

**CITY OF MIAMI BEACH  
COMMISSION ITEM SUMMARY**



**Condensed Title:**

A Resolution Of The Mayor And The City Commission Of The City Of Miami Beach, Florida, To Accept The Ranking Of Proposals Received Pursuant To Request For Proposal No. 18-02/03 For Professional Consulting Services For Preparation Of A Five Year (5) Consolidated Plan For Federal Funds; And Recommend And Authorize The Administration To Negotiate With The Top Ranked Firm, Florida Planning Group, Inc., And Should The Administration Not Be Able To Finalize Negotiations, To Then Enter Into Negotiations With The Second Ranked Firm Of J-Quad And Associates; And Authorize The Mayor And City Clerk To Execute An Agreement For Professional Consulting Services For A Five (5) Year Consolidated Plan For Federal Funds.

**Issue:**

Shall the Mayor and City Clerk execute an agreement with the number one ranked firm, Florida Planning Group, Inc. for professional consulting services for the preparation of the City's Consolidated Plan for Federal funds for fiscal years 2003 -2007.

**Item Summary/Recommendation:**

The Administration recommends accepting the Selection Committee recommendation of the number one ranked firm, Florida Planning Group, Inc. and recommends executing a professional consulting services agreement for the preparation of the City's Consolidated Plan for Federal Funds for fiscal years 2003-2007.

**Advisory Board Recommendation:**

The Selection Committee met and discussed the proposals received on Thursday March 13, 2003. After reviewing and discussing the merits of each proposal, the Committee ranked the proposals and recommended unanimously that the number one ranked firm, Florida Planning Group, Inc. be selected as the consultant for the preparation of the Five Year Consolidated Plan for fiscal years 2003 -2007.

**Financial Information:**

Source of Funds:	Amount	Account	Approved	
<input type="checkbox"/> Finance Dept.	1	\$16,500	133.1931.000312 – CDBG Admin.	
	2	\$16,500	151.5230.000312 – HOME Admin.	
	3			
	4			
	<b>Total</b>	\$33,000		

**City Clerk's Office Legislative Tracking:**

Vivian P. Guzmán

**Sign-Offs:**

Department Director	Assistant City Manager	City Manager

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AGENDA ITEM   C7G    
DATE   3-19-03

# CITY OF MIAMI BEACH

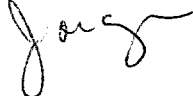
CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139  
www.miamibeachfl.gov



## COMMISSION MEMORANDUM

**To:** Mayor David Dermer and  
Members of the City Commission

**Date:** March 19, 2003

**From:** Jorge M. Gonzalez  
City Manager 

**Subject:** **A RESOLUTION OF THE MAYOR AND THE CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, TO ACCEPT THE RANKING OF PROPOSALS RECEIVED PURSUANT TO REQUEST FOR PROPOSAL NO. 18-02/03 FOR PROFESSIONAL CONSULTING SERVICES FOR PREPARATION OF A FIVE YEAR (5) CONSOLIDATED PLAN FOR FEDERAL FUNDS; AND RECOMMEND AND AUTHORIZE THE ADMINISTRATION TO NEGOTIATE WITH THE TOP RANKED FIRM, FLORIDA PLANNING GROUP, INC., AND SHOULD THE ADMINISTRATION NOT BE ABLE TO FINALIZE NEGOTIATIONS, TO THEN ENTER INTO NEGOTIATIONS WITH THE SECOND RANKED FIRM OF J-QUAD AND ASSOCIATES; AND AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES FOR A FIVE (5) YEAR CONSOLIDATED PLAN FOR FEDERAL FUNDS.**

### ADMINISTRATION RECOMMENDATION

Adopt the Resolution.

### FUNDING

Funds are available from the federal Community Development Block Grant (CDBG) and the Home Investment Partnerships (HOME) Programs. There is no impact on the General Funds of the City.

### ANALYSIS

On January 15, 2003, the City solicited proposals from responsible consultants to research, document, draft and submit a Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD) prior to the August 16, 2003 deadline. The Consolidated Plan ("Plan") is a federal requirement that serves a three prong purpose. It is used at the local level as a planning document for housing and community development; it is an application for federal funding; and it is used to outline the strategies for administering and reporting on HUD programs.

Notices were mailed to 1,704 firms and 46 firms picked up applications. The responses for this RFP were due no later than 3:00 p.m. on February 19, 2003. A total of two proposals were received. The two firms who submitted are: Florida Planning Group, Inc. and J-Quad and Associates.

