



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
6/2/2021	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	5/5/2021	6/2/2021
File No.:		Public Hearing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21-140		Advertising Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
NA	NA	NA	NA	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NA	City Manager, Dr. Jeremy Earle	City Manager	
Strategic Plan Focus Areas:				
<input type="checkbox"/> Finance & Budget		<input checked="" type="checkbox"/> Organizational Capacity		<input type="checkbox"/> Infrastructure/Projects
Implementation Timeline:				
Estimated Start Date: 6/2/2021 Estimated End Date: 9/30/2021				

SHORT TITLE:

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AMENDING CHAPTER 23 "PROCUREMENT CODE", ARTICLE I PURCHASING, SECTION 23-8 TO REMOVE EMERGENCY EXPENDITURE CAP AND ADD SPENDING AUTHORITY FOR CONTINUING SERVICES CONTRACTS; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The City utilizes professional project planning, design, and engineering services, as might be needed, through Continuing Services Agreements awarded through a Request for Proposals (RFP). Following best practices, the City released an RFP for professional services for such

needs. Through this request, staff is adding to the Procurement Code a section that will allow City Manager the authority to execute such awarded agreements up to \$50,000 per project.

Background:

The Procurement Code currently provides authority to City Manager for expenditures of professional services agreements in an amount not to exceed \$25,000. However, the City frequently utilizes continuing contracts permitted by state statute to contract for engineering, architecture and surveying services in excess of \$25,000. The City Commission approved, through Resolution #2020-054, the award of RFP #FY 2018-2019-012 Continuing Professional Architectural and Engineering Services Agreements.

Further, Section 23-8(1) allows for emergency purchases for specific situations, but limits the authority to make necessary expenditures to \$50,000. As recent history has demonstrated, repair of documented emergencies resulting in environmental impact and potential loss of city assets can easily exceed \$50,000 and total pricing is difficult to assess when staff is trying multiple courses to correct a situation.

Current Situation:

To enable more effective and efficient procurement processes, staff reviewed the City's existing Procurement Code and proposes the following changes to Chapter 23, Section 23-8 Exception to bid requirements:

(1) Emergency purchases. In urgent cases of compelling emergency which require the immediate purchase or repair of equipment, supplies or contractual services, the city manager is empowered to secure, by open market procedure at the lowest obtainable price, any equipment, supplies, repairs or services ~~not exceeding \$50,000.00~~. The city manager shall place a notation on the agenda of the next regularly scheduled city commission meeting advising of the emergency purchase.

And

(7) Continuing Services Agreements. Individual purchases for professional services not exceeding \$50,000 made pursuant to continuing services agreements resulting from a publicly solicited Request For Proposals may be approved by the City Manager.

Why Action is Necessary:

Pursuant to Article V, Section 5.01 (4)(g) of the City of Hallandale Beach Charter, any action taken to amend a previously adopted City Ordinance must be adopted as an ordinance by the City Commission.

Cost Benefit:

This revision to the Procurement Code will expedite the processing of many professional projects awarded through RFP # FY 2018-2019-012 and future awarded RFPs for the same services. The amendment to the emergency expenditure provision will ensure that staff can respond to emergencies in a timely manner.

PROPOSED ACTION:

The City Commission consider the attached Ordinance on 2nd reading in the best interest of the City of Hallandale Beach.

ATTACHMENT(S):

Exhibit 1 – Proposed Ordinance

Exhibit 2 – Resolution 2020-054

Exhibit 3 – Agenda Cover Memo 20-206 Continuing Professional Services

Prepared By: Andrea Lues

Andrea Lues

Procurement Director

Reviewed By: Noemy Sandoval

Noemy Sandoval

Assistant City Manager

Approved By: Noemy Sandoval

Noemy Sandoval

Assistant City Manager