

RESOLUTION NO. 23-153

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING SELECTION COMMITTEE RANKING OF RESPONDENTS TO CITY OF KEY WEST REQUEST FOR PROPOSALS (RFP) NO. 22-007 FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GRANT ADMINISTRATION SERVICES; DIRECTING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE FIRST-RANKED FIRM LANGTON ASSOCIATES, INC. AND IF AN AGREEMENT CAN NOT BE REACHED, TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SECOND-RANKED FIRM TIDAL BASIN; AUTHORIZING ANY NECESSARY BUDGET ADJUSTMENTS OR TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS the City issued RFP 22-007 on April 7, 2023, requesting proposals for CDBG Grant Administration Services; and

WHEREAS, the City opened five responses to the RFP on May 10, 2023; and

WHEREAS, a Selection Committee, consisting of City staff and a local expert, evaluated the proposals at a public session on May 19, 2023; and

WHEREAS, the Selection Committee ranked the firms, and recommended that the City Commission approve the ranking, and authorize the negotiation and execution of a contract upon advice and consent of the City Attorney; 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 22-007, the first-ranked firm as determined by the Selection Committee, and approved by the City Commission is Langton Associates, Inc. with Tidal Basin Government Consulting, LLC, the second-ranked firm.

Section 2: That the City Manager is authorized to negotiate and execute a contract with the first-ranked firm in substantial conformance with the RFP 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 upon advice and consent of the City Attorney.

Section 3: That expenses for grant administration 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 CDBG grants. 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

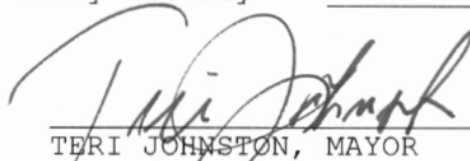
by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 8th day of June, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on 8th day of June, 2023.

Filed with the Clerk on June 8, 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



MEMORANDUM

Date: May 24, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress *(NPC)*
City Manager

From: Carolyn Sheldon
Senior Grants Administrator

Subject: **Approving Selection Committee ranking for RFP #22-007**

Introduction

Staff recommends the City Commission approve the Selection Committee ranking for RFP #22-007 Community Development Block Grant (CDBG) Grant Administration and authorize City Manager to negotiate and execute a contract with the highest-ranking firm upon advice and consent of the City Attorney.

Background

The City of Key West (City) requires the services of a qualified firm to provide Community Development Block Grant (CDBG) grant administration for the City's eight (8) CDBG grants. The City issued RFP 22-007 CDBG Grant Administration on April 7, 2023 and proposals were opened on May 10, 2023. Five (5) responses to the RFP were received. Upon review of the proposals, the following firms were considered complete and responsive:

- Bermello Ajamil and Partners
- Calvin Giordano and Associates
- Langton Consulting
- Metric Consulting
- Tidal Basin

On May 19, 2023, a Selection Committee comprised of two City Staff members and one non-City Staff member held a publicly advertised meeting to score and rank proposals from the above listed firms. Selection Committee scores and ranking are attached for review. Scores and ranking are summarized as follows:

Rank	Firm	Total Raw Score	Proposed Cost
1.	Langton Consulting	255	\$ 550,500
2.	Tidal Basin	227	\$ 629,700
3.	Bermello Ajamil	196	\$ 723,000
4.	Calvin Giordano	176	\$1,047,900
5.	Metric Consulting	143	\$1,028,700

An agreement with the highest-ranking firm in substantial conformance with the terms contained in RFP #22-007 is anticipated to be executed upon consent of the City Attorney. The contract terms are for four (4) years with an option to extend for one (1) year giving ample time to complete the administration tasks during the grant period.

Procurement

Procurement for CDBG grant administration was done according to 2 CFR 200.320(b)(2) Proposals. Federal regulations require price to be used as one of the selection factors. CDBG grants can fund a maximum of 5% of the award amount for grant administration. Grant revenue and grant administration expenses will be budgeted in the appropriate fund accounts.

Recommendation

The City Manager's Office recommends the City Commission approve the Selection Committee ranking for RFP #22-007 Community Development Block Grant (CDBG) Grant Administration and authorize the City Manager to enter into an agreement with the highest-ranking firm and execute necessary documents upon advice and consent of the City Attorney.

Exhibits:

Exhibit A – Selection Committee ranking

City of Key West CDBG Grant Administration Services

RFP 22-007

Exhibit B: Proposal Ranking Form (combined)

Selection / ranking Committee Meeting - Zoom only, 5/19/2022, 2pm

Selection Committee Members:		
a	Ryan Stachurski	Ryan Stachurski <small>Digitally signed by Ryan Stachurski Date: 2023.05.19 14:39:54 -0400</small>
b	Elizabeth Ignoffo	Elizabeth Ignoffo <small>Digitally signed by Elizabeth Ignoffo Date: 2023.05.19 16:04:15 -0400</small>
c	Elicia Pintabona	Elicia N. Pintabona <small>Digitally signed by Elicia N. Pintabona Date: 2023.05.19 16:04:15 -0400</small>

Rank based on Total Points:		3			4			1			5			2		
Selection Criteria	Max Points	A			B			C			D			E		
		Bermello Ajamil			Calvin Giordano			Langton Consulting			Metric Consulting			Tidal Basin		
Selection Committee Members		a	b	c	a	b	c	a	b	c	a	b	c	a	b	c
Company experience, staffing, and capabilities	30	20	20	20	21	16	18	25	28	27	20	13	16	21	22	21
Approach and Methodology	20	15	11	14	15	13	14	15	20	18	15	14	16	18	17	18
Qualifications and References	30	21	20	20	30	20	26	21	25	26	15	13	14	21	24	25
Cost/Price	15	10	10	10	1	1	1	15	15	15	2	2	2	13	13	13
Use of MBE's/WBE's	5	3	0	2	0	0	0	1	2	2	1	0	0	1	0	0
Subtotal Points	100	69	61	66	67	50	59	77	90	88	53	42	48	74	76	77
Total Points (raw score)	300	196			176			255			143			227		

Ranking is done based on raw scores. The raw score maximum is 300 points.

Final Ranking in order:

Rank	Firm Name	Total Points
1	Langton Consulting	255
2	Tidal Basin	227
3	Bermello Ajamil	196
4	Calvin Giordano	176
5	Metric Consulting	143

INTEROFFICE MEMORANDUM

To: Carolyn Sheldon, Senior Grants Administrator
CC: Jessica Durocher, Purchasing
From: Cheri Smith, City Clerk 
Date: May 10, 2023
Subject: **RFP 22-007 Community Development Block Grant (CDBG) Grant Administration Services**

The following bids were opened Wednesday, May 10, 2023 at 3:30 p.m. in response to the above referenced project.

1. Metric Consulting LLC
13940 SW 136th Street, Suite 100
Miami, FL 33186
5-yr: \$1,028,700.
2. Tidal Basin Government Consulting LLC
126 Business Park Drive
Utica, NY 13502
5-yr: \$629,700.
3. Langton Consulting
5627 Atlantic Boulevard, Suite 4
Jacksonville, FL 32236-7007
5-yr: \$550,500.
4. Bermello Ajamil & Partners
4711 South LeJeune Road
Coral Gables, FL 33146
5-yr: \$723,000.
5. Calvin, Giordano & Associates, Inc.
2103 Coral Way, Suite 810
Miami, FL 33145
5-yr: \$1,047,900.