

RESOLUTION NO. _____

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 _____ day of _____, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on _____ day of _____, 2023.

Filed with the Clerk on _____, 2023.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Lissette Carey	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

TERI JOHNSTON, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK