



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

400 South Federal Hwy
Hallandale Beach, FL 33009
Revised 08072024

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		File No.:	Item Type:		1 st Reading	2 nd Reading	
12/4/2024		24-552		<input checked="" type="checkbox"/> Resolution	Ordinance Reading	N/A	N/A
				<input type="checkbox"/> Ordinance	Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Other	Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
					Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):		Funding Source:	Project Number:		
\$599,799		\$599,799		Various	N/A		
Contract/P.O. Required		RFP/RFQ/Bid Number:		Sponsor Name:	Department:		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	RFP # FY 2023-2024-09 CONSULTANTS' COMPETITIVE NEGOTIATION ACT (CCNA) CONTINUING SERVICES FOR THE INDEPENDENT REVIEW AND GENERAL CONSULTING ENGINEERING SERVICES FOR CITY OPERATIONS		Jeff Odoms, Director	Public Works		
Strategic Plan Focus Areas:							
<input checked="" type="checkbox"/> Fiscal Stability		<input type="checkbox"/> Resident Services		<input type="checkbox"/> Public Safety		<input checked="" type="checkbox"/> Infrastructure & Mobility	<input type="checkbox"/> Economic Development & Affordable Housing
Implementation Timeline:							
Estimated Start Date: 12/8/2024				Estimated End Date: 9/30/2025			

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING A CCNA WORK AUTHORIZATION WITH BLACK AND VEATCH TO PERFORM GENERAL REGULATORY ENGINEERING SERVICES FOR A NOT TO EXCEED WORK AUTHORIZATION AMOUNT OF FIVE HUNDRED, NINETY-NINE THOUSAND, SEVEN HUNDRED AND NINETY-NINE DOLLARS (\$599,799); AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This item seeks the City Commission's approval to retain professional engineering services from Black & Veatch Corporation (The Consultant), in accordance with RFP # FY2023-2024-09 – Consultants' Competitive Negotiation Act (CCNA), for the independent review and general consulting engineering services for city operations. The Consultant will assist the City with conducting regulatory engineering reviews of development applications for third-party and city projects, oversight, and assistance with management of City projects on an organizational level, planning and other functions for the Department of Public Works for a not-to-exceed amount of \$599,799.

Background:

On October 9, 2024, the City Commission approved Resolution No. 2024-100 (Exhibit 2) authorizing continuing service agreements be awarded, in accordance with the Consultant Competitive Negotiation Act (CCNA) per Request for Proposal (RFP) # FY 2023-2024-09, to a selected group of professional firms, including Black & Veatch Corporation.

The Department of Public Works has had the position of City Engineer posted since March of 2023. Although the Department has conducted numerous interviews, we have not yet been successful in hiring a suitable candidate. The Department has periodically utilized professional services from a consulting engineering company since March 2023 to support ongoing projects and provide assistance on an as-needed basis. However, the department is no longer utilizing these services for City Engineer support from the previous consulting firm, due to the previous firm's workload and the increased demands generated by the department's staffing vacancies, which together exceed the firm's capacity to manage effectively at this time.

Current Situation:

Currently, the Department of Public Works has several key vacancies which include the City Engineer, Assistant City Engineer, two Engineer, and two (2) Project Manager positions. These vacancies impact the Department's ability to maintain the effective management of ongoing projects and hamper the ability to properly plan and initiate future projects.

The purpose of this work authorization will be to address the high volume of infrastructure projects, including the management of awarded grants and the over \$250 million utility bond projects of our 10-year infrastructure rehabilitation plan, while mitigating the impact of critical staffing shortages within the Department. The Consultant will focus on providing essential support in grant writing, project management, and engineering review services to enhance the Department's capacity to meet its objectives. By organizing project details, maintaining oversight of ongoing and upcoming projects, and ensuring effective

administration of utility bond-funded initiatives, this support will play a key role in keeping City projects on track and ensuring their successful and timely completion.

Black & Veatch Corporation is uniquely qualified to support the City’s initiatives and ensure the continued excellence of public works projects amidst these staffing challenges. Black & Veatch Corporation will provide experienced and qualified project managers, professional engineers, construction managers and technical specialists, and support.

Although the use of in-house staff is preferable, and the hiring of the appropriate personnel remains a high priority, it is important to note that the cost of the contracted services does not exceed the average monthly salary of the vacant positions, as is summarized in the table below. In addition, as engineering staff are hired, relevant tasks can be transitioned away from Black & Veatch Corporation, as warranted.

	Average Per Month of Vacancies	Black & Veatch (Projected Expenditure)
24-Dec	\$ 69,667	\$ 49,986
25-Jan	\$ 69,667	\$ 49,983
25-Feb	\$ 69,667	\$ 49,983
25-Mar	\$ 69,667	\$ 49,983
25-Apr	\$ 69,667	\$ 49,983
25-May	\$ 69,667	\$ 49,983
25-Jun	\$ 69,667	\$ 49,983
25-Jul	\$ 69,667	\$ 49,983
25-Aug	\$ 69,667	\$ 49,983
25-Sep	\$ 69,667	\$ 49,983
25-Oct	\$ 69,667	\$ 49,983
25-Nov	\$ 69,667	\$ 49,983
	\$ 836,000	\$ 599,799

Average of Vacancies is the average of salaries for the vacant positions, plus benefits divided by 12-months.

The funding source for this request is detailed as “various” because the expenses will be charged to the appropriate funding sources based upon the nature of work completed by The Consultant, including the various enterprise funds, general fund, development related funds, capital project bond funds, etc. The Public Works Department staff will allocate the expenses based upon approved work by functional capacity.

The contract term will be five years commencing upon execution of a contract with the City and will be utilized as needed and until the City is appropriately staffed, subject to annual appropriation by City Commission and City issued purchase order.

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 \$50,000.00 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. Chapter 23, Section 23-8 (7) Continuing Services Agreements. Individual purchases for professional services not exceeding \$75,000 made pursuant to continuing services agreements resulting from a publicly solicited Request for Proposals may be approved by the City Manager.

Cost Benefit:

The use of a certified engineering professional from a company such as Black & Veatch Corporation will allow the Public Works Department to ensure continuity of operations during the current vacancies of the Engineering division. Contributions provided by Black and Veatch Corporation providing the services listed above will be invaluable. The CCNA Continuing Services are a matter of necessity to support the City and will provide a greater level of operational expediency.

PROPOSED ACTION:

The City Commission considered the attached Resolution.

ATTACHMENT(S):

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – Resolution No. 2024-100
- Exhibit 3 – Proposal from Black & Veatch Corporation
- Exhibit 4 – CCNA Continuing Services Agreement
- Exhibit 5 – Work Authorization

Prepared By: Jeffrey Towne
Jeffrey Towne
Assistant Director of Public Works, Administration and Operations

Reviewed By: Jeff Odoms
Jeff Odoms
Director of Public Works

Approved By: _____
Noemy Sandoval
Assistant City Manager