



## THE CITY OF KEY WEST

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

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### **EXECUTIVE SUMMARY**

**Date:** September 20, 2022

**To:** Patti McLauchlin, City Manager

**From:** Katie P. Halloran, Planning Director

**Cc:** Todd Stoughton, Assistant City Manager  
Christina Bervaldi, Finance Director

**Subject:** Approval of an additional extension of time for the Professional Planning Services Contract through January 31, 2023, in accordance with City of Key West Code of Ordinance Section 2-797(4)(b)

### **Action Statement**

Approval of an additional extension of time for the Professional Planning Services Contract through January 31, 2023, in accordance with City of Key West Code of Ordinances Section 2-797(4)(b) for The Corradino Group, Inc.

### **Background**

In July of 2021, the Planning Department developed and released a Scope of Services and received three responses. A single firm was selected to provide emergency professional planning services for the City given the resignation of the City's remaining two planners and the City's desire for continuity of services. A contract was signed for August 30, 2021, through September 30, 2021. The consulting agreement was extended, as provided in the agreement, and approved by City Commission Resolution 21-218, through September 30, 2022.

Currently, staff is preparing a Request for Qualifications (RFQ) for a new professional planning services contract. The RFQ is expected to be released for competitive solicitation within the next month, however, given the process to procure the consultants through the RFQ which includes rankings, City Commission consideration of ranking approval, contract negotiation and contract execution; final execution of contracts is not expected until later this year. Staff is making every effort to expedite the procurement process.

### **Purpose and Justification**



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Staff recommends granting an additional extension of time for the Consulting Agreement for The Corradino Group, Inc., through January 31, 2023. This will allow staff to continue to provide land development review and professional planning services, without interruption to the City's residential and commercial property owners and business people, while the RFQ process and contract execution is in process.

The City of Key West has not been able to fill its' Senior Planner position for one year and nine months, while the Planner II position has been vacant for a year. Lack of this mid-level professional planning staff requires assistance from planning consultants.

### **Financial**

This item is administrative in nature and does not have a direct financial impact.

### **Recommendation**

Staff recommends approving an additional time extension for the Consulting Agreement for The Corradino Group, Inc., through January 31, 2023, in accordance with City of Key West Code of Ordinances Section 2-797(4)(b). Authorize City Manager to execute the extension.