

RESOLUTION NO. 23-011

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RANKING THE RESPONSES TO THE REQUEST FOR PROPOSALS (RFP) NO. 22-005 FOR GRANT WRITING AND GRANT ADMINISTRATION SERVICES; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE HIGHEST RANKED FIRM UPON ADVICE AND CONSENT OF THE CITY ATTORNEY; AUTHORIZING ANY NECESSARY BUDGET ADJUSTMENTS OR TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS the City issued RFP 22-005 on August 24, 2022, requesting proposals for grant writing and grant administration services at local, state and federal level, with priority on the American Recovery Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program; and

WHEREAS, the City Clerk opened six responses to the RFP on September 21, 2022, all of which were deemed responsive and responsible; and

WHEREAS, a Selection Committee, consisting of City staff and a community member, evaluated and ranked the proposals at a public session on October 7, 2022; and

WHEREAS, the two highest ranked firms were shortlisted; and

WHEREAS, at a City Commission meeting on January 4, 2023, the City Commission accepted presentations from the two highest-ranked proposers, and determined Langton Associates to be the highest-ranked proposer, and that pursuant to Section 2-835(b) it is appropriate for the purchasing director to prepare a statement that the City Commission selected to award the contract to other than the low bidder; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That based upon the criteria set forth in RFP 22-005 for Grant Writing and Grant Administration, and the top two vendor submittals and presentations, the proposals are hereby ranked by the City Commission as follows:

- (1) Langton Associates, Inc.
- (2) Kimley-Horn and Associates, Inc.
- (3) Bell Tower Consulting Group, LLC with 389 points
- (4) GrantWorks, Inc. with 382 points
- (5) Jacobs Engineering Group, Inc. with 365 points
- (6) Berry Dunn McNeil & Parker, LLC with 303 points

Section 2: That the City Manager is authorized to negotiate and execute a contract with the highest ranked firm, Langton Associates, Inc., in substantial conformance with the RFP, and as legally permissible pursuant to the City Charter, upon advice and consent of the City Attorney. If an agreement is not reached with the first-ranked firm, the City Manager is authorized to negotiate and execute a contract with the second ranked firm, Kimley-Horn and Associates, Inc., in substantial conformance with the RFP, and as legally permissible pursuant to the City Charter, upon advice and consent of the City Attorney.

Section 3: That expenses for grant writing services are budgeted in Account 001-1900-519-3100 (General Fund/Non-Departmental/Professional Services), services will be funded in part with federal funding from the City's ARPA allocation in deferred revenue account 001-0000-223-0200 (General Fund/Deferred Revenue/ARPA Funds). Necessary budget adjustments or transfers are hereby authorized.

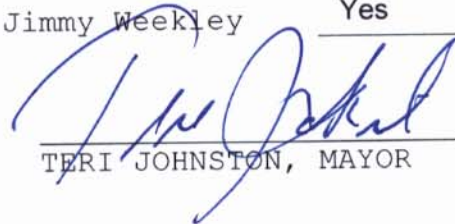
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 4th day of January, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on 25th day of January, 2023.

Filed with the Clerk on January 25, 2023.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
TERI JOHNSTON, MAYOR

ATTEST:  
  
CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

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

## Purchasing Statement RFP 22-005

**TO:** Patti McLauchlin, City Manager  
Christina Bervaldi, Finance Director

**FROM:** Jessica Durocher, Central Purchasing Specialist

**DATE:** January 11, 2023

**RE:** City of Key West Code of Ordinances Section 2-835(b)  
Award other than to lowest bidder

**STATEMENT:**

In accordance with the City of Key West Code of Ordinances Section 2-835(b) regarding Invitation to Bids (ITB), Requests for Proposals (RFP) and Requests for Qualifications (RFQ) Award to Other Than Low Bidder, a statement of explanation is required when an award is given to a vendor who is not the low bidder.

The statement must be completed to document the decision and should accompany the purchase order requisition so that it may be attached to the purchase order for audit purposes.

Please provide explanation below:

The award of RFP 22-005 Grant Writing and Grant Administration Services was made to Langton Associates, Inc, a responsible offeror, ranked second by the appointed Selection Committee. This award was made following presentations given by the shortlisted top two offerors, Kimley-Horn and Lanton Associates, Inc, at the January 4, 2023, City Commission meeting. The presentation made by Langton Associates, Inc demonstrated working knowledge, previous experience, strategy, and a proven track record of performance. As a result, Langton's proposal was determined by the City Commission to be the most advantageous to the City, outweighing the Selection Committee's ranking and consideration of price.

