



**Hallandale Beach**  
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400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	November 28, 2018		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>Resolution</b> <div style="text-align: center;"><b>X</b></div>	<b>Ordinance</b>	<b>Other</b>		
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>		<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
		<b>X</b>	<b>Public Hearing:</b> <small>(Enter X in box)</small>		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	General Fund – 1110 and 8090		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>		<b>Yes</b>		<b>No</b>	
	Utility Fund – 3390W						<b>X</b>	
<b>Account Balance:</b>	<b>\$50,000</b>		<b>Quasi Judicial:</b> <small>(Enter X in box)</small>		<b>Yes</b>		<b>No</b>	
							<b>X</b>	
<b>Project Number :</b>	<b>N/A</b>		<b>RFP/RFQ/Bid Number:</b>		RFP # FY 2017-2018-018 Federal Lobbyist Services			
<b>Contract/P.O. Required:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <small>(Enter X in box)</small>  <b>Safety</b> <input type="checkbox"/>  <b>Quality</b> <input checked="" type="checkbox"/>  <b>Vibrant Appeal</b> <input type="checkbox"/>					
	<b>X</b>							
<b>Sponsor Name:</b>	Nydia M Rafols Sallaberry, Interim City Manager		<b>Department:</b>		Andrea Lues, Procurement Director			

### SHORT TITLE:

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR FEDERAL LOBBYIST SERVICES WITH ALCADÉ & FAY, FOR AN AMOUNT NOT TO EXCEED FIFTY THOUSAND (\$50,000) DOLLARS; AND PROVIDING AN EFFECTIVE DATE.**

### STAFF SUMMARY:

**Background:**

The City has maintained a professional services agreement with Alcalde & Fay for Federal Lobbyist services since December 2012. This agreement was awarded through Request for Proposal (RFP) #2011-2012-019, Federal Lobbyist Services, on December 5, 2012. Pursuant to the RFP, the contract term began on December 5, 2012, with annual automatic renewals,

contingent upon satisfactory performance of the services and available funding, through September 30, 2017.

At the November 1, 2017 City Commission meeting, City Administration recommended to retain the firm under a one-year Professional Services Agreement for Federal Lobbyist Services. The recommendation was approved through Resolution #2017-132, for a term from October 1, 2017 to September 30, 2018.

Since October 2018, the City has retained the services of Alcalde & Fay on a month to month basis, under the City Manager spending authority, with the understanding that an RFP was to be released and awarded by December 2018.

**Current Situation:**

On September 25, 2018, Request for Proposal (RFP) # FY 2017-2018-018 Federal Lobbyist Services was released. Proposals were due on October 24, 2018. Unfortunately, the City did not receive any responses by the deadline. The City did receive a response from Alcalde & Fay, the City's current lobbying firm; however, the response was rejected for not being delivered by the deadline due to courier-related issues.

The release notice for the RFP was sent via email to seventy four (74) vendors from the City's Vendor list. In addition, the RFP was advertised on the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City and HBCRA Social Media pages. The RFP was also 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. A non-mandatory preproposal conference was held on October 11, 2018 at 11:00am, however, there were no vendors in attendance.

As only one response was received, a number of vendors were contacted to understand the reason for no proposals submitted. The responses ranged from "firm does not provide lobbying at the federal level" to "firm was not interested at this time".

As no qualified responses were received, staff is recommending to retain the firm Alcalde & Fay, the City's current Federal lobbyist, for one year term with two (2) one year renewals, for a total of three (3) years. Alcalde & Fay's legislative experience and legislative and federal administrative contacts and expertise have supported the City in its efforts to achieve key federal legislative and grant funding goals. Services provided by Alcalde & Fay during the last five years have included public works, community development, and public safety projects. The City Administration has been very satisfied with the services provided by Alcalde & Fay during the last five years.

**Why Action is Necessary:**

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (4) No bid received. Where no bid has been received after publication of a bid proposal; however, such purchases in excess of \$50,000.00 require a formal, written contract approved by the City Commission.

RFP # FY 2017-2018-018 Federal Lobbyist Services was released September 25, 2018. As no qualified responses were received, staff is recommending to retain the services of Alcalde & Fay, accordingly, City Commission approval is required.

**Fiscal Impact:**

Alcalde & Fay has agreed to maintain their fee for federal lobbyist services at \$50,000 per fiscal year, for a total contract value of \$150,000 over three years.

**Proposed Action:**

The City Commission consider the attached Resolution authorizing the City Manager to execute a professional services agreement with Alcalde & Fay for Federal Lobbyist Services, for a three year term.

**Attachement(s):**

Exhibit 1 – Resolution  
Exhibit 2 – Agreement

Prepared By:



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*Tom Camaj*  
Contracts Coordinator

*Reviewed By:*



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Dr. Jeremy Earle  
Assistant City Manager