



Town of Miami Lakes Memorandum

To: Honorable Mayor and Councilmembers

From: Edward Pidermann, Town Manager

Subject: Request for Authorization to Waive Competitive Solicitation Requirements Pursuant to Section 5(d) of Ordinance 17-203 for Grants Support Services

Date: October 8, 2024

Recommendation:

It is recommended that the Town Council authorize a waiver of the solicitation process under Section 5(d) of Ordinance 17-203 and authorize the Town Manager to enter into a one-year professional services agreement for an amount of \$48,000.00 with BellTower Consulting Group, LLC. (“BellTower”) not to exceed budgeted funds.

Background:

The Town currently has a professional services agreement with BellTower, our grants support consultant. Under this agreement, BellTower is responsible for assisting the grants manager in researching, developing, writing, preparing, and submitting, grant applications from a variety of funding sources. To date, BellTower has assisted the Town in being awarded over \$1.7 million in grant funding. This funding had been from sources including, but not limited to, the Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (DEP), Federal Emergency Management Agency (FEMA), United States Department of Housing and Urban Development (HUD), and Florida Department of Law Enforcement (FDLE), among others

Overall, they have performed well and have demonstrated a deep understanding of our needs, supporting our grants manager and allowing us to improve upon our grant seeking capabilities. Furthermore, BellTower provides their services at a competitive rate.

Based on their performance and to provide ongoing support to our new grants manager, it is recommended to continue their services for an additional year. Additionally, this will allow for time for the development of a solicitation for these services to be issued prior to the end of the agreement term and enable us to thoroughly evaluate our needs without the interruption of grants applications and services.

Therefore, it is recommended that the Town Council authorize a waiver of the solicitation process under Section 5(d) of Ordinance 17-203 and authorize the Town Manager to enter into a one-year professional services agreement for an amount of \$48,000.00 with BellTower Consulting Group, LLC. not to exceed budgeted funds.

Attachment A – BellTower Consulting Group, LLC Agreement