

RESOLUTION NO. 17-178

A RESOLUTION OF THE NAVAL PROPERTIES LOCAL REDEVELOPMENT AUTHORITY OF THE CITY OF KEY WEST (LRA) APPROVING A WORK ORDER FOR BERMELLO, AJAMIL & PARTNERS, INC. FOR TRUMAN WATERFRONT PARK FRUIT TREE GARDEN LANDSCAPE ARCHITECTURAL SERVICES IN THE AMOUNT OF \$13,090.00; AUTHORIZING THE CITY MANAGER TO EXECUTE NECESSARY DOCUMENTS UPON CONSENT OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 12-221, the City Commission awarded approved a General Landscape Architectural Services Agreement with Bermello Ajamil and Partners, Inc. (BA), and in Resolution No. 15-209 the Agreement was extended for two additional years; and

WHEREAS, at its meeting of March 20, 2017, the Truman Waterfront Advisory Board recommended approval of the siting of a fruit tree grove at Truman Waterfront; and

WHEREAS, at the request of City staff, BA submitted the attached proposal for Work Authorization No. 1, Truman Waterfront Park Fruit Tree Garden, for design components, including concept sketch, preparation of construction drawings, plant design, selection, irrigation and security fencing, including Patrick Garvey/Grimal Grove, LLC in the design team to provide local knowledge relative to tree selection, soil suitability, siting and planting oversight; and

NOW THEREFORE, BE IT RESOLVED BY THE NAVAL PROPERTIES LOCAL REDEVELOPMENT AUTHORITY, AS FOLLOWS:

Section 1: That a Work Order to Bermello, Ajamil & Partners, Inc. is hereby approved in the amount of \$13,090.00 for Truman Waterfront Park Fruit Tree Garden Landscape Architectural Services.

Section 2: That this Work Order will be funded under budget account 101-4303-543-6300, a budget transfer from Project GR0703 (Truman Waterfront Development) from savings realized by Owner Direct Purchase of GR0703 materials is required.

Section 3: That the City Manager is hereby authorized to execute necessary documents, on behalf of the LRA, upon advice and consent of the City Attorney.

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 Agency.

Passed and adopted by the Naval Properties Local  
Redevelopment Authority at a meeting held this 20 day of  
June, 2017.

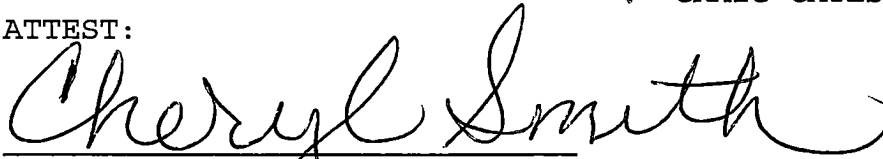
Authenticated by the presiding officer and Clerk of the  
Authority June 21, 2017.

Filed with the Clerk June 21, 2017.

|                              |            |
|------------------------------|------------|
| Chairman Craig Cates         | <u>Yes</u> |
| Vice Chair Clayton Lopez     | <u>Yes</u> |
| Commissioner Sam Kaufman     | <u>Yes</u> |
| Commissioner Richard Payne   | <u>Yes</u> |
| Commissioner Margaret Romero | <u>Yes</u> |
| Commissioner Billy Wardlow   | <u>Yes</u> |
| Commissioner Jimmy Weekley   | <u>Yes</u> |

  
CRAIG CATES, CHAIRMAN

ATTEST:

  
CHERYL SMITH, CITY CLERK



## THE CITY OF KEY WEST

1300 White Street, Key West, FL 33040 (305) 809-3792

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### EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager

**FROM:** James Bouquet, Director of Engineering

**DATE:** Revised June 8, 2017

**SUBJECT:** Approving a Work Authorization to Bermello Ajamil and Partners, Inc. for Truman Waterfront Park Fruit Tree Garden Landscape Architectural Services

#### ACTION STATEMENT:

Approve a Work Authorization to Bermello Ajamil and Partners, Inc. for Truman Waterfront Park Fruit Tree Garden design and construction oversight in the amount of \$13,090.00 consistent with a recommendation from the Truman Waterfront Advisory Board. Approve necessary budget transfers.

#### BACKGROUND

Key West has a rich history of tropical fruit, a history that is nearly forgotten today. The early Key West settlers were a mix of Bahamians, Cubans and Anglos. The Cubans and Bahamians families, culturally different, had different preferred fruits and different culinary uses for fruit. As the cultures integrated, they formed an interesting and historically significant tropical fruit culture in Key West.

One of many Key West tropical fruit stories and a better known one is the mamey sapote. The one growing near a fire station in Key West is a prized cultivar. The seeds of this tree were believed to come from Cuba by way of 19th century dissidents who left the island at that time. The tree was originally called the Key West mamey sapote until it was selected and propagated by Eugenio Pantin in the early 1950s. The story goes that a Cuban émigré named Josefina Jimenez smuggled three mamey seeds into the US in her brassiere and gave them to Pantin, who grew them as seedling rootstocks, onto which he grafted budwood of the Key West mamey tree. Pantin then proceeded to plant a small commercial orchard in Miami-Dade County, Florida. This mamey is known throughout the tropical fruit world as the Pantin or Key West mamey.

At the March 20, 2017 meeting, the Truman Waterfront Advisory Board (TWAB) voted to recommend the Naval Properties Local Development Authority (LRA) approve siting a fruit grove at the Truman Waterfront Park (refer to attached TWAB meeting minutes). Following this direction, Engineering Services requested a proposal from Bermello Ajamil and Partners, Inc. (BA) to design and oversee construction/plantings of the fruit grove under their General Landscape Architectural Services agreement with the City (Resolution 12-221, extended through July 2017 by Resolution 15-209) and that BA add Patrick Garvey/Grimal Grove, LLC of Big Pine Key as a subconsultant. BA subsequently submitted a proposal for Work Authorization No. 1 Truman Waterfront Park Fruit Tree Garden dated April 11, 2017 (attached). The proposed fee of \$19,620. includes concept sketch, preparation of construction drawings and plant installation/construction oversight. Design components include, but are not limited to, landscape design, plant selection, irrigation and security fencing. Irrigation system will be designed to accommodate (by pipe schedule, depth) surface loading/impacts from vehicles, equipment or boat trailers.

Grimal Grove, LLC is included in the design team and will provide local knowledge relative to tree selection, soil suitability, siting and planting oversight. The grove is to be located at the southern end of the park as conceptually indicated on Page 1 of the BA proposal.

