

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH THE HIGHEST RANKED FIRM, CIVITAS, LLC, TO PROVIDE STATE AND FEDERAL GRANT TECHNICAL ASSISTANCE CONSULTING SERVICES IN THE AMOUNT OF \$300,000 OVER A FIVE-YEAR TERM.

WHEREAS, the Community Development Division desires to retain a consultant to provide ongoing State and Federal grant technical assistance; and

WHEREAS, the firm will provide State and Federal grant technical assistance services, including but not limited to support with grant compliance and reporting, preparation of funding applications, environmental review coordination, monitoring and documentation, program implementation guidance, and training for staff on Federal and State grant requirements; and

WHEREAS, Section 38.43 of the Procurement Code states that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000, a formal solicitation process shall be completed that may result in a written contract(s) and/or purchase order(s) after due public notice inviting bids or proposals; and

WHEREAS, on August 18, 2025, Request for Proposals Number RFP-331-25-SA (“RFP”), State and Federal Grant Technical Assistance Consultant, was electronically advertised on OpenGov.com to solicit the desired services in accordance with Section 38.43(A) of the Procurement Code; and

WHEREAS, the RFP resulted in proposals from the following ten (10) firms by the response due date (in alphabetical order):

1. Accenture Infrastructure and Capital Projects, LLC (I&CP)
2. AG Urban LLC
3. Booth Management Consulting, LLC
4. Civitas, LLC
5. Ecostrata Services, Inc.
6. GrantPro Consult
7. GrantWorks, Inc.
8. Housing and Community Development Associates, LLC
9. Kimley Horn and Associates, Inc.
10. Metric Consulting LLC ; and

WHEREAS, on October 29, 2025, a Selection Committee met to evaluate and rank the proposals based upon the approved Evaluation Criteria established in the RFP as follows: Relevant Experience and Expertise; Qualifications of Key Personnel; Approach and Methodology; References and Past Performance; Cost Proposal; and

WHEREAS, based on the Evaluation Criteria, the Selection Committee evaluated the proposals and the total average scores were compiled to arrive at the following rankings, with the highest score being the highest ranked:

1. Civitas, LLC (89.75)
2. GrantWorks, Inc. (85.55)
3. Accenture Infrastructure and Capital Projects, LLC (I&CP) (79.52)
4. Housing and Community Development Associates, LLC (70.80)
5. Booth Management Consulting, LLC (67.30)
6. Kimley Horn and Associates, Inc. (66.12)
7. Metric Consulting LLC (61.09)
8. GrantPro Consult (61.02)
9. Ecostrata Services, Inc. (59.39)

; and

WHEREAS, the Selection Committee recommends that the City Commission authorize the execution of an Agreement with the highest ranked firm, Civitas, LLC, for a term of five years; and

WHEREAS, a Notice of Intent to Award was publicly posted for five (5) business days and received no protests; and

WHEREAS, funding for the Agreement is available in account numbers 115.160101.55400.531300.001861.000.000,
115.160101.55400.584380.001863.000.000,
115.160101.55400.584611.001865.000.000,
115.160101.55400.531300.001961.000.000,
115.160201.55400.531300.001666.000.000,
115.160201.55400.531300.001708.000.000
115.160201.55400.531300.001966.000.000. and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it authorizes the appropriate City officials to execute an agreement, embodying the terms and conditions approved by the City Commission this date, with Civitas, LLC in a form acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

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Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2026.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

DAMARIS HENLON
CITY ATTORNEY