

RESOLUTION NO. 15-207

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RENEWING FOR TWO YEARS THE GENERAL ARCHITECTURAL SERVICES CONTRACTS WITH TWO (2) FIRMS, ORIGINALLY AWARDED IN RESOLUTION 12-220; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution 12-220, the City Commission approved three (3) architectural firms to provide General 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 architectural services are hereby renewed for a term of additional two years, upon mutually agreed terms for the following two (2) firms: (1) Salz-Michelson Architects and (2) Hayes/Cumming Architects.

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.

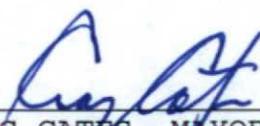
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

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

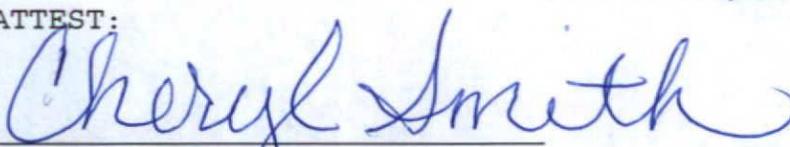
Authenticated by the Presiding Officer and Clerk of the Commission on 17 day of June, 2015.

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

**Date:** May 27, 2015

**To:** Jim Scholl, City Manager

**From:** Jim Bouquet, P.E., Director of Engineering Services

**Cc:** Greg Veliz, Assistant City Manager  
Sarah Spurlock, Assistant City Manager

**Subject:** Approve a two (2) year extension to the General Architectural Services Contracts with Salz-Michelson Architects and Hayes/Cumming Architects.

#### Action Statement

This resolution extends the respective City of Key West General Architectural Services Contracts for Salz-Michelson Architects and Hayes/Cumming Architects for two (2) years. This extension allows these firms to continue providing services to the City for ongoing projects. This resolution authorizes the City Manager to execute the contract extensions.

#### Background

Both architectural firms were awarded three (3) year General Architectural Services contracts by Resolution 12-220 in August 2012. Saltz-Michelson Architects currently provides services to the City for the Community Services Building Project (FM1201). This project is on-hold awaiting further direction from the City Commission for location of an annex facility. Hayes/Cumming Architects currently provides services to the City for the Frederick Douglas Gym Repair Project (PR1206). This project is currently under design with construction anticipated to commence late Fall 2015.

Current agreements for both firms expire during August 2015.

#### Purpose and Justification

This resolution provides exercising a two (2) year, mutually agreed extension of the existing General Architectural Services contracts for both architectural firms to

MEMORANDUM

continue services for ongoing City projects. 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 architect.

### **Financial Issues**

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

### **Recommendation**

Staff recommends extending the City of Key West General Architectural Services Contracts with Salz-Michelson Architects and Hayes/Cumming Architects for two (2) years. This agreement extension allows these firms to continue providing architectural services to the City for ongoing projects. This resolution authorizes the City Manager to execute the contract extensions.

May 26, 2015

Mr. James Bouquet, PE  
Director of Engineering  
City of Key West  
3140 Flagler Avenue  
Key West, FL 33040

re: Request for Two Year Contract Renewal  
City of Key West Resolution No 12-220

Dear Mr. Bouquet:

Our firm's General Architectural Services Contract with the City of Key West (Resolution No. 12-220) is set to expire on August 17, 2015. Article 4 of the Agreement between City of Key West and Hayes Cumming Architects for Request for Qualifications for General Architectural Services Key West, Florida provides for the option of one (1) two (2) year renewal. If acceptable to the City of Key West, we would like to formally request a renewal of our contract for the optional two year period as stipulated in the contract.

As part of this renewal process it is necessary to replace two consultants from the original contract. The replacement firms are:

- Landscape Architect – Simply Verde, LLC
- Mechanical/Electrical/Plumbing engineer

Hourly billing rates for each firm are attached.

Should you wish to discuss this matter further, please do not hesitate to call us at 727.321.0900.