#### **PURPOSE & JUSTIFICATION**

Truman Waterfront Park Fruit Tree Garden will distinguish Key West's little known tropical fruit history and is intended as a living museum. It will create a space for visitors and locals to learn, and enjoy the wonders of tropical fruit, as well as understand the edible vegetation used historically in Key West. The park will have a strong educational component, an excellent resource for local history and food education. It will be an asset in teaching our youth about nutrition, agriculture and preparing fruits. The park will also be a symbol for local food and will support agro-tourism in Key West.

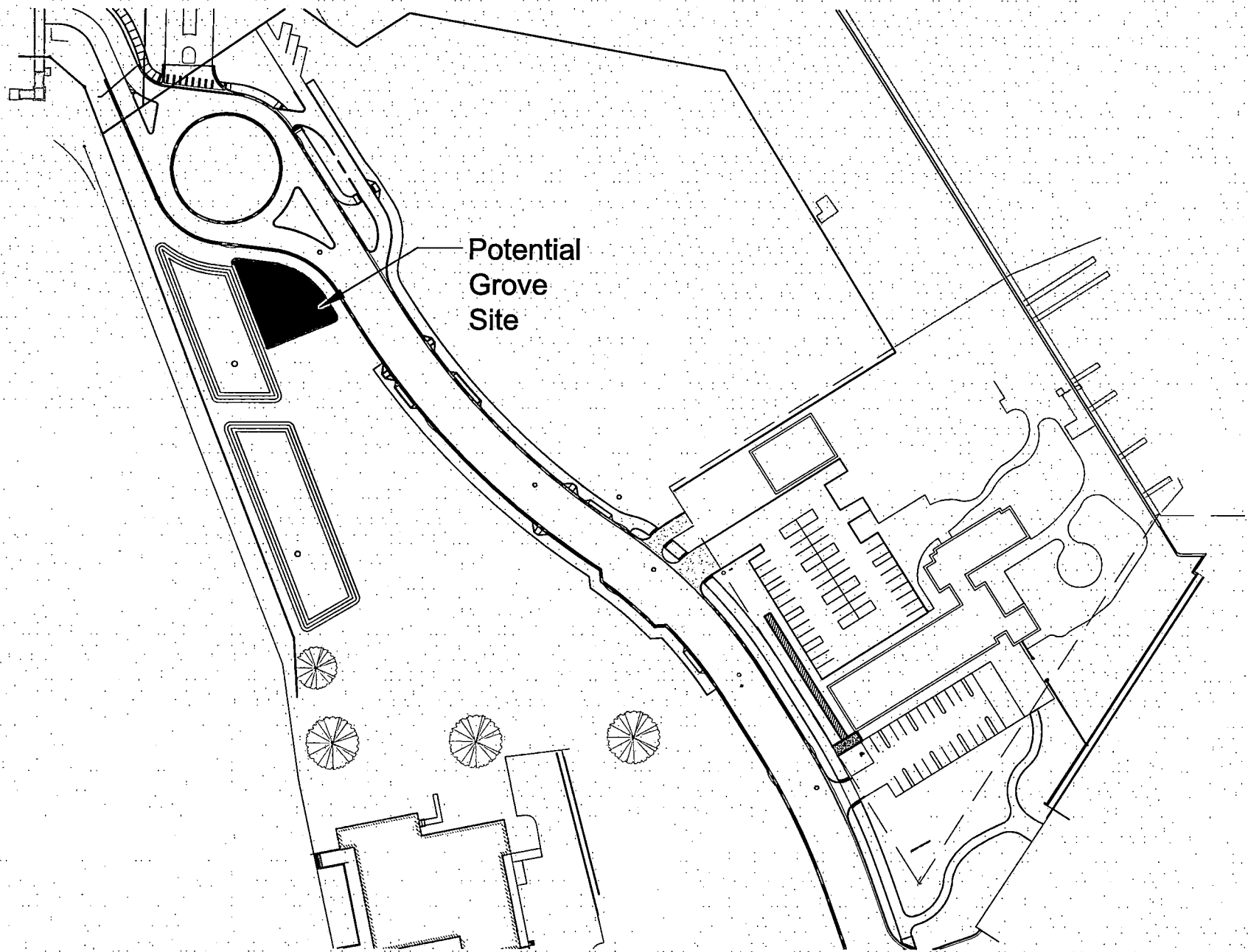
#### **FINANCIAL IMPACT:**

The cost to complete Work Authorization No. 1 is \$13,090.00 to be funded under budget account 101-4303-543.63-00. A budget transfer from Project GR703 (Truman Waterfront Development) to access available funds resulting from GR0703 Owner Direct Purchase of materials is required.

