

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A BLANKET PURCHASE AGREEMENT WITH GAI CONSULTANTS FOR A HOUSING NEEDS ASSESSMENT AND STRATEGIC ACTION PLAN IN AN AMOUNT UP TO \$100,000.00 IN ACCORDANCE WITH SECTION 38.43 OF THE PROCUREMENT CODE.

WHEREAS, the Community Development Division (“Division”) desires to hire an experienced firm to provide a housing needs assessment and strategic action plan that will be used in the fulfillment of the Division’s mission of revitalization of housing and stabilization or improvement of the City’s neighborhoods; and

WHEREAS, the Division recognizes that to succeed and grow economically, the City must understand its housing situation and needs, and the primary goals of the study are to examine the current housing situation within the community and identify opportunities for improvement and expansion of a variety of housing options while aligning strategies and funding from upper levels of government to include land use and development strategies; 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 December 14, 2023, Request for Proposals Number RFP-147-24-SK (“RFP”) was electronically advertised on OpenGov.com to solicit the desired Housing Needs Assessment and Strategic Action Plan for the City; and

WHEREAS, the RFP resulted in proposals from the following seven firms by the response due date:

Lambert Advisory, LLC
GAI Consultants
Urban Partners
TPMA
Matrix Design Group, Inc.
APD Urban Planning and Management
Brunt & Company, Inc. ; and

WHEREAS, on April 10, 2024, the Selection Committee met to evaluate and rank the proposals based upon the approved Evaluation Criteria established in the RFP, including the Consultant's Qualifications and Experience; Project Team Qualifications and Experience; Technical Approach and Timeline; Consultant's Fee Proposal; and Small, Minority, Veteran, and Woman-Owned Business; and

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

1.	Lambert Advisory, LLC	93.03 Points
2.	GAI Consultants	88.03 Points
3.	Urban Partners	85.79 Points
4.	TPMA	85.3 Points
5.	Matrix Design Group, Inc.	83.67 Points
6.	APD Urban Planning and Management	82.54 Points
7.	Brunt & Company, Inc.	54.35 Points ; and

WHEREAS, the top four ranked firms were shortlisted and invited to provide oral presentations for further consideration by the Selection Committee in its evaluation and selection of a firm; and

WHEREAS, on April 23, 2024, oral presentations were provided by the four shortlisted firms, followed by a public Selection Committee meeting on May 1, 2024, during which the Selection Committee ranked the shortlisted firms; and

WHEREAS, scores were compiled to arrive at the following rankings, with the lowest score being the highest ranked:

1.	GAI Consultants	3 Points
2.	Lambert Advisory, LLC	6 Points
3.	Urban Partners	9 Points
4.	TPMA	12 Points; and

WHEREAS, the Selection Committee recommends that the City Commission authorize the negotiation and execution of a Blanket Purchase Agreement with the highest ranked firm, GAI Consultants, for a term of one year, to provide a Housing Needs Assessment and Strategic Action Plan for the City; and

WHEREAS, funding for the Housing Strategy and Needs Assessment will be available in the FY 2025 Operating Budget in account number 115.160201.55400.534980.001866.000.000, subject to approval and adoption by the City Commission.

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

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A BLANKET PURCHASE AGREEMENT WITH GAI CONSULTANTS FOR A HOUSING NEEDS ASSESSMENT AND STRATEGIC ACTION PLAN IN AN AMOUNT UP TO \$100,000.00 IN ACCORDANCE WITH SECTION 38.43 OF THE PROCUREMENT CODE.

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 negotiate and execute a Blanket Purchase Agreement, embodying the terms and conditions approved by the City Commission this date, with GAI Consultants, in a form acceptable to the City Manager and approved as to form by the City Attorney.

Section 3: That if the appropriate City officials are unable to negotiate a Blanket Purchase Agreement with the highest ranked firm, they are authorized to terminate negotiations with that firm, and proceed to negotiate and execute a Blanket Purchase Agreement with the next highest ranked firm(s), in order, until an agreement is reached.

Section 4: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2024.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM:

DOUGLAS R. GONZALES

CITY ATTORNEY