



Hallandale Beach
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400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	November 19, 2018		Item Type: <small>(Enter X in box)</small>	X	Resolution	Ordinance	Other	
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>		1st Reading		2nd Reading	
	X		Public Hearing: <small>(Enter X in box)</small>		Yes	No	Yes	No
Funding Source:	1310-531010 3420-531010		Advertising Requirement: <small>(Enter X in box)</small>		Yes		No	
							X	
Account Balance:	\$46,988 \$25,000		Quasi-Judicial: <small>(Enter X in box)</small>		Yes		No	
							X	
Project Number :	N/A		RFP/RFQ/Bid Number:		RFP# FY2017-2018-011 CONTRACTS AUDIT AND FINANCIAL ANALYSIS REPORTS ROTATION LIST AND MANAGEMENT PROCESS REVIEWS.			
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: <small>(Enter X in box)</small>					
	X							
			Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>					
Sponsor Name:	Nydia Rafols-Sallaberry Interim City Manager		Department: Finance		Emil Lopez Finance Director			

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AWARDING RFP FY#2017-2018-011 FOR CONTRACTS AUDITS & FINANCIAL ANALYSIS ROTATION LIST AND MANAGEMENT PROCESS REVIEWS TO BCA WATSON RICE LLP, HCT CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS LLC, PLANTE & MORAN LLC, AND S. DAVIS & ASSOCIATES P.A.,; AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT TO EFFECTUATE THE PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Background:

The City is seeking to engage the services of qualified and experienced professional Firms to conduct audits/financial analysis of various City contracts on an as needed basis. The City is also seeking Firms to perform management process reviews of various City departments. To that end, on May 16, 2018, the City's Procurement Department released a Request for Proposal (RFP) #FY2017-2018-011, Contracts, Audit, and Financial Analysis Rotation list and Management Process Reviews. RFP #FY2017-2018-011 was advertised via the City's website, DEMANDSTAR website, the Hallandale Beach Chamber of Commerce website, the City of Hallandale Beach social media page, and the Hallandale Beach Community Redevelopment Agency social media page. In addition, RPF #FY2017-2018-011 was advertised through the Miami Minority Business Development Agency Business Center, the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development. RFP #FY2017-2018-011 deadline for receipt of proposals was July 9, 2018 at 11:00 A.M. A non-mandatory pre-proposal conference was held on June 14, 2018 at 11:00 a.m. and there were four (4) vendors in attendance at the non-mandatory pro-proposal conference.

The Evaluation Committee appointed by the City Manager was comprised of the following members:

1. Emil Lopez, Finance Director
2. Marie Gouin, Budget and Program Monitoring Director
3. James Buschman, Risk Manager

Each member of the committee evaluated and scored the four proposals received. The purpose of the evaluation was to determine the qualifications, competence, capacity and proposed approach of the firms seeking to undertake the work for the City of Hallandale Beach in conformity with the requirements of the specifications as set forth in the Request for Proposals. Upon the preliminary evaluation, four (4) proposals were received and all four (4) met the minimum requirements.

The four (4) firms that were evaluated were:

BCA Watson Rice LLP
HCT Certified Public Accountants and Consultants LLC
Plante & Moran, LLC
S. Davis & Associates, P.A.

The evaluation parameters were: Firm's Qualifications and Experience; Cost Proposal, Past Performance – References, Approach to the Different Projects, and City of Hallandale Beach Local Vendor Preference (LVP). See Exhibit 2 – Summary Rating Sheet. All the firms proposed to perform both scopes of work, audits/financial analysis of various City contracts and management process reviews.

Current Situation:

The City has various agreements/contracts that require auditing and/or financial analysis. Some of the types of agreements/contracts include, but are not limited to, franchise fees, concessions, telecommunication tower rentals.

Additionally, City Administration is interested in performing management process reviews to ensure the services being provided by the City are cost effective and efficient. The review and

analysis for management includes review of existing management controls, compliance with these controls, identification of areas where there could be risk of fraud, waste and abuse, and recommendations for improvements and best practices. The management process reviews include, but are not limited to, organizational structure, financial controls, business process review, and/or production efficiency.

Staff is recommending awarding the contracts to the four (4) proposing firms for both scopes of work, auditing/financial review services and management process reviews.

Once the agreements have been executed, and as the need arises, the City will choose the best suited firm within the awarded firms to perform services for a task/project. The contract term will be for three (3) years, with two (2) annual renewals. The total term of the agreement will be five (5) years. City's tasks/projects with a cost of less than \$50,000 will be approved by the City Manager. City's tasks/projects with an estimated cost of more than \$50,000, will be brought back to City Commission for approval.

It should be noted that these agreements are separate from the City's agreement for its external audit, which has already been awarded to Mauldin & Jenkins, through RFP #2016-2017-004.

Fiscal Impact:

RFP #FY2017-2018-011 comprehends two services: 1) The audit of contracts and 2) Management Process Reviews. The fiscal impact is based on the scope of work of the assignment and shall not exceed the budgeted amount of \$71,988.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-4, Competitive Bidding Required, all purchases of and contracts for equipment, supplies and contractual services, when the estimated cost shall exceed \$50,000 shall be based on competitive bids. Furthermore, pursuant to Chapter 23, Section 23-6, Award of Contract, the City Manager, shall have the authority to recommend to the City Commission award of contracts.

Proposed Action:

Staff recommends the City Commission award RFP #FY2017-2018-011 Contracts, Audit and Financial Analysis Reports Rotation List and Management Process Reviews, and authorize the City Manager to negotiate and execute agreements with BCA Watson Rice LLP, HCT Certified Public Accountants and Consultants LLC, S. Davis & Associates, P.A. and Plante & Moran, LLC and to authorize the City Manager to execute any necessary documents to implement these services.

Attachment(s):

- Exhibit 1 – Resolution
- Exhibit 2 – RFP NO. FY2017-2018-011 Contracts Audit and Financial Analysis Reports Rotation List and Management Process Reviews
- Exhibit 3 – Summary Rating Sheet
- Exhibit 4 - Award Recommendation Memorandum
- Exhibit 5 - Form Agreement

Prepared by:

A handwritten signature in blue ink, appearing to read "Emil Lopez", with a horizontal line extending from the end of the signature.

Emil Lopez
Finance Director

A handwritten signature in blue ink, appearing to read "Andrea Lues", with a horizontal line extending from the end of the signature.

Andrea Lues
Procurement Director