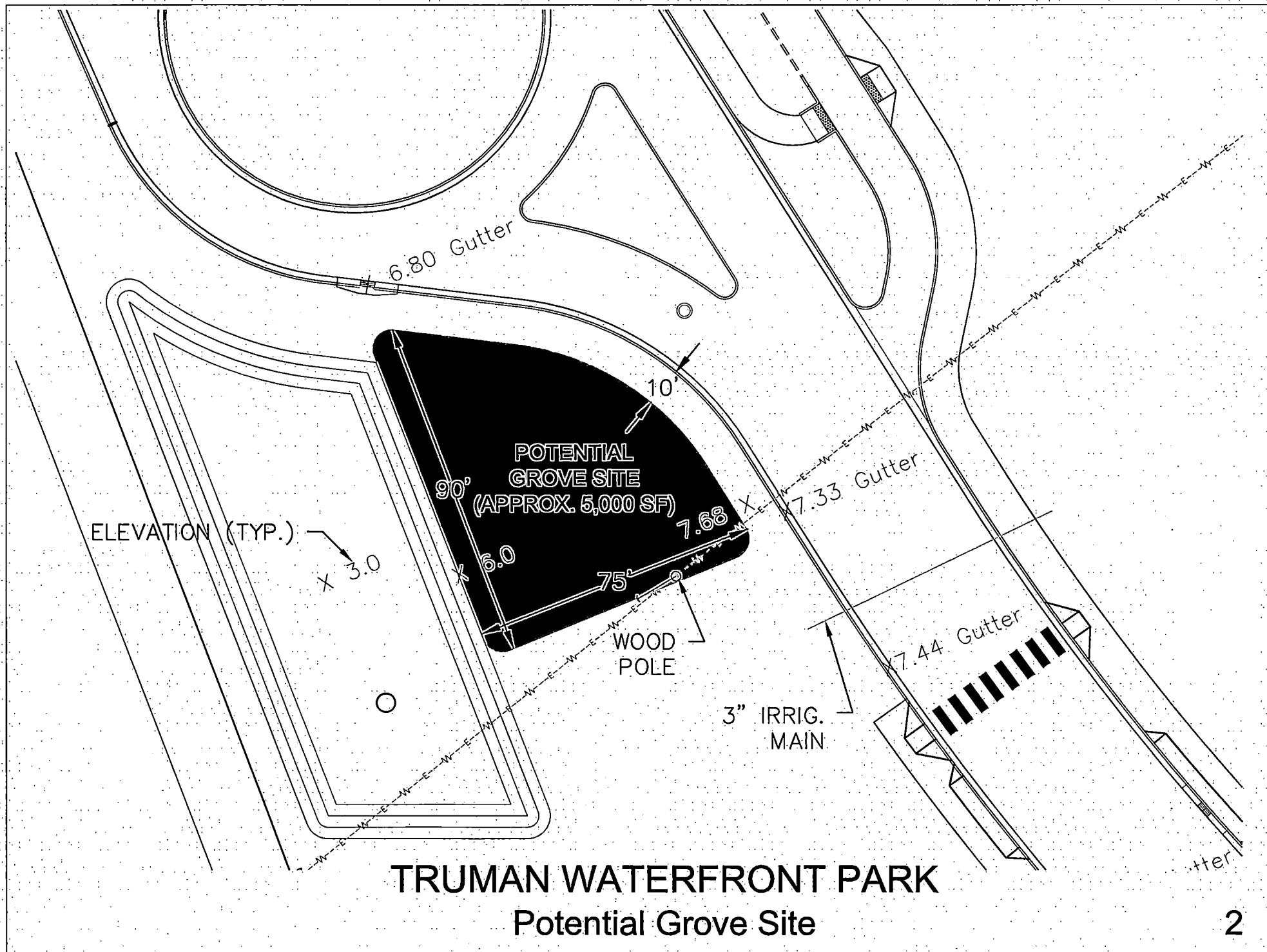
Staff have reviewed the proposal and determined the fee is fair and reasonable for the required services. Cost for fruit grove materials, planting and construction will be requested by a future resolution.

#### **RECOMMENDATION:**

The Truman Waterfront Advisory Board and Engineering Services staff recommend approving a Work Authorization to Bermello Ajamil and Partners, Inc. for Truman Waterfront Park Fruit Tree Garden design and construction oversight in the amount of \$13,090.00 and approve necessary budget transfers.



**TRUMAN WATERFRONT PARK**  
Potential Grove Site





Bermello Ajamil & Partners, Inc.

Architecture  
Engineering  
Planning  
Interior Plan  
Landscape Architecture

September 6, 2016  
Revised September 6, 2016  
Revised April 5, 2017  
Revised April 11, 2017  
Revised June 8, 2017

Page 1 of 5

## **WORK AUTHORIZATION No. 1**

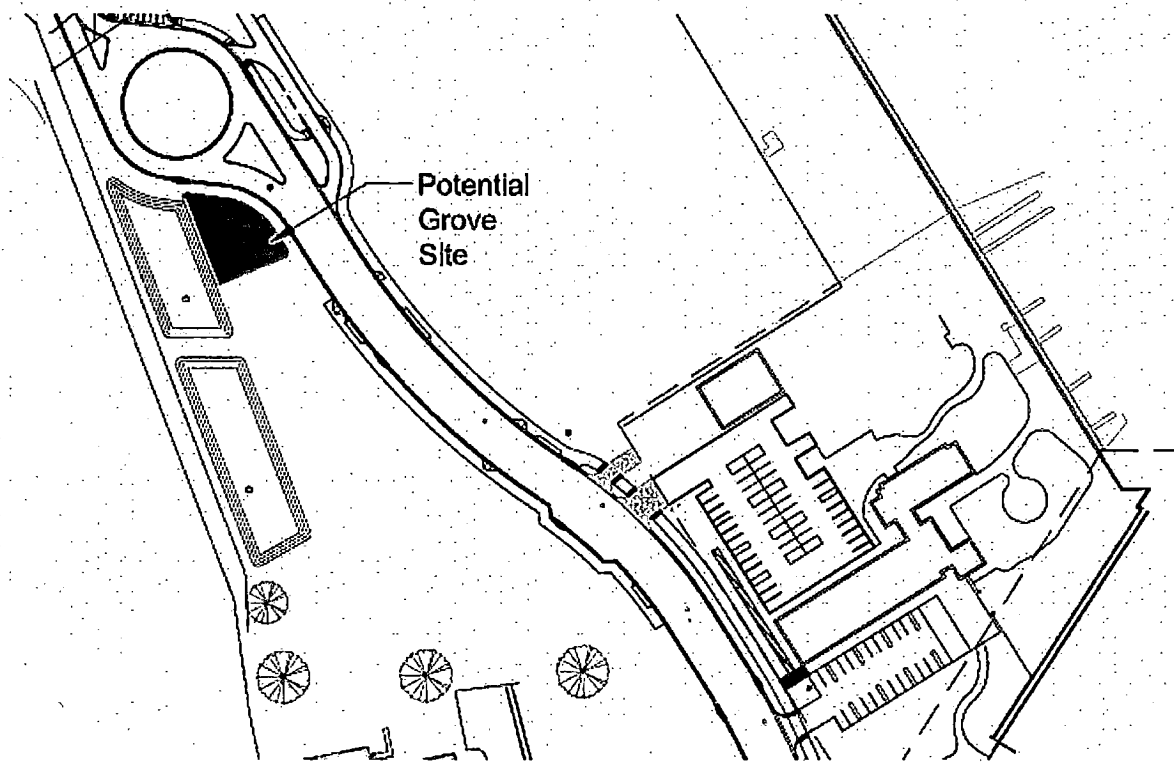
### **City of Key West, Florida**

### **Truman Waterfront Park Fruit Tree Grove**

Bermello Ajamil & Partners Inc. (B&A) is pleased to provide this Scope of Services to the City of Key West, Florida (Client) for landscape architectural services associated with design of the fruit tree grove in Truman Waterfront Park. Services rendered shall be provided under General Landscape Architectural Services Agreement No. RFQ 12-002.