*Jessica A Durocher*  
Purchasing Agent

1/11/2023  
Date

MEMORANDUM



## THE CITY OF KEY WEST

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

### EXECUTIVE SUMMARY

**TO:** Patti McLauchlin, City Manager  
Todd Stoughton, Assistant City Manager

**CC:** Christina Bervaldi, Finance Director

**FROM:** Carolyn Sheldon, Senior Grants Administrator

**DATE:** December 16, 2022

**RE:** **Approving the Selection Committee Ranking for RFP #22-005 Grant Writing and Grant Administration Services; authorizing the City Manager to negotiate and execute a contract between the City of Key West and the top ranked firm upon consent of the City Attorney; and authorizing any necessary budget amendments or transfers for the services provided.**

#### **ACTION STATEMENT:**

This resolution will approve the Selection Committee Ranking for Request for Proposals (RFP) #22-005 Grant Writing and Grant Administration Services, authorize the City Manager or designee to negotiate and execute a contract between the City of Key West and the top ranked firm, Kimley-Horn, in substantial conformance with terms contained in RFP #22-005 upon consent of the City Attorney, and authorize any necessary budget amendments or transfers for the services provided.

#### **BACKGROUND:**

RFP #22-005 (attached) seeking the services of a qualified consulting firm to provide grant writing services at the local, state, and federal level and grant administration at the local, state, and federal level with priority on the American Recovery Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program was formally advertised on August 24, 2022.

On September 21, 2022, six (6) proposals (attached) were publicly opened in the City Clerk's Office at 3:00 PM EST. Proposals received and deemed timely were as follows:

Bell Tower Consulting Group, LLC  
Berry Dunn McNeil & Parker, LLC  
GrantWorks, Inc.  
Jacobs Engineering Group, Inc.  
Kimley-Horn Associates, Inc.  
Langton Associates, Inc.

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

MEMORANDUM

The proposals were evaluated by a City Manager-appointed Selection Committee, which deliberated on October 7, 2022 in a public session. See attachment for scoring results. The responses were evaluated based on the following selection criteria:

Company experience, staffing and capabilities	30 points
Approach and methodology	20 points
Qualifications and references	30 points
Cost/Price	15 points
Use of MBE's/WBE's	<u>5 points</u>
Total	100 points

All proposals received are from responsive and responsible consulting firms.

Shortlisted firms are Kimley-Horn Associates, Inc. with the highest ranking and Langton Associates, Inc. ranked second. A summary of the scoring is provided as an attachment.

**PURPOSE AND JUSTIFICATION:**

The City is an active participant with grant funding applying for an average of 25 grants per year. An average of 20 grants per year are administered creating the need for assistance with grant administration with priority on the City's ARPA funding.

**STRATEGIC PLAN:**

When there is an opportunity to fund priority areas and major projects in the 2021-2024 Key West Forward Strategic Plan with grants, grant writing and grant administration services provide support to identify potential funding sources and to administer awarded grants.

**FINANCIAL IMPACT:**

Grant writing and grant administration services being sought will be funded in part with federal dollars from the City's ARPA allocation currently in deferred revenue account 0010000 2230200 (General Fund / Deferred Revenue / ARPA Funds). Expenses are budgeted in account 0011900 5193100 (General Fund / Non-Departmental / Professional Services).

**RECOMMENDATION:**

Staff recommends that the City Commission approve the Selection Committee Ranking for RFP #22-005 Grant Writing and Grant Administration Services.

City of Key West Grant Writing & Grant Administration Services

BFP 22-005

Exhibit B: Proposal Ranking Form (combined)

Selection / Ranking Committee Meeting - City Hall, Room 215, and via Zoom

9/29/2022, 8:00am, 10/7/2022, 11am

Selection Committee Members:

1	Kelly Crowe	Kelly Crowe, P.E.
2	Michael Gads	Michael Gads
3	Katie P. Harbom	Katie P. Harbom
4	Carolyn Sheldon	Carolyn Sheldon
5	Demetra Simon	Demetra Simon

Rank Assigned on Total Points:

5 4 3 2 1

Selection Criteria	Max Points	A Bell Tower					B BerryDunn					C Grant Works					D Jacobs					E Langton Consulting					F Longas Consulting									
		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5					
3 Selection Committee Members	30	10	10	10	10	10	20	20	20	20	20	27	28	27	28	28	24	25	25	25	22	24	27	24	25	20	30	30	26	25	20	25	20	25	20	15
Company experience, staffing, and capabilities	20	10	10	15	15	20	18	17	16	16	20	19	19	17	18	19	19	17	18	18	18	19	17	15	16	17	20	17	16	15	16					
Approach and Methodology	20	10	10	10	10	10	18	18	18	18	18	20	20	20	20	20	22	18	17	18	20	20	20	20	20	20	25	20	20	20	20					
Qualifications and References	15	15	15	15	15	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Cost/Value	5	5	5	5	5	5	0	0	0	0	0	2	4	5	5	5	5	5	5	5	5	5	5	5	5	5	3	4	3	3	4					
Use of MS&A/WBE's	100	70	85	70	80	80	65	63	65	64	71	88	70	77	78	78	76	78	71	80	69	80	79	80	80	87	83	79	70	82	81					
<b>Total Points (raw score)</b>	<b>500</b>	<b>389</b>					<b>303</b>					<b>382</b>					<b>365</b>					<b>405</b>					<b>395</b>									

Ranking is done based on raw scores. The raw score maximum is 500 points.