Sincerely,

**hayes | cumming architects, pa**



Andrew M. Hayes, AIA  
Managing Principal

**2015 STANDARD HOURLY BILLING RATES  
HAYES | CUMMING ARCHITECTS, P.A.**

	Hourly Rate
Managing Principal	\$195.00
Principal	\$165.00
Studio Manager/Associate	\$150.00
Sr. Project Manager	\$140.00
Project Manager	\$130.00
Architect	\$120.00
Intern Architect - Sr.	\$ 92.00
Intern Architect - Jr.	\$ 78.00
CAD Operator	\$ 62.00
Admin/Student	\$ 50.00



# CERTIFICATE OF LIABILITY INSURANCE

HAYES-2 OP ID: SG

DATE (MM/DD/YYYY)  
05/20/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Shea Barclay (Tampa) Mike Shea 100 No. Tampa St., Ste 3530 Tampa, FL 33602 Sandy Garrick	<b>Phone: 813-251-2580</b> <b>Fax: 813-251-2585</b>	<b>CONTACT NAME: Sandy Garrick</b> <b>PHONE (A/C, No, Ext): 407-321-0991</b> <b>FAX (A/C, No): 407-321-0993</b> <b>E-MAIL ADDRESS: sgarrick@sheabarclay.com</b>													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Catlin Specialty Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Catlin Specialty Ins. Co.		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> Hayes Cumming Architects PA Hayes Cumming Benson Arch., PA Andrew M Hayes AIA Leland T. Benson, AIA 2210 Central Avenue #100 St. Petersburg, FL 33712															

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>A</b>	<b>Prof Liability</b>			<b>AED-678093-0914</b>	<b>09/14/2014</b>	<b>09/14/2015</b>	<b>Per Claim 1,000,000</b> <b>Aggregate 2,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  <b>KEYWEST</b>  City of Key West Engineering/Port Dept. Doug Bradshaw 3140 Flagler Avenue Key West, FL 33040	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <b>Sandy Garrick</b>
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May 27, 2015

Hayes Cummins Architects PA  
2210 Central Avenue, Suite 100  
St Petersburg, Florida 33712

RE: Diamondback Hourly Rates

Andy, Diamondback Engineering's standard hourly rates are as follows:

Registered Engineer/Principle	\$ 125.00/Hr
Engineering Designer	\$ 95.00/Hr
Draftsman/Cad Operator	\$ 60.00/Hr
Clerical	\$ 45.00/Hr

*Ralph Elenbaum*  
Ralph Elenbaum  
Vice President

1801 North Himes Ave. \* Tampa, Florida 33607  
Telephone (813) 350-0080 \* Fax (813) 350-0083



SimplyVerde, LLC  
RATE SCHEDULE

Principal	\$150.00
Senior Professional	\$115.00
Professional	\$90.00
Technical	\$80.00
Clerical	\$55.00

\*These rates are effective through 12/31/2015



May 26, 2015

City of Key West  
3140 Flagler Avenue  
Key West, FL 33040  
Attn: James Bouquet, P.E.  
City Engineer

RE: **Contract Extension**

Dear Mr. Bouquet,

Pursuant to our contract with the City of Key West (Resolution No. 12-280) Article 4, which expires on August 17, 2015, we are requesting the contract extension in accordance with this provision of this agreement for an additional two year period.

Attached are copies of our 2015 hourly billing rates, for our firm and our consulting team, as well as a current certificate of insurance.

Very truly yours,  
Saltz Michelson Architects

A handwritten signature in black ink, appearing to read 'Mark L. Saltz'.

Mark L. Saltz, AIA, LEED AP  
President

MLS:sm  
Ltr KW 2015-05-26



**2015 HOURLY RATE SCHEDULE**

Principal	\$ 285.00
Senior Project Manager I	\$ 150.00
Designer	\$ 150.00
Project Manager	\$ 135.00
Project Architect III	\$ 125.00
Project Architect II	\$ 115.00
Project Architect I	\$ 95.00
CAD Draftsperson	\$ 85.00
Administrative Assistant	\$ 70.00



**Consulting**

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May 21, 2015

*Art Kamm, PE, LEED AP CxA  
Bradly Brown, PE, LEED AP  
Rick Gonzalez, LEED AP  
Lon T. Carter, P.E., LEED AP  
Mike Pella, PE, LEED AP  
Gordon Scott*

**KAMM CONSULTING HOURLY RATES**

- **Clerical** \$ 75.00
- **CADD** \$ 85.00
- **Designer** \$ 95.00
- **Engineering/Field Tech** \$ 110.00
- **Project Manager** \$ 125.00
- **Principals** \$ 225.00

**R.J. Heisenbottle Architects, PA**

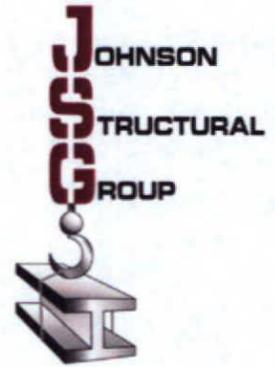
**Standard Billing Rate Schedule 2015**

2199  
PONCE  
DE LEON  
BOULEVARD  
SUITE 400  
CORAL  
GABLES  
FLORIDA  
33134  
305.446.7799  
305.446.9275 FAX

**HEISENBOTTLE**  
ARCHITECTS

<u>Category</u>	<u>Rate</u>
Principal -	\$185.00
Director of Design -	\$155.00
Sr. Project Manager/Architect	\$155.00
Intermediate Architect/Job Captain -	\$135.00
Tech III -	\$112.00
Tech II -	\$ 95.00
Tech I -	\$ 85.00
Clerical -	\$ 60.00

Rates subject to annual adjustment.