### **PART I - PROJECT BACKGROUND & DESCRIPTION**

The Client, in response to a request made by Truman Waterfront Advisory Board (TWAB), has requested B&A to provide professional design services for the planning and design of a fruit tree grove. The grove is intended to be a living museum; a space for visitors and locals to learn, and enjoy the wonders of tropical fruit, as well as understand the edible vegetation used historically in Key West. The proposed grove is to be located at the south end of Truman Waterfront Park, along the east side of the park spine road, as shown on the figure below, highlighted in green. The proposed site is approximately 5,000 square feet and is owned by the Client.





The Client has requested B&A prepare one (1) black and white concept sketch, which shall distinguish between and depict trees and hardscape improvements. The Client has requested B&A to prepare construction drawings, which shall consist of fencing/gate plan and details; landscape plans including a Green Buttonwood windbreak and up to fifteen (15) tropical fruit trees; and an irrigation drip system connected to the Truman Waterfront Park mainline (located along the Park spine road). Knowing that the Park open space/lawn area will be used for event parking, the irrigation connection from the mainline shall be designed to be protected from damage due to vehicle loading/impacts.

The Client shall be responsible for electrical plan and electrical service to the site/area.

Additional Professionals working on the project as sub-consultants to BA include:

|   |                 |
|---|-----------------|
| Tropical fruit expert & tropical fruit history expert | Grimal Grove    |
| Irrigation design services                            | Dixie Landscape |

## **PART II SCOPE OF SERVICES**

### **Task 1 – Project Initiation and Concept Sketch:**

- 1.1 Base Data Development** – B&A shall create a project title block and assemble a base plan from the available data from the Truman Waterfront Park project. This will be provided to the Client in PDF format for their review and comment.
- 1.2 Design Intent Conference Call** – B&A shall participate in one (1) conference call to kick off the project with the Client. Representatives from Grimal Grove shall be present/on the call to advise and comment on plant species, their arrangement, and location. The purpose of the meeting shall be to further define the image and design vocabulary for the project that shall be used by the design team to measure the appropriateness of future design decisions. The meeting shall also be used to agree on the project schedule, timing and content of meetings, record keeping standards, communications protocol, meeting dates, and preliminary and final submissions. B&A shall prepare and distribute minutes summarizing items discussed and direction given.
- 1.3 Concept Sketch** – Based on direction given and themes discussed at the design intent meeting, B&A shall develop one (1) black white concept sketch that depicts the location of paving, fencing furniture, Conch House Shed and cistern as well as the location of fruit trees. B&A shall provide a PDF versions of the concept sketch via e-mail.

*Deliverables for Task 1 – Project Initiation and Concept Sketch; as a result of this task, B&A shall deliver the following:*

- One (1) AutoCAD base file transmitted via e-mail
- One 8 ½" X 11" black and white PDF copy of minutes from design intent conference call meeting transmitted via e-mail
- One (1) 24" X 36" black and white PDF copy of conceptual sketch transmitted via e-mail

**Task 2 – Preparation of Construction Drawings:**

- 2.1 Draft 100% Construction Drawings** – Based on comments received on the conceptual plan and direction given by City Commission, B&A shall prepare construction drawings. The submittal shall consist of PDF's provided via e-mail.
- 2.2 100% Construction Drawings Review Meeting** – B&A shall participate in one (1) conference call review meeting with the Client to discuss the 100% CD's. The Client shall provide B&A one (1) consolidated list of comments or changes. Minor revisions shall be incorporated into the final drawings. Major changes that represent a significant departure from the original design program shall be provided as an additional service charged on an hourly basis. B&A shall prepare or distribute meeting minutes.
- 2.3 Final Construction Drawings** – Based on comments received during the 100% CD's review meeting, B&A shall finalize and issue signed and sealed final construction drawings. Drawings shall be suitable for bidding and construction.

*Deliverables for Task 2 – Preparation of Construction Drawings; as a result of this task, B&A shall deliver the following:*

- One (1) 24" X 36" black and white PDF copy of draft 100% CD's, including fencing, landscape and irrigation, transmitted via e-mail
- One 8 ½" X 11" black and white PDF copy of minutes from 100% CD's review meeting transmitted via e-mail
- One (1) 24" X 36" black and white PDF copy of final CD's, including fencing, landscape and irrigation, transmitted via e-mail
- Two (2) 24" X 36 black and white signed and sealed sets of CD's including fencing, landscape and irrigation, transmitted via FedEx

**Task 3 – Plant Installation Oversight:**

- 3.1 Plant Installation Oversight** – B&A's sub-consultant Grimal Grove shall assist the City and their chosen contractor with sourcing the specified fruit trees, delivery, site area preparation and installation oversight.

Work Authorization No. 1  
Truman Waterfront Park Fruit Tree Garden  
City of Key West, Florida  
September 6, 2016  
Revised September 6, 2016  
Revised April 5, 2017  
Revised April 11, 2017  
Revised June 8, 2017

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### **PART III COMPENSATION**

**Tasks 1 through 4** – B&A shall bill the Client hourly, not to exceed amounts for Tasks 1 through 4 from the Scope of Services listed below:

|                       |                                       |           |                  |
|-----------------------|---------------------------------------|-----------|------------------|
| Task 1                | Project Initiation and Concept Sketch | \$        | 3,325.00         |
| Task 2                | Preparation of Construction Drawings  | \$        | 7,305.00         |
| Task 3                | Plant Installation Oversight          | \$        | 1,960.00         |
| <hr/>                 |                                       |           |                  |
| Subtotal              |                                       | \$        | 12,590.00        |
| Reimbursable Expenses |                                       | \$        | 500.00           |
| <b>Total</b>          |                                       | <b>\$</b> | <b>13,090.00</b> |

### **PART IV SCHEDULE**

B&A is prepared to provide these services upon issuance of a purchase order. B&A, in consultation with the Client, shall perform its work in such a manner as to comply with an agreed upon schedule.

