



## THE CITY OF KEY WEST

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MEMORANDUM

### 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.

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.