## CONSULTING HOURLY SERVICES

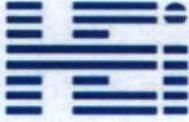
Effective January 1, 2015

<b>Principle Engineer</b>	<b>\$ 175.00 / Hour</b>
<b>Project Engineer (Hours 1-9 per day)</b>	<b>\$ 110.00 / Hour</b>
<b>Project Engineer (10+ hours per day or on weekends/holidays)</b>	<b>\$ 165.00 / Hour</b>
<b>Project Draftsman</b>	<b>\$ 65.00 / Hour</b>
<b>Administration</b>	<b>\$ 30.00 / Hour</b>
<b>Travel to-From Sites or Meetings</b>	<b>\$ 0.55 / Mile + Time</b>
<b>Expenses</b>	<b>At Cost</b>

All projects have a minimum one-time fee of \$350.00. These fees are subject to change at any time. Please consult this office prior to quoting clients on specific projects.

JSG HOURLY RATES 2015

**3500 N.W. Boca Raton Blvd., Suite 618 • Boca Raton, FL 33431**  
**phone 561-982-8999 • fax 561-982-8899 • [www.johnsonstructural.com](http://www.johnsonstructural.com)**



**Holland Engineering, Inc.**  
3900 Hollywood Blvd., Suite 303  
Hollywood, FL 33021

**Holland Engineering In.  
Hourly Rates**

Professional Civil Engineer	\$195.00/hour
Engineering Project Manager	\$170.00/hour
Engineering Inspector	\$150.00/hour
Computer Technician	\$ 90.00/hour
Clerical/Administrative	\$ 50.00/hour



<b><u>Professional Services</u></b>	<b><u>Hourly Rate</u></b>
Project Administrator/Technician	\$75
Specialist	\$95
Senior Specialist I	\$115
Senior Specialist II	\$135
Senior Specialist III	\$155
Designer	\$100
Senior Designer	\$115
Engineer I	\$110
Engineer II	\$135
Engineer III	\$170
Senior Engineer	\$195
Biologist/Scientist I	\$80
Biologist/Scientist II	\$110
Senior Biologist/Scientist I	\$145
Senior Biologist/Scientist II	\$165
Landscape Architect I / Planner I	\$105
Landscape Architect II / Planner II	\$115
Senior Landscape Architect/Senior Planner I	\$130
Senior Landscape Architect/Senior Planner II	\$165
Surveyor	\$105
Senior Surveyor	\$150
2-Person Survey Crew	\$135
3-Person Survey Crew	\$165
4-Person Survey Crew	\$195
Principal	\$230
Senior Principal/ Expert Witness	\$300
<b><u>Sub Surface Utility Engineering</u></b>	<b><u>Rate</u></b>
Designation (Utility Location)	\$1,240/Day
Test Holes (Minimum of 6)	
Soft Surface (A)	\$250/ea.
Hard Surface (A)	\$450/ea.
<b><u>In-house Reimbursable Expenses</u></b>	<b><u>Rate</u></b>
Mileage (per mile)	\$0.75
Color Copies (<8 1/2" X 11") (per copy)	\$1.00
Color Copies (<11" X 17") (per copy)	\$2.00
Blackline Prints (<24" X 36") (per sheet)	\$2.20
Mylars (<24" X 36") (per sheet)	\$28.00
Vellums (<24" X 36") (per sheet)	\$5.50
Official Record Docs (per page)	\$1.00
Copies, postage, fax transmissions	(B)
<b><u>Out-of-Pocket Expenses</u></b>	<b>Cost + 15%</b>
(A) If less than 6 test holes, a \$500 mobilization fee will apply.	
(B) Charges for monthly copies, fax transmissions, postage, and long distance will be the greater of 0.5% of invoice amount or \$25.00.	

NOTE: These rates are subject to change after Dec 31, 2015

**dave bodker**

landscape architecture/planning, inc.