Selection Committee ranking in order by Total Points (raw score):

Rank	Elm Name	Total Points
1	Kimley-Horn	405
2	Langton Consulting	395
3	Bell Tower	389
4	Grant Works	382
5	Jacobs	365
6	BerryDunn	303



City of Key West Grant Writing & Grant Administration Services

RFP 22-005

Exhibit B: Proposal Ranking Form (combined)

Selection / Ranking Committee Meeting - City Hall, Room 216, and via Zoom

9/29/2022, 10am, 10/7/2022, 11am

Selection Committee Members:	
1	Kelly Crowe
2	Michael Gieda
3	Katie P. Halloran
4	Carolyn Sheldon
5	Demetria Simpson

Selection Criteria	Max Points	A Bell Tower					B BerryDunn					C Grant Works					D Jacobs					E Kimley-Horn					F Langton Consulting				
		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Selection Committee Members		10	19	15	16	20	18	17	16	16	20	19	19	17	18	19	19	17	16	18	18	19	17	15	16	17	20	17	16	19	18
Company experience, staffing, and capabilities	30	20	22	20	22	20	20	22	23	20	24	27	28	27	28	28	24	29	25	29	22	24	27	24	25	20	30	26	25	29	25
Approach and Methodology	20	15	15	15	15	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualifications and References	30	20	22	21	22	20	18	22	22	18	27	20	28	28	28	28	28	22	25	28	20	30	28	25	25	15	25	30	25	30	30
Cost/Price	15	15	15	15	15	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	12	12	12	12	4	4	4	4	4
Use of MBE's/WBE's	5	5	5	5	5	5	0	0	0	0	0	2	4	5	5	4	5	5	5	5	5	3	4	3	5	3	4	2	0	0	4
Subtotal Points	100	70	83	76	80	80	56	61	61	54	71	68	79	77	79	79	76	73	71	80	65	88	88	79	83	67	83	79	70	82	81
<b>Total Points (raw score)</b>	<b>500</b>	<b>389</b>					<b>303</b>					<b>382</b>					<b>365</b>					<b>405</b>					<b>395</b>				

Ranking is done based on raw scores. The raw score maximum is 500 points.

Selection Committee ranking in order by Total Points (raw score):


Rank	Firm Name	Total Points
1	Kimley-Horn	405
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4	Grant Works	382
5	Jacobs	365
6	BerryDunn	303

<b>EXHIBIT B</b>				
<b>RFP 22-005 Scoring Worksheet: Grant Writing and Grant Administration Services</b>				
<b>Firm Name:</b>				
	Range of possible scores per criterion	Score assigned		Comments/considerations
<b>Company experience, staffing, and capabilities</b>				
	<b>0-30</b>			
Unresponsive	0-4		Submittal lacks required information to evaluate the proposal or firm demonstrates no experience in grant writing or grant administration.	
Acceptable	5-10		Consultant team members have less than 5 years experience writing and administering grants. Firm has some directly related experience and has completed limited grant writing and grant administration	
Advantageous	11-20		Consultant team members have at least 5 years experience writing and administering grants. Firm has significant experience completing multiple projects that reflect the scope in RFP Section B.	
Highly advantageous	21-30		Consultant team members have experience that surpasses aforementioned standards. Highly experienced firm has completed extensive work on complex grant writing and grant administration projects. Firm has a significant track record of highly successful work demonstrating expert knowledge and skill.	
<b>Criterion score</b>		<b>0</b>		
<b>Approach and Methodology</b>				
	<b>0-20</b>			
Unresponsive	0-4		Submittal lacks required information to evaluate the proposal or approach and methodology are not clearly stated.	
Acceptable	5-10		Firm's approach and methodology includes a satisfactory description of a plan to perform grant writing and ARPA grant administration as well as how they will implement that plan.	
Advantageous	11 - 15		Firm's approach and methodology includes a clear and concise description of a plan to perform grant writing and ARPA grant administration as well as implementation of that plan.	
Highly advantageous	15 - 20		Firm's approach and methodology provides comprehensive planning and implementation of grant consulting services surpassing aforementioned standards .	
<b>Criterion score</b>		<b>0</b>		
<b>Qualifications and References</b>				
	<b>0-30</b>			
Unresponsive	0-4		Submittal lacks required information to evaluate the proposal or firm demonstrates minimal qualifications and references.	
Acceptable	5-10		Firm provided some information showing team's performance, capacity to work successfully together and depth of experience on similar assignments ; submittal includes less than 5 examples of successfully funded grants and less than 5 examples of administered grants; submittal includes 3 references	

