



THE CITY OF KEY WEST

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

EXECUTIVE SUMMARY

Date: April 12, 2019

To: Jim Scholl, City Manager

From: L. Kreed Howell, Engineering
Steve McAlearney, Engineering
Albi Balliu, Engineering
Angela Budde, Planning
Amanda Willett-Ramirez, Legal
Annette Mobley, BVRAC

Subject: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 19-001: Architectural Services to the Frederick Douglass Gym Extension

Action Statement

Approve evaluation panel ranking of firms submitting responses to RFQ 19-001: Architectural Services to the Frederick Douglass Gym Extension and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with K2M Design, Inc. Authorize any necessary budget transfers/amendments.

Background

At its meeting on August 10, 2017 the Bahama Village Redevelopment Advisory Committee (BVRAC) by Resolution 18-038, recommended to the CRA the approval of the Bahama Village Community Redevelopment Subarea Visioning and Capital Projects Work Plan prepared By Zyscovich, Inc. As part of this Visioning Plan, the design and subsequent construction to a new extension to the Frederick Douglass Gymnasium is required.

In January 2019, Engineering Services advertised Request for Qualifications 19-001, Frederick Douglass Gym Extension Renovations. To expediate design and ultimate construction of the facility, the City requires the services of a qualified firm to provide architectural design services. Anticipated services include:

Task 1: Pre-Design Services

Kick-Off Meeting(s)
Geotechnical Investigation

Asbestos and Lead Based Paint Survey
City Code Analysis and Minimum LEED Standards Required for Project
Schedule Development
Project Management

Task 2: Schematic Design

Schematic Design Drawings
Preliminary Cost Estimate
Client Reviews
Historic Architectural Review Commission (HARC) Submittal and Approval
Project Management

Task 3: Design Development

Design Development Drawings (Building, Site, Landscaping, etc.)
Client Reviews
Tree Commission Submittal and Approval
Development Review Committee (DRC) Submittal and Approval
Planning Board Submittal and Approval
City Commission/CRA Presentation
Additional Required Permits (i.e., South Florida Water Management District)
Update Cost Estimate
Project Management

Task 4: Construction Documents

100% Construction Drawings and Specifications
Project Manual Assembly including Bidding Boiler Plate
City Review
Final Cost Estimate
Project Management

Bid Period Support and Construction Period Services are not included in the current scope of work and will be negotiated following establishment of bid and construction schedule based on available CRA funds.

RFQ No. 19-001, *Frederick Douglass Gym Extension Renovations*, was issued on January 28, 2019. Qualification packages were received on March 6, 2019. The City received three (3) responses to the RFQ from the following firms:

K2M Design
William Horn Architects
Hayes Cummings Architects



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Based on review of received submittals, firms were considered responsive and responsible. On April 8, 2019, an evaluation committee of City Staff held a publicly advertised meeting to present qualification ranking of the three firms submitting qualifications in response to the RFQ.

The committee, including representatives of Engineering Services, Planning, Legal and a BVRAC Representative conducted qualification ranking of the received submittals using the Selection Criteria Matrix in the RFQ.

As indicated in the attached Proposal Evaluation Ranking spreadsheet, the three (3) highest ranked firms and average total ranking points were:

K2M Design, Inc.	84.8	Points
William P. Horn Architect, P.A.	84.0	Points
Hayes Cumming Architects, P.A.	65.0	Points

K2M Design, Inc. was the highest ranked firm and is recommended by the evaluation committee to provide requested architectural services for the *Frederick Douglass Gym Extension Renovations*

Options

There are two (2) options:

1. Accept the rankings of the panel and authorize the City Manager to negotiate and, pursuant to legal review, enter into contract with K2M Design.
2. Modify Staff ranking and authorize City Manager to negotiate and, pursuant to legal review, enter into contract with the next highest ranked firm.

Financial Issues

The City Manager shall negotiate a contract with the highest ranked firm for professional services at compensation for Tasks 1 through 4 which the City determines is fair, competitive and reasonable. Should the City be unable to negotiate a satisfactory contract with the firm considered to be the most qualified for a fair price, negotiations with that firm will be formally terminated and negotiations undertaken with the second most qualified firm.

The negotiated compensation will be funded from account number 6015502 5556200 (BV55021701).

Recommendation

The selection committee recommends the City Commission accept staff ranking of firms submitting responses to RFQ 19-001: *Frederick Douglass Gym Extension Renovations*, authorize City Manager to negotiate and, pursuant to legal review, enter into contract with K2M Design, Inc., the highest ranked firm, and approve any necessary budget transfers/amendments.