On March 5, 2003, a Letter to Commission #61-2003 was issued which appointed the following committee members as the Evaluation Committee: Lilliam Janata, Betty Gutierrez, James Gleeson, Al

Childress and Joanna Revelo. The Selection Committee met on March 13, 2003 to review and discuss the proposals received. Lilliam Janata was selected as the Chair for the Evaluation Committee. The Committee used the following criteria to evaluate the proposals: experience of firm and their personnel; past experience preparing other Consolidated Plans for entitlement jurisdictions similar to Miami Beach; proposed fee schedule; and experience and familiarity with HUD rules and regulations. After discussing the merits of each proposal, the Committee scored each of the firms as follows:

	<u>Florida Planning Group</u>	<u>J-Quad &amp; Associates</u>
Lilliam Janata	95	65
James Gleeson	95	60
Betty Gutierrez	85	70
Al Childress	81	60
Joanna Revelo	100	78

The selected consulting firm, Florida Planning Group, will be responsible for presenting the City with the final completed Consolidated Plan on time to receive City Commission approval in July 2003, and for the subsequent submission deadline date to HUD of August 15 2003.

In accordance with the terms of the RFP, the City Manager has reviewed the Selection Committee's recommendation and concurs with their ranking of proposals.

**CONCLUSION:**

The Administration recommends that the Mayor and City Commission accept the ranking of the proposals received pursuant to the Request for Proposals No. 18-02/03 for Professional Consulting Services for the preparation of a five (5) year Consolidated Plan for Federal funds; and recommends that the Administration negotiate with the top ranked firm, Florida Planning Group, Inc. and should the Administration not be able to finalize negotiations, to then enter into negotiations with the second ranked firm, J-Quade and Associates; and authorize the Mayor and City Clerk to execute an agreement for professional consulting services for preparation of a five (5) year Consolidated Plan for Federal funds.

JMG\RCM\GLVPG\JR  
Selection of Consultant Memorandum 3-19-03

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, TO ACCEPT THE RANKING OF PROPOSALS RECEIVED PURSUANT TO REQUEST FOR PROPOSAL NO. 18-02/03 FOR PROFESSIONAL CONSULTING SERVICES FOR PREPARATION OF A FIVE YEAR (5) CONSOLIDATED PLAN FOR FEDERAL FUNDS; AND RECOMMEND AND AUTHORIZE THE ADMINISTRATION TO NEGOTIATE WITH THE TOP RANKED FIRM, FLORIDA PLANNING GROUP, INC., AND SHOULD THE ADMINISTRATION NOT BE ABLE TO FINALIZE NEGOTIATIONS, TO THEN ENTER INTO NEGOTIATIONS WITH THE SECOND RANKED FIRM OF J-QUAD AND ASSOCIATES; AND AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES FOR A FIVE (5) YEAR CONSOLIDATED PLAN FOR FEDERAL FUNDS.**

**WHEREAS**, on January 15, 2003, the City issued a Request for Proposals (RFP) No. 18-02/03 for preparing a Consolidated Plan for the City of Miami Beach; and

**WHEREAS**, notices and specification packages for RFP No. 18-02/03 were issued on January 15, 2003, resulting in two timely responses; and

**WHEREAS**, a Letter to Commission #61-2003 was issued on March 5, 2003, to appoint members of the Evaluation Committee; and

**WHEREAS**, the appointed Evaluation Committee met on March 13, 2002, and selected the proposal submitted by Florida Planning Group, Inc., as the top ranked proposal, and recommended to the City Manager that a contract be negotiated with the firm; and

**WHEREAS**, should the Administration not be able to finalize negotiations with the top ranked firm, to then enter into negotiations with the second ranked firm of J-Quad and Associates; and

**WHEREAS**, the City Manager has reviewed the recommendations of the Evaluation Committee and concurs with the Evaluation Committee's recommendations.

**NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA**, to accept the ranking of proposals received pursuant to Request For Proposals No. 18-02/03 Professional Consulting Services for

preparation of a Five Year (5) Consolidated Plan for Federal Funds; and recommend and authorize the Administration to negotiate with the top ranked firm, Florida Planning Group, Inc. and should the Administration not be able to finalize negotiations, to then enter into negotiations with the second ranked firm, of J-Quad and Associates; and authorize the Mayor and City Clerk to execute an agreement for Professional Consulting Services.

PASSED and ADOPTED, this 19<sup>th</sup> day of March, 2003.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

Selection of Consultant RESOLUTION 3-19-03

**APPROVED AS TO  
FORM & LANGUAGE  
& FOR EXECUTION**

M. A. Dull      3-14-03  
City Attorney      Date