<b>EXHIBIT B</b>				
<b>RFP 22-005 Scoring Worksheet: Grant Writing and Grant Administration Services</b>				
<b>Firm Name:</b>				
	Range of possible scores per criterion	Score assigned		Comments/considerations
Advantageous	11-20		Firm's narrative demonstrates team's performance, capacity to work successfully together and depth of experience on similar assignments ; submittal includes 5 examples of successfully funded grants and 5 examples of administered grants; submittal includes 3 references	
Highly advantageous	21-30		Firm's performance, capacity to work successfully together and depth of experience surpasses aforementioned standards demonstrating exemplary grant writing and grant administration services; submittal includes 3 references	
<b>Criterion score</b>		<b>0</b>		
<b>Cost/Price</b>	<b>0-15</b>			
Formula score between 0 & 5 (Score determined by formula; negative score gets 0)	0-5		Cost scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula:  [1 - (B-A)/A] x C = Final Cost Score  A = lowest Offeror's cost B = Offeror's cost being scored C = maximum number of cost points available	
Formula score between 6 & 10 (Score determined by formula)	6-10		Cost scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula:  [1 - (B-A)/A] x C = Final Cost Score  A = lowest Offeror's cost B = Offeror's cost being scored C = maximum number of cost points available	
Formula score between 11 & 14 (Score determined by formula)	11-14		Cost scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula:  [1 - (B-A)/A] x C = Final Cost Score  A = lowest Offeror's cost B = Offeror's cost being scored C = maximum number of cost points available	
Lowest cost proposal (Gets max points)	15		Cost scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula:  [1 - (B-A)/A] x C = Final Cost Score  A = lowest Offeror's cost B = Offeror's cost being scored C = maximum number of cost points available	
<b>Criterion score</b>		<b>0</b>		

<b>EXHIBIT B</b>			
<b>RFP 22-005 Scoring Worksheet: Grant Writing and Grant Administration Services</b>			
<b>Firm Name:</b>			
	Range of possible scores per criterion	Score assigned	Comments/considerations
<b>Use of MBE's/WBE's</b>	<b>0-5</b>		
Unresponsive	0		Submittal lacks required information to evaluate the proposal or use of DBE's/MBE's is not planned.
Acceptable	1-2		Response includes a plan to comply with the six (6) affirmative steps outlined in 2 CFR 200.321, including requiring subconsultants to take these affirmative steps.
Advantageous	3-4		Response includes a plan to comply with the six (6) affirmative steps outlined in 2 CFR 200.321, including requiring subconsultants to take these affirmative steps and respondent lists 1 potential MBE/WBE to contract with.
Highly advantageous	5		Response includes a plan to comply with the six (6) affirmative steps outlined in 2 CFR 200.321, including requiring subconsultants to take these affirmative steps and respondent lists 2 or more potential MBEs/WBEs to contract with.
<b>Criterion score</b>		<b>0</b>	
<b>Total firm score</b>		<b>0</b>	

# INTEROFFICE MEMORANDUM

To: Carolyn Sheldon, Sr. Grants Administrator  
CC: Jessica Durocher, Purchasing  
From: Keri O'Brien, Deputy City Clerk   
Date: September 23, 2022  
Subject: **RFP 22-005 Grant Writing and Grant Administration Services**

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The following bids were opened Wednesday, September 21, 2022 at 3:00 p.m. in response to the above referenced project.

1. Bell Tower Consulting Group, LLC  
8950 SW 74<sup>th</sup> Court  
Suite 2201-A49  
Miami, FL 33156  
Total: \$ 624,053.00
2. Berry Dunn McNeil & Parker, LLC  
221 Congress Street  
Portland, ME 04102  
Total: \$ 1,799,608.00
3. GrantWorks, Inc.  
2201 Northland Dr.  
Austin, TX 78756  
Total: \$ 2,078,400.00
4. Jacobs Engineering Group Inc.  
3150 SW 38<sup>th</sup> Ave, Suite 700  
Miami, FL 33146  
Total: \$ 3,361,292.00
5. Kimley-Horn Associates, Inc.  
1777 Main Street  
Suite 200  
Sarasota, FL 34236  
Total: \$ 769,624.00
6. Langton Associates, Inc.  
PO Box 37007  
Jacksonville, FL 32236  
Total: \$ 1,086,106.00