



AGENDA ITEM REQUEST FORM

Item No. 5a

TOWN MANAGER

Connie Hoffmann *CH*

Department Submitting Request

Dept Head's Signature

**SPECIAL
COMMISSION MTG**
X Meeting Dates - 7:00 PM

**DEADLINE TO
Town Clerk**

**ROUNDTABLE
MEETING**
Meeting Dates - 7:00 PM

April 12, 2011

- | | | | |
|---------------------------------------|---|---------------------------------------|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Old Business | <input checked="" type="checkbox"/> New Business |

SUBJECT TITLE: Agreement with Redevelopment Management Associates to Assist in the Development of Cost Estimates and a Finance Plan for Master Plan Projects and Economic Development Activities

EXPLANATION: RMA very quickly developed a scope of services as requested at past Tuesday's special Workshop to assist the Town in estimating the cost of the various capital projects in the five year plan to implement the Master Plan and to develop a finance plan to fund those projects and the various economic development activities outlined in their report. Their proposal is attached and would cost \$19,900. (You can tell Chris Brown used to be in the retail industry.) There are sufficient funds in the Development Services professional services budget to cover the cost of the contract.

Assuming you approve the contract on Tuesday evening, RMA can complete the work done early in June, which would aid us greatly in the preparation of next year's budget. You will note that they will need to use some of the work produced by the University of Miami in order to produce cost estimates for the A1A and Commercial Boulevard projects, as the Town does not have existing designs for those two very significant projects.

I confirmed with the Town Attorney that a contract with RMA would be in compliance with the Town's purchasing policies. She has advised that it is authorized under the provision that the Commission has the authority to procure professional services involving particular skills, ability, experience or expertise without utilizing a competitive bidding process. The agreement with them would be put into our standard contract format and reviewed by the Town Attorney as to form before it was executed.

RECOMMENDATION: Authorize execution of a contract with RMA in the amount of \$19,900.

EXHIBIT: RMA Proposed Scope of Services



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FISCAL IMPACT AND APPROPRIATION OF FUNDS:

- Amount \$ 19,900 Acct # 001.524.500.315
 Transfer of funds required From Acct # _____

Reviewed by Town Attorney
 Yes No

Town Manager Initials CH



Agreement

Town Of Lauderdale by the Sea (Client)
Att: Connie Hoffman, Town Manager
4501 North Ocean Drive
Lauderdale by the Sea, Florida

and

Redevelopment Management Associates, LLC (Consultant)
Chris Brown/Kim Briesemeister, Principals
3109 East Atlantic Blvd, Suite B
Pompano Beach, Florida 33062

RE: Proposal for Additional Services to Downtown Implementation Plan

Dear Ms. Hoffman:

Thank you for the opportunity to provide a scope for additional services for a financial component to your Downtown Implementation Plan.

Scope of Services

I. Due Diligence Review

Consultant will meet with Client to review current budget and financial obligations and explore available general revenue funds that may be utilized to implement the Plan.

II. Identify Revenue Streams

RMA will provide a Financial Advisor to work with the Town's Administrators to generally determine the fiscal options for issuing a bond or other debt instruments. The appropriate financial team will need to be hired if the Town decides to pursue issuing a bond. The Consultant will review the parking revenue and expenses to determine if the parking enterprise fund may qualify as an additional source of funding for the Implementation Plan projects.

III. Identify Cost Estimates

The Consultant will work with the Town's consultants, including civil engineering, traffic, and other disciplines, to secure preliminary cost estimates for capital projects being considered in the 5-Year Finance Plan. Consultant will in addition utilize existing plans and those to be produced by University of Miami to generally provide construction

cost estimates with ranges. Since existing plans will not provide sufficient detail to determine exact pricing, a contractor will be hired to estimate price ranges, pending final designs, materials and fixtures selection, and other specifications. .

IV. Prepare the Finance Plan

Consultant will assist Client in preparing the Five Year Finance Plan in the format provided by RMA. The Finance Plan may not fund each project identified in the Implementation Plan report if revenues are not sufficient to provide the funds.

V. Meetings and Presentations

Consultant will attend meetings with Client, as necessary, to prepare the Finance Plan and attend one (1) meeting with the Town Commission.

VI. Schedule

Consultant will commence work upon approval of the Agreement and complete the Finance Plan by June 1, 2011.

VII. Fee Schedule

Consultant's fee for the above described services amounts to nineteen thousand nine hundred dollars (\$19,900.00) payable in monthly installments payable upon receipt by the Town of Consultants invoice stating the progress of work and percentage of work completed. Reimbursable expenses such as printing, long distance telephone charges, and any other charges approved by the Town Manager shall be paid by the Town in addition to the fee stated above.

Agreed this _____ day of April, 2011 by and between:

Client: Town of Lauderdale By The Sea

Consultant: Redevelopment Management Associates