---

601 north congress avenue, suite 105 a  
delray beach, florida 33445  
561-276-6311 (ph)  
561-276-3869 (fax)

**SCHEDULE OF RATES**

One hundred twenty-five dollars (\$125.00) per hour for principal

Sixty-five dollars (\$65.00) per hour for draftsman

Fifty dollars (\$50.00) per hour for administrative



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/13/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> USI Insurance Services, LLC, 1715 N. Westshore Blvd. Suite 700 Tampa, FL 33607	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 813 321-7500      FAX (A/C, No): E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Saltz Michelson Architects, Inc. 3501 Griffin Road Fort Lauderdale, FL 33312	<b>INSURER A:</b> Travelers Indemnity Company of      NAIC # 25682	
	<b>INSURER B:</b> Commerce & Industry Insurance C      19410	
	<b>INSURER C:</b> Travelers Casualty and Surety C      31194	
	<b>INSURER D:</b> Hudson Insurance Company      25054	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	x x	6601D208313	05/08/2015	05/08/2016	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	x x	6601D208313	05/08/2015	05/08/2016	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0	x x	EBU019713743	05/08/2015	05/08/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	x	UB9453Y13A	04/01/2015	04/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	<b>Professional Liability</b>		AEE7291300	06/14/2014	06/14/2015	\$3,000,000 per claim \$3,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Professional Liability coverage is written on a claims-made basis.  
 City of Key West is an Additional Insured as respects the Commercial General Liability, including Automobile Liability, and Excess Liability (see policy form SS 00 08 04/05), where required by a written contract. Policy form includes primary and non-contributory clause, waiver of subrogation, and products and completed operations. Waiver of Subrogation in favor of the City of Key West applies to the Workers' (See Attached Descriptions)

<b>CERTIFICATE HOLDER</b> City of Key West P. O. Box 1409 Key West, FL 33041-1409	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

## DESCRIPTIONS (Continued from Page 1)

Compensation (WC 00 03 13). Thirty (30) days prior written notice of cancellation applies to all policies except Workers' Compensation wherein notice is delivered in accordance with policy provisions.

RESOLUTION NO. 12-220

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 ARCHITECTURAL SERVICES IN RESPONSE TO RFQ NO. 12-003; PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, a ranking committee composed of city staff reviewed the seven (7) responses to the RFQ for a General Architectural Services Consultant, and determined that three (3) 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 three responses for general architectural services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) William P. Horn Architect
- (2) Saltz Michelson
- (3) Hayes/Cumming Architect

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

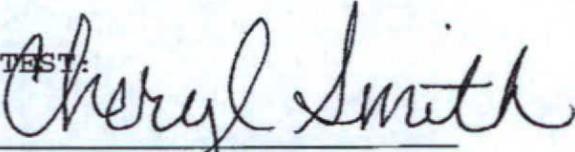
Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

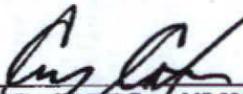
Passed and adopted by the City Commission at a meeting held this 17 day of July, 2012.

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

Filed with the Clerk July 18, 2012.

ATTEST:

  
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CHERYL SMITH, CITY CLERK

  
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CRAIG GATES, MAYOR



THE CITY OF KEY WEST

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## EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager

**FROM:** Don Craig, Planning Director  
Doug Bradshaw, Senior Project Manager  
Nicole Malo, Planner II  
Karen Olson, Special Projects Manager  
John Paul Castro, Operations Manager

**DATE:** June 25, 2012

**RE:** Approving Ranking of firms submitting responses to Request for Qualifications (RFQ) No. 12-003: General Architectural Services

**ACTION STATEMENT:**

Approving staff ranking of firms submitting responses to RFQ No. 12-003: General Architectural Services and authorizing City Manager to negotiate and pursuant to legal review enter into a contract.

**BACKGROUND:**

The City issued RFQ No. 12-003: General Architectural Services on April 15, 2012 and qualification packages were received on May 16, 2012. The City received the following seven (7) responses to the RFQ:

- Bender & Associates
- CPH Engineers
- Hayes/Cumming Architects
- William P. Horn Architect
- mbi/k2m Architecture
- Saltz Michelson
- Wolfberg Alvarez & Partners

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 13, 2012 a committee of City Staff met at a publicly advertised meeting in order to review the 7 firms that responded.

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

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. William P. Horn Architect
2. Saltz Michelson
3. Hayes/Cumming Architects

All short-listed firms were highly recommended by past clients. Additionally all short-listed firms submitted proposals that were considered responsive to the RFQ.

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.