



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: October 19, 2017

To: Jim Scholl, City Manager

From: Janet Muccino, Project Manager
Jim Bouquet, P.E., Engineering Director

Subject: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 17-003: General Landscape Architectural Services

Action Statement

Approve staff ranking of firms submitting responses to RFQ 17-003: General Landscape Architectural Services and authorize City Manager to negotiate and, pursuant to legal review, enter into contracts with three recommended landscape architecture firms.

Background

The City of Key West (City) requires the services of (a) qualified firm(s) to provide Landscape Architectural Services. The services may include but are not limited to landscape related planning, design, permitting assistance, bid and proposal development, and services during construction. The City issued RFQ No. 17-003: General Landscape Architectural Services on June 18, 2017. Qualification packages were opened on July 19, 2017. The City received eight (8) responses to the Request for Qualifications (RFQ) from the following firms:

- CPH, Inc.
- Fernandez-Beraud, Inc.
- Keith & Schnars
- S&ME, Inc.
- Chen Moore & Associates
- Calvin Giordano & Associates, Inc.
- EDSA, Inc.
- Landwise Design

Based on review of received packages, all firms were considered responsive and responsible. On October 16, 2017, a selection committee of City Staff held a publicly advertised meeting to rank the eight (8) firms submitting qualifications in response to the RFQ. Selection committee qualification ranking sheet is attached.

Using the Selection Criteria Matrix in the RFQ, the selection committee developed a short list of the following firms in highest to lowest ranking order:

1. Landwise Design
2. Fernandez – Beraud, Inc.
3. S&ME, Inc.

As multiple City departments simultaneously manage projects of all sizes and service specialty diversifications, the City typically prefers to contract with multiple firms to address the workload. These three (3) recommended firms will provide the City with the necessary diversity in areas such as service area specialty, size/capacity and local presence to address anticipated needs with future projects.

The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

Options

There are two (2) options:

1. Accept the rankings of Staff and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with the three recommended firms;
2. Modify staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with any or all the firms of the modified ranking.

Financial Issues

There are no financial obligations with ranking and entering into contracts with each of the short-listed firms. Project assignments will be task order based with a respective fee approved for each task order per City Ordinance.

Recommendation

The selection committee recommends the City Commission accept Staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into general landscape architectural service contracts with the three recommended firms.