## **PART V ADDITIONAL SERVICES**

B&A shall provide Additional Services to the Client at an agreed upon fee. Items specifically not included in this scope:

1. Additional Concepts
2. Perspective Renderings
3. Sketch-Up Models
4. Additional Revisions
5. Preparation of tree disposition plans and/or relocation table
6. Electrical plan services including selection of light fixtures, lighting plan or photometrics
7. Civil Engineering design services including potable water tap, backflow preventer, sizing of water meter, storm water plan, permitting, modification of existing permits or certifications to regulatory agencies or the building department
8. Structural design services
9. Preparation of technical specification sections
10. Preparation of project manual
11. Preparation of opinions of probable cost or cost estimates
12. Bidding services including but not limited to preparation of a bid tabulation, bid form or schedule of values or responses to requests for information (RFI's)
13. Construction services including but not limited to submittal review, responses to RFI's, site visits, construction meetings, substantial completion walkthrough inspections, preparation of punch list or final completion inspection.
14. Design or specification of a conch style house/garden shed.
15. Cistern design or specification.
16. Soil analysis.
17. Signage or interpretive signage design.
18. Preparation of PowerPoint Presentation
19. Attendance at TWAB Meeting
20. Permitting assistance
21. Preparation of Commission presentation/PowerPoint
22. Attendance at Commission meetings

Work Authorization No. 1  
City of Key West, Florida

Truman Waterfront Park Fruit Tree Garden

September 6, 2016  
Revised September 6, 2016  
Revised April 5, 2017  
Revised April 10, 2017  
Revised June 8, 2017

| SCOPE                           |                                      | Project Manager |                  | Landscape Architect |                  | Landscape Designer |                 | Administrative Assistant |                 | Bermello Ajamil & Partners<br>Hours and Fees |                 | Sub-Consultant                 | Sub-Consultant     | FEE BY TASK |
|---------------------------------|--------------------------------------|-----------------|------------------|---------------------|------------------|--------------------|-----------------|--------------------------|-----------------|--|-----------------|--------------------------------|--------------------|-------------|
|                                 |                                      | HRS             | \$175<br>RATE/HR | HRS                 | \$100<br>RATE/HR | HRS                | \$85<br>RATE/HR | HRS                      | \$60<br>RATE/HR | HOURS<br>SUBTOTAL                            | FEE<br>SUBTOTAL | GRIMAL GROVE                   | DIXIE LANDSCAPE    |             |
|                                 |                                      |                 |                  |                     |                  |                    |                 |                          |                 |  |                 | TROPICAL FRUIT EXPERTS<br>FEES | IRRIGATION<br>FEES |             |
| Task 1                          | Project Initiation Concept Sketch    |                 |                  |                     |                  |                    |                 |                          |                 |  |                 |                                |                    |             |
| 1.1                             | Base Data Development                | 0               | \$0              | 2                   | \$200            | 4                  | \$340           | 1                        | \$60            | 7  | \$600           | \$0                            | \$0                | \$600       |
| 1.2                             | Design Intent Conference Call        | 0               | \$0              | 2                   | \$200            | 1                  | \$85            | 1                        | \$60            | 4  | \$345           | \$280                          | \$0                | \$625       |
| 1.3                             | Concept Sketch                       | 2               | \$350            | 4                   | \$400            | 6                  | \$510           | 1                        | \$60            | 13   | \$1,320         | \$780                          | \$0                | \$2,100     |
| TASK 1 SUBTOTAL                 |                                      | 2               | \$350            | 8                   | \$800            | 11                 | \$935           | 3                        | \$180           | 24   | \$2,265         | \$1,060                        | \$0                | \$3,325     |
| Task 2                          | Preparation of Construction Drawings |                 |                  |                     |                  |                    |                 |                          |                 |  |                 |                                |                    |             |
| 2.1.1                           | Draft 100% CD's                      | 1               | \$175            | 4                   | \$400            | 32                 | \$2,720         | 1                        | \$60            | 38   | \$3,355         | \$420                          | \$250              | \$4,025     |
| 2.2                             | Ddraft 100% CD's Review Meeting      | 1               | \$175            | 1                   | \$100            | 0                  | \$0             | 1                        | \$60            | 3  | \$335           | \$280                          | \$0                | \$615       |
| 2.3                             | Final Construction Drawings          | 1               | \$175            | 4                   | \$400            | 16                 | \$1,360         | 1                        | \$60            | 22   | \$1,995         | \$420                          | \$250              | \$2,665     |
| TASK 2 SUBTOTAL                 |                                      | 3               | \$525            | 9                   | \$900            | 48                 | \$4,080         | 3                        | \$180           | 63   | \$5,685         | \$1,120                        | \$500              | \$7,305     |
| Task 3                          | Plant Installation Oversight         |                 |                  |                     |                  |                    |                 |                          |                 |  |                 |                                |                    |             |
| 3.1                             | Plant Installation Oversight         | 0               | \$0              | 4                   | \$400            | 0                  | \$0             | 1                        | \$60            | 5  | \$460           | \$1,500                        | \$0                | \$1,960     |
| TASK 3 SUBTOTAL                 |                                      | 0               | \$0              | 4                   | \$400            | 0                  | \$0             | 1                        | \$60            | 5  | \$460           | \$1,500                        | \$0                | \$1,960     |
| BASE SCOPE OF SERVICES SUBTOTAL |                                      | 5               | \$875            | 21                  | \$2,100          | 59                 | \$5,015         | 7                        | \$420           | 92   | \$8,410         | \$3,680                        | \$500              | \$12,590    |
| DESIGN DIRECT EXPENSES          |                                      |                 |                  |                     |                  |                    |                 |                          |                 |  |                 |                                |                    | \$500       |

**BASE SCOPE OF SERVICES TOTAL**

**\$13,090**



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final - Final

### Truman Waterfront Advisory Board

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Monday, March 20, 2017

5:30 PM

City Hall

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**ADA Assistance:** It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

**ALL VISUAL PRESENTATIONS FOR AGENDA ITEMS MUST BE RECEIVED (24) TWENTY-FOUR HOURS PRIOR TO THE MEETING.**

**Call Meeting To Order - 5:32 PM**

#### Roll Call

**Absent** 3 - Mr. Atwell, Mr. Gilleran, and Ms. Mellies

**Present** 4 - Mr. Arnold Jr., Mr. Sullivan, Mr. Volpian, and Chairman Cintron

#### Pledge of Allegiance to the Flag

**Approval of Agenda - The Agenda was approved as changed unanimously**

#### Approval of Minutes

1 \*February 21, 2017 (regular)

Attachments: Minutes

A motion was made by Mr. Albert Sullivan, seconded by Mr. Richard Arnold Jr., that the Minutes be Approved. The motion passed by an unanimous vote.

#### Action Items

2 Recommending the installation of a Fruit Grove at Truman Waterfront Park to the City Commission / LRA.

Sponsors: Mr. Arnold Jr.

