

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

RESOLUTION NO. 2015-69

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO CONTRACTS; APPROVING THE SELECTION OF A FIRM TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR A MULTI-YEAR STRATEGIC PLAN DEVELOPMENT; AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS WITH THE SELECTED FIRM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on July 6, 2015, the Village Procurement Division opened sealed bids solicited under the following Procurement Action: Request for Qualification/Proposals (RFQ/P) Number 1415-07-003 for Professional Consulting Services for a Multi-Year Strategic Plan Development; and,

WHEREAS, on August 18, 2015, the Village Council conducted a Special Council meeting wherein presentations and interviews were conducted. Four responsive bidders participated in the process, as follows: Analytica, Keith and Schnars, P.A., Management Partners, and Novak Consulting Group; and,

WHEREAS, the Mayor and Village Council desire to select a firm from among the proposers.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The following firm is selected to provide the Village with Professional Consulting Services for a Multi-Year Strategic Plan Development:

Novak Consulting Group

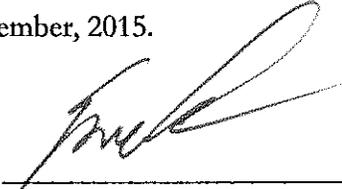
Section 2. The Village Manager is authorized to negotiate a Contract with the selected firm in substantially the same terms and conditions provided in the attached proposal.

Section 3. This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this 8th day of September, 2015.

Attest:


Meighan Alexander
Village Clerk


Eugene Flinn
Mayor

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE
AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:


Dexter W. Lehtinen
Village Attorney

FINAL VOTE AT ADOPTION:

- Council Member Karyn Cunningham YES
- Council Member Tim Schaffer NO
- Council Member Larissa Siegel Lara YES
- Vice-Mayor John DuBois YES
- Mayor Eugene Flinn YES

REQUEST FOR QUALIFICATION/PROPOSALS

Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157



TITLE:

Professional Consulting Services for Multi-Year Strategic Plan Development

RFQ/P NO.:

1415-07-003

DUE DATE:

Monday, July 6, 2015 at 3:00 pm

ISSUED:

Friday, June 6, 2015

CONTACT PERSONS:

Edward Silva
Village Manager
Village of Palmetto Bay
ESilva@palmettobay-fl.gov

Litsy Pittser
Procurement Specialist
Finance Department
Lpittser@palmettobay-fl.gov



TABLE OF CONTENTS

SECTION 1.0 ADVERTISEMENT	3
SECTION 2.0 GENERAL INFORMATION	4 - 8
SECTION 3.0 PROJECT INFORMATION	9 - 11
SECTION 4.0 SUBMITTAL REQUIREMENTS	12 - 14
SECTION 5.0 OTHER CONDITIONS	15 - 16
SECTION 6.0 SUBMITTAL FORMS	17 - 21
SECTION 7.0 OTHER FORMS	22 - 23
SECTION 8.0 AGREEMENT	24 - 35

1.0 ADVERTISEMENT



REQUEST FOR QUALIFICATION/PROPOSALS (RFQ/P)

**PROFESSIONAL CONSULTING SERVICES FOR MULTI-YEAR
STRATEGIC PLAN DEVELOPMENT**

RFQ/P No. 1415-07-003

The Village of Palmetto Bay is accepting sealed proposals from qualified professionals to provide with expertise in strategic planning and assessment that will support the development of a strategic plan. Sealed proposals must be received by the Village Clerk at Village of Palmetto Bay, Municipal Center, 9705 E. Hibiscus Street, Palmetto Bay, FL 33157, no later than 3:00pm on or before Monday, July 6, 2015, (late submittals, email submittals, and facsimile submissions will not be accepted) at which time they will be publicly opened and read aloud.

To be considered, all interested parties must request a copy of the bid document(s) and submit an original, five (5) copies and a CD or flash drive containing a copy of the entire original submission in one (1) sealed package titled "PROFESSIONAL CONSULTING SERVICES FOR MULTI-YEAR STRATEGIC PLAN DEVELOPMENT RFQ/P No. 1415-07-003." The respondent shall bear all costs associated with the preparation and submission of the response to the solicitation. Solicitation documents may be obtained on or after Friday, June 5th, 2015 at 8:30am at the Village of Palmetto Bay Municipal Center at 9705 E. Hibiscus Street, Palmetto Bay, FL 33157. Interested, qualified vendors can obtain information by contacting the Village of Palmetto Bay, Procurement Specialist at Lpittser@palmettobay-fl.gov.

END OF SECTION