

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: September 16, 2022

FROM: Peter J. Iglesias, P.E.
City Manager



SUBJECT: Award Recommendation
RFP 2022-014 Legislative Consulting
Services

At the next available City Commission Meeting an award recommendation for RFP 2022-014 Legislative Consulting Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFP and authorize negotiations with The Southern Group of Florida, Inc., the highest ranked responsive and responsible proposer.
- 2) Reaffirm the City's right to pursue alternative courses of action.

On June 29, 2022, the Procurement Division of Finance formally advertised, issued, and distributed Legislative Consulting Services, Request for Proposals (RFP) 2022-014. Twenty-Five (25) prospective proposers downloaded the RFP package from Public Purchase, the City's web-based e-Procurement service.

On August 1, 2022, seven (7) firms submitted proposals in response to the RFP: Akerman, LLP; Capital City Consulting; Continental Strategy; Converge Public Strategies; Pittman Law Group, P.L., Sun City Strategies, LLC and The Southern Group of Florida, Inc.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFP. During the review, it was determined that the following proposers would be deemed non-responsive and would receive no further consideration for award due to their failure to meet the RFP's Minimum Qualification Requirement to be regularly engaged in the business of providing the services for a minimum of five (5) years):

- Continental Strategy and Converge Public Strategies

On September 14, 2022, the Evaluation Committee convened to evaluate the five (5) responsive and responsible proposals and ranked the firms in the following order of preference: The Southern Group of Florida, Inc (top-ranked), Capital City Consulting (second ranked), Akerman, LLP (third ranked), Pittman Law Group, P.L. (fourth ranked), and Sun City Strategies, LLC (fifth ranked). The Evaluation Committee determined that The Southern Group of Florida, Inc., was the highest ranked responsive-responsible proposer.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:

Miriam Soler Ramos, Esq., City Attorney

Billy Y. Urquia, City Clerk

Alberto Parjus, Assistant City Manager

Gustavo Ceballos, Assistant City Attorney

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Finance Assistant Director for Procurement