**Attachments:**

Grimal Grove  
Fruit Tree Plan  
Potential Fruit Tree Reserve  
Truman Waterfront Park Fruit Tree Garden Scope  
\*Large File\* Map of Park and Fruit grove location  
Urban Forestry Manager DeMaria's Memo

**A motion was made by Mr. Volpian, seconded by Mr. Arnold Jr., that a Resolution be presented for the City Commission sitting as the LRA to approve and that this Action Item be passed. The motion carried by the following vote:**

**Absent:** 3 - Mr. Atwell, Mr. Gilleran, and Ms. Mellies

**Yes:** 4 - Mr. Arnold Jr., Mr. Sullivan, Mr. Volpian, and Chairman Cintron

**4**

Requesting approval to present sculpture concept to Art in Public Places Board.

**Sponsors:** Mr. Volpian

**A motion was made by Mr. Ben Volpian, seconded by Mr. Albert Sullivan, that the Action Item be Passed. The motion passed by an unanimous vote.**

**Discussion**

**3**

PAL Building #1287

**Sponsors:** Mr. Volpian

**Withdrawn**

**5**

Consider three (3) sponsorships for Truman Waterfront Park.

**Sponsors:** Mr. Volpian

**Received and Filed**

**Citizen Comments****Board Comments**

**\*All future regular meetings will be convening at 3:00 P.M.**

**Adjournment - 6:33 PM**

RESOLUTION NO. 12-221

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING AND AWARDING CONTRACTS ON A TASK ORDER BASIS FOR GENERAL LANDSCAPE ARCHITECTURAL SERVICES IN RESPONSE TO RFQ NO. 12-002; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Qualifications for firms capable of providing general landscape architectural services; and

WHEREAS, a ranking committee composed of city staff reviewed the ten (10) responses to the RFQ for a General Landscape Architectural Services Consultant, and determined that four (4) firms are particularly qualified, and the City wishes to engage each one on a Task Order basis;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the top four responses for general landscape architectural services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) EDSA
- (2) Bermello Ajamil & Partners, Inc.



(3) Savino & Miller Design Studio

(4) Elizabeth Newland Landscape Architecture, LLC.

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts on a task-order basis with each of the four top-ranked companies, upon advice and consent of the City Attorney.

Section 3: 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 17 day of July, 2012.

Authenticated by the presiding officer and Clerk of the Commission on July 18, 2012.

Filed with the Clerk July 18, 2012.

ATTEST:

  
CHERYL SMITH, CITY CLERK

  
CRAIG CATES, MAYOR

RESOLUTION NO. 15-209

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RENEWING FOR TWO YEARS A GENERAL LANDSCAPE ARCHITECTURAL SERVICES CONTRACT WITH FOUR (4) FIRMS, ORIGINALLY AWARDED IN RESOLUTION 12-221; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution 12-221, the City Commission approved four (4) landscape architectural firms to provide General Landscape Architectural Services for the City of Key West, and authorized the City Manager to negotiate three-year contracts with a two-year renewal; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That contracts for general landscape architectural services are hereby renewed for a term of additional two years, upon mutually agreed terms for the following four (4) firms: (1) EDSA, Inc. (2) Bermello Ajamil & Partners, Inc., (3) Savino & Miller Design Studio, PA and (4) Elizabeth Newland Landscape Architecture, LLC.

Section 2: That the City Manager is hereby authorized to execute a two-year renewal upon agreed terms for each of the above-described contracts, upon the advice and consent of the City Attorney.

Section 3: Specific task orders issued pursuant to the contracts shall continue to comply with the City's procurement guidelines.

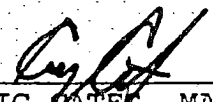
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 16 day of June, 2015.

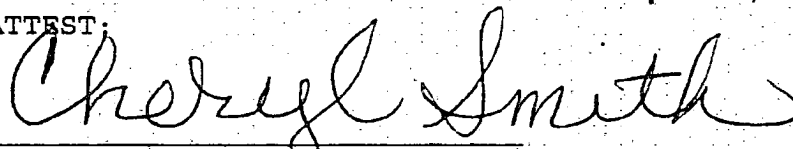
Authenticated by the Presiding Officer and Clerk of the Commission on 17 day of June, 2015.

Filed with the Clerk on June 17, 2015.

|                            |            |
|----------------------------|------------|
| Mayor Craig Cates          | <u>Yes</u> |
| Vice Mayor Mark Rossi      | <u>Yes</u> |
| Commissioner Teri Johnston | <u>Yes</u> |
| Commissioner Clayton Lopez | <u>Yes</u> |
| Commissioner Billy Wardlow | <u>Yes</u> |
| Commissioner Jimmy Weekley | <u>Yes</u> |
| Commissioner Tony Yaniz    | <u>Yes</u> |

  
CRAIG CATES, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK



## THE CITY OF KEY WEST

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

### EXECUTIVE SUMMARY

*[Handwritten signature]*  
6/3/15

**Date:** June 3, 2015  
**To:** Jim Scholl, City Manager  
**From:** Thaddeus L. Cohen, Director of Planning  
**Cc:** Greg Veliz, Assistant City Manager  
Sarah Spurlock, Assistant City Manager  
**Subject:** Approve a two (2) year extension to the General Landscape Architectural Services Contracts with four (4) firms originally approved Under Resolution 12-221.

#### Action Statement

This resolution extends the respective City of Key West General Landscape Architectural Services contracts with four (4) firms originally approved under Resolution 12-221 for two (2) years. This resolution authorizes the City Manager to execute the contract extensions.

#### Background

Four (4) firms were awarded three (3) year General Landscape Architectural Services contracts by Resolution 12-221 in July 2012. The firms consist of:

- 1) EDSA
- 2) Bermello Ajamil & Partners, Inc.
- 3) Savino & Miller Design Studio
- 4) Elizabeth Newland Landscape Architecture, LLC.

Current agreements for these firms expire Fall 2015.

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*

**Executive Summary**

### **Purpose and Justification**

This resolution provides exercising a two (2) year, mutually agreed extension of the existing General Landscape Architectural Services contracts for all four (4) firms to continue providing services to the City. This extension is in accordance with Article 4 of the executed agreements.

Current fee schedules for each firm and primary sub-consultants are within allowable increases. This resolution also provides for revising project team members if so requested by the respective engineering firm.

### **Financial Issues**

Financial implications of this resolution are limited to an adjustment of hourly fee schedule rates by the landscape architectural teams as allowed in Article 5.1.2.1 of the respective agreements.

### **Recommendation**

Staff recommends extending the respective City of Key West General Landscape Architectural Services contracts for four (4) firms originally approved under Resolution 12-221 for two (2) years. This resolution authorizes the City Manager to execute the contract extensions.

