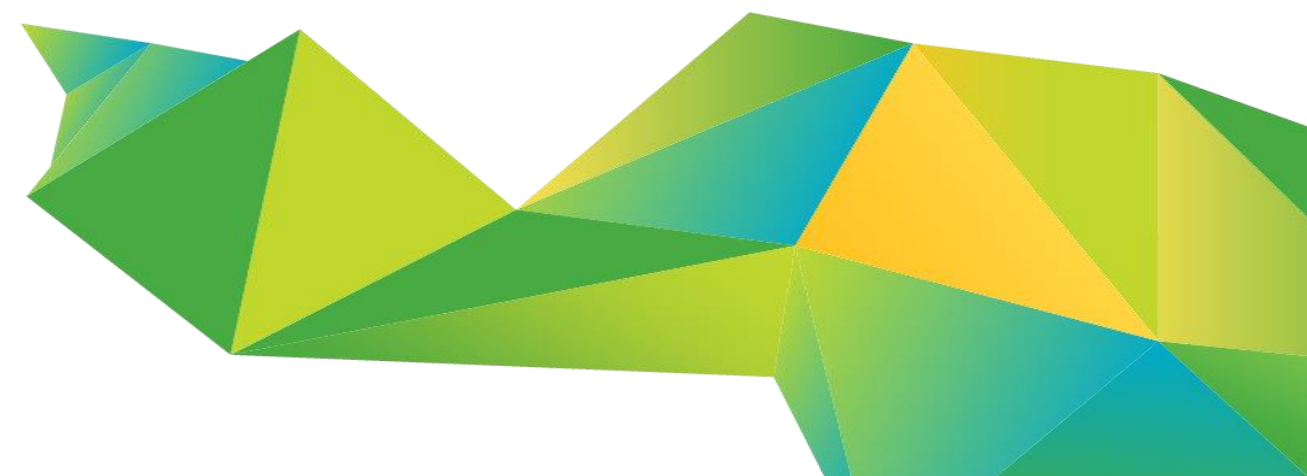




REQUEST FOR PROPOSALS (RFP) PROCESS FOR PROFESSIONAL LEGAL SERVICES



AGENDA

1

PROCUREMENT CODE

Chapters 23-2, 23-5, 23-6, 23-12

2

CONE OF SILENCE

Chapter 23-14 start and end date

3

WHAT IS A REQUEST FOR PROPOSALS (RFP)

Process and timeline

4

BUILDING THE RFP

Content, criteria, evaluation committee

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RFP TIMELINE

6

EVALUATION OF THE PROPOSALS

7

BOARD OF DIRECTORS AWARD OF CONTRACT

8

CONTRACT NEGOTIATION

Procurement Code Chapter 23

■ The Executive Director

- The Executive Director is authorized to recommend to the Board of Directors award of contract that has been released through an RFP.
- The Executive Director selects the Evaluation Committee to review the proposals received in response to the RFP. The CRA Board of Directors may approve or revise the appointed Evaluation Committee.
- The process for advertising the RFP and other procedures are outlined in Chapter 23-12.

CONE OF SILENCE

- Cone of Silence
 - Prohibition on any communication with anyone regarding the released RFP from the moment the Board of Directors receives the email notification from the Procurement Department stating an RFP has been released.
 - 23-12, (c)(13) allows communication about the RFP from the Executive Director with the Board of Directors after the completion of the evaluation process to discuss the documents released through the agenda, as well as, documents received from the responders.

Request For Proposals (RFP)

- Request for Proposals
 - Document: Formal invitation from the City to a vendor to provide a solution to a problem or a course of action.
 - Process: in which the evaluators base the decision on more than price.
 - Provides for the negotiation of all terms, including price.
- Evaluation based on criteria other than price alone
 - Criteria utilized to review responses will be: seven (7) years experience practicing law in the State of Florida, including five (5) years experience with issues involving construction law, real estate acquisition, land development, contract negotiations, and financing agreements for public developments, and three (3) years having represented one (1) or more CRA in Florida.
 - Prior to initiation of any agreement for services the awarded Firm must become a member of the Florida Redevelopment Association; Cost will not be worth more than 15 points from a total of 100 points.
 - Oral presentations will be optional.

Building the RFP Document

■ Board of Directors

Procurement Code Section 23-6(b). The Board of Directors shall not be involved in the preparation, submittal and evaluation of RFPs, including attendance at or participating in presentations to or deliberations by a selection committee or contact with persons, firms, organizations and corporations submitting proposals.

Content of RFP

- Overview of services
- Tasks required and deliverables and scope will be as provided on the agenda presented to the Board of Directors on November 18, 2019
- Minimum Qualification Requirements (MQRs), if any
- Cost Sheet(s)
- Contract terms
- Evaluation process and criteria
- Proposal format for submission of responses
- Important dates information
- Forms to be submitted
- Form Agreement
- General terms and conditions

RFP TIMELINE



DAY 1-10

PROJECT MANAGER(PM) PROVIDES PROCUREMENT THE SCOPE OF WORK, DELIVERABLES, MQRS, ALL CONTENT FOR SERVICES TO CREATE RFP. FINAL RFP IS READY FOR RELEASE.

DAY 11-40

RFP IS RELEASED BY PROCUREMENT AND THE CONE OF SILENCE STARTS. RFP IS IN THE MARKET FOR NO LESS THAN 2 WEEKS, BEST PRACTICES 30 DAYS. PRE-PROPOSAL CONFERENCE HELD. Q&A/ADDENDUM RELEASED.

DAY 41-44

RECEIPT OF RESPONSES TO THE RFP.

DAY 45-65

PROCUREMENT HOLDS SUNSHINE EVALUATION MEETING WITH EVALUATION COMMITTEE (EC). ORAL PRESENTATIONS ARE HELD. EC RATES.

DAY 66-70

PROCUREMENT PROVIDES PM AWARD RECOMMENDATION MEMO. PM PLACES RECOMMENDATION FOR AWARD OF CONTRACT THROUGH BOARD OF DIRECTORS.

DAY 71-100

PM AND DIRECTOR NEGOTIATE A CONTRACT. CONTRACT IS APPROVED AS TO LEGAL FORM, AND EXECUTED. CONTRACT STARTS.

Evaluation of the proposals by Evaluation Committee (EC)

- The Evaluation Committee (EC)
 - The Executive Director appoints the Evaluation Committee (EC) prior to the RFP being released. The EC reviews the proposals received in response to the RFP.
 - CRA Executive Director has appointed the following Evaluation Committee members and the CRA Board of Directors may add and/or revise:
 - Lovern Parks, HBCRA Residential Programs Manager
 - Jennifer Merino, City Attorney
 - Lynn Solomon, City of Ft. Lauderdale City Attorney
 - The proposals are received by the due date and time and the EC reviews.
 - A Sunshine Evaluation Committee Meeting is held to discuss the proposing Firm's MQRs (if any), answer any questions and come up with any questions to be addressed during oral presentations (if orals will be held), discuss the proposals.
 - Oral presentations may be held.
 - The EC completes the Rating Sheets for each proposing Firm.

Board of Directors Meeting/Award of Contract

■ The Executive Director

- The Executive Director brings to the Board of Directors the agenda and resolution with the recommendation for award of contract.
- Resolution is passed.
- Review of any variances and negotiation of contract commences between the CRA Executive Director, the CRA Attorney and the awarded firm.
- Agreement is executed by all parties.
- Work commences.



CONCLUSION

