key West, FL 33040

The short list created by staff consists of the following firms in ranked order:

1. Bender & Associates, Architects
2. mbi/k2m Architecture, Inc.
3. IBI Group, Inc.

Copies of the short listed proposals are available as attachments on Legistar. Short listed respondents are required to present their qualifications and approach to the City Commission for final award consideration. Once the City Commission ranks the respondents, staff is directed to negotiate a final contract (including a detailed scope and fee) subject to City Commission approval.

**OPTIONS:**

1. City Commission can accept the ranking of the Evaluation Committee as follows (With 1. being the highest ranked firm):
  1. Bender & Associates, Architects
  2. mbi/k2m Architecture, Inc.
  3. IBI Group, Inc.
2. City Commission can select a proposal from the highest three ranked proposals independent of rating or ranking by the Evaluation Committee.
3. The Request for Qualification does not offer the option for the City Commission to select a proposal for award from any proposer other than the three (3) referenced in Option 1 above. In such an event the Evaluation Committee recommends the City release a

second solicitation.

**FINANCIAL IMPACT:** Approving staff rankings will not incur any financial impact to the City. A subsequent contract and task order will be presented to the City Commission at a later meeting date. Under state law, the City is unable to request fees for architectural and engineering firms in competitive processes. Therefore, this request is qualification-based and does not include estimated fees.

**RECOMMENDATION:** Staff recommends approval of Option #1.