**From:** Randy Hollingworth [<mailto:RHollingworth@bermelloajamil.com>]  
**Sent:** Monday, June 08, 2015 11:14 AM  
**To:** Venetia A. Flowers  
**Subject:** RE: CONTRACT RENEWAL - DEADLILNE TODAY June 8, 2015

Venetia, we would like to have the continuing services contract for Bermello Ajamil extended for another 2 year period please. Thank you. I apologize, for some reason I did not see your email last week.

**RANDY HOLLINGWORTH**

Partner – Vice President - Director | LA Studio, Planning, Urban Design  
2601 S. Bayshore Drive, Suite 1000  
Miami, FL 33133

786-486-5269 – Direct  
305.859.2050 – Main  
[www.bermelloajamil.com](http://www.bermelloajamil.com)



Bermello Ajamil & Partners, Inc

**From:** Venetia A. Flowers [<mailto:vflowers@cityofkeywest-fl.gov>]  
**Sent:** Monday, June 08, 2015 8:56 AM  
**To:** Randy Hollingworth  
**Subject:** CONTRACT RENEWAL - DEADLILNE TODAY June 8, 2015

Good morning Randy,

I am in the process of renewing your General Architectural Landscape Contract with the City of Key West. You have one (1), 2 year renewal. In order for me to move forward with the renewal I need a letter stating that you would like to renew.

This is set to be heard by the City Commission on June 16. The deadline to renew your contract is today.

Please contact me directly if you have any questions.

Have a great day!

**Venetia A Flowers** | Planning Department | City of Key West | P.O. Box 1409 | Key West, FL 33041

Tel: 305-809-3764 | Fax: 305-809-3978 | [vflowers@cityofkeywest-fl.gov](mailto:vflowers@cityofkeywest-fl.gov) | [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

*Under Florida law, e-mail addresses are public record. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, you may contact this office by phone or in writing.*



June 4, 2015

Mr. Thaddeus Cohen  
Ms. Venetia A. Flowers  
Planning Department  
City of Key West  
P.O. Box 1409  
Key West, Florida 33041

Re: EDSA's Continuing Services Agreement – Planning and Landscape Architectural Services  
for the City of Key West

Dear Mr. Cohen and Ms. Flowers:

We have enjoyed the opportunity to work as one of the City of Key West's Continuing Services providers for Planners, Landscape Architects and Urban Designers. We believe that we, in conjunction with you and your team and the residents of Key West, will be able to continue to bring our expertise and experience to the City and help deal with some of the challenges in planning and design.

It is with this strong desire; we respectfully request that the City of Key West authorize our 2 year renewal of the contract.

If you need any further information from us, please let us know.

Thank you and we look forward to continuing to work with you.

All the best,

A handwritten signature in black ink that reads "Paul D. Kissinger". The signature is fluid and includes a long, sweeping horizontal stroke at the end.

Paul D. Kissinger, FASLA, PLA  
Principal



# savinomiller

D E S I G N S T U D I O  
LANDSCAPE ARCHITECTURE | URBAN DESIGN | ARCHITECTURE

June 5th, 2015

Venetia A Flowers  
Planning Department  
City of Key West  
P.O. Box 1409  
Key West, FL 33041

Re: General Landscape Architectural Contract with the City of Key West. One (1), 2 year renewal

Dear Ms. Flowers,

Thank you for reaching out to our firm regarding the renewal of our General Landscape Architectural Contract with the City of Key West.

Savino & Miller Design Studio is interested in renewing the Contract and more importantly we would love to contribute with our services to the enhancement of the City.

Please let us know if you have any projects in the near future and if you need anything else to complete this renewal.

Best regards,



Adriana Savino-Miller  
President

**From:** Venetia A. Flowers  
**Sent:** Sunday, June 07, 2015 7:08 PM  
**To:** Angela Budde  
**Subject:** FW: General Architectural Landscape Contract Renewal - City of Key West

**From:** Elizabeth Newland [<mailto:liznewland@bellsouth.net>]  
**Sent:** Sunday, June 07, 2015 10:05 AM  
**To:** Venetia A. Flowers  
**Subject:** Re: General Architectural Landscape Contract Renewal - City of Key West

Venetia:

Yes please extend my contract for one year. Please let me know if you need anything else.

Thank you,

Elizabeth Newland

Sent from my iPad

On Jun 4, 2015, at 10:45 AM, "Venetia A. Flowers" <[vflowers@cityofkeywest-fl.gov](mailto:vflowers@cityofkeywest-fl.gov)> wrote:

Good morning,

I am in the process of renewing your General Architectural Landscape Contract with the City of Key West. You have one (1), 2 year renewal. In order for me to move forward with the renewal I need a letter stating that you would like to renew.

This is set to be heard by the City Commission on June 16. Please get this to me as soon as possible, specifically by tomorrow. Otherwise, your contract renewal will be delayed.

Please contact me directly if you have any questions.

Have a great day!

Venetia A Flowers

RESOLUTION NO. 12-221

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING AND AWARDED CONTRACTS ON A TASK ORDER BASIS FOR GENERAL LANDSCAPE ARCHITECTURAL SERVICES IN RESPONSE TO RFQ NO. 12-002; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Qualifications for firms capable of providing general landscape architectural services; and

WHEREAS, a ranking committee composed of city staff reviewed the ten (10) responses to the RFQ for a General Landscape Architectural Services Consultant, and determined that four (4) firms are particularly qualified, and the City wishes to engage each one on a Task Order basis;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the top four responses for general landscape architectural services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) EDSA
- (2) Bermello Ajamil & Partners, Inc.

(3) Savino & Miller Design Studio

(4) Elizabeth Newland Landscape Architecture, LLC.

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts on a task-order basis with each of the four top-ranked companies, upon advice and consent of the City Attorney.

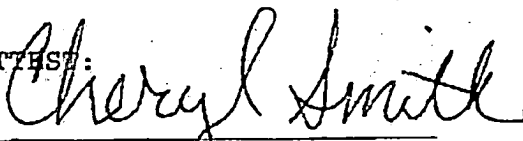
Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 17 day of July, 2012.

Authenticated by the presiding officer and Clerk of the Commission on July 18, 2012.

Filed with the Clerk July 18, 2012.

