



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>9/1/2021</b>	<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>N/A</b>	<b>N/A</b>
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
<b>21-296</b>				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
<b>\$70,000</b>	<b>\$60,000</b>	<b>2110-534010</b>	<b>N/A</b>	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>RFP # FY 2020-2021-005</b>	<b>Chief Sonia Quinones</b>	<b>Police Department</b>	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> <b>Finance &amp; Budget</b>		<input checked="" type="checkbox"/> <b>Organizational Capacity</b>		<input type="checkbox"/> <b>Infrastructure/Projects</b>
Implementation Timeline:				
Estimated Start Date: 9/1/2021    Estimated End Date: 9/30/2026				

**SHORT TITLE:**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AWARDED RFP FY#2020-2021-005, POLICE MANAGEMENT STUDY, TO THE HIGHEST RANKED PROPOSER, MATRIX CONSULTING GROUP, LLC. FOR AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND (\$70,000.00) DOLLARS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**STAFF SUMMARY:**

**Summary:**

Staff seeks approval to award the Police Management Study RFP # FY2020-2021-005, to Matrix Consulting Group, LLC. The Hallandale Beach Police Department requested a management study to complete a comprehensive analysis of the organization, focusing on the adequacy of existing service levels, management systems, internal controls, responsiveness to community priorities, and other service needs. Coupled with these items, relations with community groups

and organizations, resource constraints and contributing factors, and making recommendations for potential long-term changes and development will be a focus of the management study.

The one-time cost for the comprehensive police management study is \$60,000. In addition to this original cost, per the firm’s proposal, there is an additional \$10,000 for the follow-up on the final report requested by PD. Regarding the \$10,000 follow-up fee, if the term of this agreement extends beyond a single fiscal year, the continuation of this agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.

**Background:**

Over the past year, Hallandale Beach Police Department sought responses from qualified and experienced firms to complete a comprehensive police departmental management study. On May 13, 2021, Staff released RFP # FY 2020-2021-005, where firms were requested to propose the completion of the management study. However, only one met the appropriate procurement requirements.

The final date for submissions was June 8, 2021. The City received one (1) submitted bid. The vendor was:

<b>RFP # FY 2020-2021-005 Police Management Study SUMMARY TABULATION SHEET</b>			
<b>PROPOSING FIRM</b>	<b>RFP ANNUAL AMOUNT</b>	<b>VARIANCES</b>	<b>LOCAL VENDOR PREFERENCE REQUESTED</b>
Matrix Consulting Group 1650 S. Amphlett Blvd., Suite 213 San Mateo, CA 94402 Richard Brady 650.858.0507 rbrady@matrixcg.net	<b>\$60,000 Plus \$10,000 follow-up of the study fee</b>	<b>None Stated</b>	<b>None Applied For</b>

**Current Situation:**

The Matrix Consulting Group, LLC., was the sole respondent to RFP# 2020-2021-005. The Matrix Consulting Group, LLC price was \$60,000 for the comprehensive study of the Hallandale Beach Police Department.

The RFP Selection Committee, appointed by the City Manager, consisted of three City employees Deputy Chief Michel Michel, Captain Aaron Smith, and Assistant Parks Director Robert Williams.

The Evaluation Committee recommends awarding the Police Department Management Study to Matrix Consulting Group, LLC. based on the following reasons:

1. Matrix Consulting Group, LLC was the only firm to respond to the RFP. The evaluation committee evaluated and determined this firm to be responsible and qualified for contract award.
2. Matrix Consulting Group, LLC is a national consultant group with five (5) years of experience.
3. The references provided by Matrix Consulting Group, LLC offered positive reviews of their past and present management studies.

Based on the RFP Selection Committee's review, Staff recommends the City Commission authorize the City Manager to award the responsive and responsible firm, Matrix Consulting Group, LLC.

Matrix Consulting Group, LLC will review all department practices and policies on-site to complete the management study. The completed management study will take approximately four (4) months, with the final report delivered soon after that. If the PD requires to follow-up on practices and procedures from the final report, it will be executed one (1) year from the initial start date at the cost of \$10,000.

The one-time cost for the comprehensive police management study is \$60,000. In addition to this original cost, per the firm's proposal, there is a cost of \$10,000 to perform a follow-up on the final report requested by PD.

**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.

**Cost Benefit:**

The use of the management study potentially may introduce the possibility of cost savings through many different departmental areas. With a comprehensive police management study, departmental cost savings may be attributed to new procedures, policies, or allocations recommended by Matrix Consulting Group, LLC.

**PROPOSED ACTION:**

The City Commission considers the attached Resolution to award the Police Department Management Study RFP # FY 2020-2021-005 to the responsive and responsible bidder, Matrix Consulting Group, LLC. The award is not to exceed Sixty Thousand dollars (\$60,000). The terms are contingent upon satisfactory services being provided and available funding. In addition to this

original cost, per the firm's proposal, there is a cost of \$10,000 to perform a follow-up on the final report, if requested by PD.

**ATTACHMENT(S):**

Exhibit 1 – Proposed Resolution/Ordinance

Exhibit 2 – RFP # FY 2020-2021-005 Police Management Study

Exhibit 3 – Award Information Memo

Prepared By: Aaron Smith

Aaron Smith  
Captain

Reviewed By: Terence Thouez

Terence Thouez  
Deputy Chief

Approved By: Michel Michel

Michel Michel  
Deputy Chief