



April 28, 2025

Ms. Vanessa Leroy  
City of Hallandale Beach  
400 South Federal Highway  
Hallandale Beach, FL 33009

**RE: Hallandale Beach – Code Assessment Services**

Dear Ms. Leroy,

We are pleased to submit this proposal for Code Assessment Services to the City of Hallandale Beach

**I. Code Assessment Services**

**1.** Analysis of the Code Department, the present process, and it's effectiveness. Key responsibilities include:

- Meet with City Administration /Management
- Meet with the code staff as a group and individually in an interview format
- Conduct an assessment tool using a Strengths, Weaknesses, Opportunities and Threats analysis
- Evaluate the connection between the City's vision and goals with the vision and goal of the Code Enforcement Division (alignment)
- Assess from residents and business partners their perceptions or experience with code (random surveying)
- Analysis of the code enforcement processes
- Provide a comprehensive report showing results of the Code Enforcement Division analysis
- Provide a report showing opportunity for the Code Enforcement Division.

## **2. Deliverables**

- Complete analysis and submit a draft no later than forty-five (45) days, and a final comprehensive report submitted within sixty (60) days.
- Provide a comprehensive report showing the results of the Code Department analysis
- Provide a comprehensive report showing opportunities for the Code Department  
Municipality will provide the Consultant with a list of requested inspections and supporting documents

## **3. The Time and Schedule for Performance and Term**

- Perform tasks related to the analysis during normal business hours of the Municipality

## **4. Person Assigned to This Project**

- M.T. Causley's Director of Code Services will be the person conducting the analysis of the Code department and preparing the comprehensive report

## **BASIS OF PROPOSAL**

- Any outside engineering services, studies, or laboratory testing not specifically mentioned in the Scope of Services will be the responsibility of the City. All municipal, permit, and agency fees as well as Title Certificates will be paid by the City.
- M.T. Causley is performing the services set forth in this Agreement strictly as a professional consultant to the City. Nothing contained in this Agreement shall create any contractual relationship between M.T. Causley and any contractor or subcontractor performing construction activities on the project, or any of City's other professional consultants.

## **SCHEDULE OF FEES**

SERVICES	STANDARD HOURLY RATE
Professional Code Services	\$ 25,000 LUMP SUM

## **TERMS OF THE AGREEMENT**

- M.T. Causley and the City agree by their signatures on this document that each party will not hire or attempt to hire any staff from the other party while under contract together.
- EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS, IN NO EVENT SHALL THE LIABILITY OF CITY OR M.T. CAUSLEY UNDER THIS AGREEMENT FROM ANY CAUSE OF ACTION WHATSOEVER (REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER LEGAL THEORY, AND WHETHER ARISING BY NEGLIGENCE, INTENTIONAL CONDUCT, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT OF FEES PAID TO M.T. CAUSLEY PURSUANT TO THIS AGREEMENT OR THE AVAILABLE LIMITS OF M.T. CAUSLEY INSURANCE (SUCH LIMITS DEFINE MUNICIPAL MAXIMUM LIABILITY TO THE SAME EXTENT AS IF MUNICIPALITY HAD BEEN OBLIGATED TO PURCHASE THE POLICIES).
- Drawings, specifications, and other documents and electronic data furnished by M.T. Causley in connection with this project are instruments of service. All original instruments of service shall be retained by M.T. Causley and will remain their property, with all common law, statutory and other reserved rights, including copyright, in those instruments. This information provided in the instruments of service is proprietary and will not be shared with others without prior written consent. The City may request reproducible copies, and all original documents upon payment of all outstanding invoices, and expenses.
- Invoices for work accomplished to date will be submitted monthly and are payable within thirty (30) days. The City will pay invoices upon receipt and understands interest charges of 1.5% per month will be applied to any unpaid balance past thirty (30) days. M.T. Causley may elect to stop work until payment is received. If work is stopped for thirty (30) days or more, M.T. Causley may request compensation for start-up costs when work resumes.
- The City or their representative shall be available to meet with M.T. Causley and provide decisions in a timely manner throughout the course of the project. The City will provide pertinent information, which are necessary for M.T. Causley to provide complete professional services as outlined in this contract.
- The terms of Agreement shall be valid for the City's acceptance for a period of thirty (30) days from the date of execution by M.T. Causley after which time this contract offer becomes null and void if not accepted formally (evidenced by receipt of an executed copy of this document). All rates and fees quoted in this document shall be effective for a period of six (6) months, after which time they may be renegotiated with the City.

## **MISCELLANEOUS PROVISIONS**

- City and M.T. Causley respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Neither City nor M.T. Causley shall assign this Agreement without written consent of the other.

- This Agreement represents the entire and integrated agreement between the City and M.T. Causley and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both M.T. Causley and the City.
- Unless otherwise provided, this Agreement shall be governed by the law of the place where the project is located.

#### **TERMINATION OF THE AGREEMENT**

- This Agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Failure of City to make payments to M.T. Causley, Inc., in accordance with this Agreement, shall be considered substantial nonperformance and cause for termination.
- In the event of termination in accordance with this Agreement or termination not the fault of M.T. Causley, Inc., M.T. Causley, Inc. shall be compensated for services properly performed prior to receipt of notice of termination, together with Reimbursable Expenses then due.

We appreciate the opportunity to submit this proposal. M.T. Causley is prepared with the necessary manpower to proceed with the proposed scope of services upon receipt of the executed authorization. Our personnel are committed to completing the project in a timely manner. Please indicate your acceptance of this proposal by signing below and returning one executed copy of the contract to this office. We look forward to working with you in making this project a success.

Sincerely,

Matthew K. Causley  
President

**ACCEPTANCE OF CONTRACT**

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**M.T. CAUSLEY, LLC**

By: \_\_\_\_\_ Date: April 28, 2025 \_\_\_\_\_  
Name: Matthew K. Causley  
Title: President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Dr. Jeremy Earle  
Title: City Manager