ATTEST:

  
CHERYL SMITH, CITY CLERK

  
\_\_\_\_\_  
CRAIG BATES, MAYOR



THE CITY OF KEY WEST  
3140 Flagler Ave Key West, FL 33040 (305) 809-3700

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## EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager

**FROM:** Don Craig, Planning Director  
Doug Bradshaw, Senior Project Manager  
Rod Delostrinos, Deputy Director of Community Services  
Paul Williams, Urban Forester

**DATE:** June 25, 2012

**RE:** Approving Ranking of firms submitting responses to Request for Qualifications (RFQ) No. 12-002: General Landscape Architectural Services

### ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ No. 12-002: General Landscape Architectural Services and authorizing City Manager to negotiate and pursuant to legal review enter into a contract.

### BACKGROUND:

The City issued RFQ No. 12-002: General Landscape Architectural Services on April 1, 2012 and qualification packages were received on May 2, 2012. The City received the following ten (10) responses to the RFQ:

- Atkins
- Bermello Ajamil & Partners, Inc
- Calle Verde
- Calvin, Giordano & Associates, Inc.
- Chen Moore
- EDSA
- Elizabeth Newland Landscape Architecture, LLC
- Hole Montes
- Landwise Design
- Savino & Miller Design Studio

Engineering staff reviewed each proposal to ensure the proposal contained the required submittals as well as contacted clients of each firm to check past work performances. Results are attached.

At a meeting held on June 14, 2012 a committee of City Staff met at a publicly

*Key to the Caribbean - Average yearly temperature 77° F.*

advertised meeting in order to review the 10 firms that responded.

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

1. EDSA
2. Bermello Ajamil & Partners, Inc
3. Savino & Miller Design Studio
4. Elizabeth Newland Landscape Architecture, LLC

All short-listed firms were highly recommended by past clients. Additionally all short-listed firms submitted proposals that were considered responsive to the RFQ. Elizabeth Newland Landscape Architecture, LLC failed to submit contact information from clients. However, City Staff has worked with this firm in the past and was satisfied with their work product.

As the City has multiple departments that manage projects of all sizes and disciplines simultaneously, the City typically prefers to contract with multiple firms to handle the workload. 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 a contract with each of the short-listed firms,
2. Modify the staff's ranking and authorize City Manager to negotiate and pursuant to legal review enter into a contract with one or all of 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. These will be task order based contracts with which a dollar amount will have to be approved along with the task order per City Ordinance.

#### **RECOMMENDATION**

It is recommended that the City Commission accept the rankings of staff and authorize City Manager to negotiate and pursuant to legal review enter into a contract with each of the short-listed firms.

**Exhibit A**  
**Continuing Services for Landscape Architecture**  
**Hourly Fee Schedule**  
February 5, 2013

| Position Title                                     | Hourly Rate |        |
|--|-------------|--------|
| <b>Bermello Ajamil &amp; Partners, Inc.</b>        |             |        |
| Principal (PE)                                     | \$ 250.00   | / hour |
| Project Manager                                    | \$ 170.00   | / hour |
| Landscape Architect (State Registered)             | \$ 150.00   | / hour |
| Senior Professional (Engineer, PE, Architect, AIA) | \$ 150.00   | / hour |
| Senior Planner                                     | \$ 160.00   | / hour |
| Engineer / Landscape Designer /Planner             | \$ 105.00   | / hour |
| Cadd Technician                                    | \$ 90.00    | / hour |
| Drafter/GIS  | \$ 70.00    | / hour |
| Specification Writer                               | \$ 90.00    | / hour |
| Senior Interior Designer                           | \$ 140.00   | / hour |
| Interior Designer                                  | \$ 105.00   | / hour |
| Field Inspector                                    | \$ 150.00   | / hour |
| Junior Field Inspector                             | \$ 75.00    | / hour |
| <b>Perez Engineering &amp; Development, Inc.</b>   |             |        |
| Principal P.E.                                     | \$ 150.00   | / hour |
| Senior Engineer (PE registered)                    | \$ 110.00   | / hour |
| Project Engineer (PE registered)                   | \$ 100.00   | / hour |
| Design Engineer E.I.                               | \$ 80.00    | / hour |
| Construction Manager                               | \$ 75.00    | / hour |
| CAD Designer                                       | \$ 70.00    | / hour |
| Clerical   | \$ 35.00    | / hour |
| <b>HNGS Associates, Inc.</b>                       |             |        |
| Principal  | \$ 175.00   | / hour |
| Senior Engineer                                    | \$ 135.00   | / hour |
| Engineer   | \$ 125.00   | / hour |
| Cad Technician                                     | \$ 75.00    | / hour |
| <b>E-Sciences, Inc.</b>                            |             |        |
| Principal Registered Engineer/Geologist/Scientist  | \$ 190.00   | / hour |
| Chief Engineer/Director                            | \$ 180.00   | / hour |
| Senior II Registered Engineer/Geologist/Scientist  | \$ 165.00   | / hour |
| Senior I Registered Engineer/Geologist/Scientist   | \$ 135.00   | / hour |
| Project II Engineer/Geologist/Scientist            | \$ 110.00   | / hour |
| Project I Engineer/Geologist/Scientist             | \$ 100.00   | / hour |

|                                       |           |        |
|---------------------------------------|-----------|--------|
| Staff II Engineer/Geologist/Scientist | \$ 90.00  | / hour |
| Staff I Engineer/Geologist/Scientist  | \$ 80.00  | / hour |
| Technician II                         | \$ 70.00  | / hour |
| Senior GIS/Analyst                    | \$ 110.00 | / hour |
| CADD/GIS                              | \$ 80.00  | / hour |
| Administrative Assistant/Clerical     | \$ 50.00  | / hour |

**Tom Graboski & Associates, Inc.**

|                 |           |        |
|-----------------|-----------|--------|
| Principal       | \$ 150.00 | / hour |
| Project Manager | \$ 110.00 | / hour |
| Senior Designer | \$ 100.00 | / hour |
| Designer        | \$ 85.00  | / hour |

**Island Surveying Inc.**

|                            |           |        |
|----------------------------|-----------|--------|
| Professional Land Surveyor | \$ 175.00 | / hour |
| Professional Engineer      | \$ 175.00 | / hour |
| Survey Field Crew          | \$ 175.00 | / hour |
| Draftsperson               | \$ 100.00 | / hour |
| Secretary                  | \$ 60.00  | / hour |

**US Cost**

|                            |           |        |
|----------------------------|-----------|--------|
| Estimating Project Manager | \$ 155.00 | / hour |
| Senior Estimator           | \$ 140.00 | / hour |

**Kenneth DiDonato, Inc.**

|                            |           |        |
|----------------------------|-----------|--------|
| Senior Irrigation Designer | \$ 125.00 | / hour |
| Cadd Draftsman             | \$ 60.00  | / hour |