

Southeast Florida Regional Partnership

Indian River - St. Lucie - Martin
Palm Beach - Broward - Miami-Dade - Monroe

MEMORANDUM

To: Executive Committee Members AGENDA ITEM VI

From: SEFRP Management Team

Date: October 28th, 2011 – Executive Committee Meeting

Subject: Proposed Agreement for Services for the Southeast Florida Regional Vision and Blueprint for Economic Prosperity.

Introduction

The proposed draft Agreement is intended to guide and ensure the development and implementation of the RVB.

At the September 30th meeting, the Executive Committee directed the Management Team to prepare an Agreement with the top-ranked consultant team to develop the Regional Vision and Blueprint for Economic Prosperity (RVB).

The Management Team, working in conjunction with the Consultant, reviewed the existing HUD-approved budget, work plan and schedule, and prepared a draft Agreement and Timeline to complete the project for consideration by the Executive Committee.

Overview

The development and implementation of the RVB involves a wide-ranging work plan, over an extended period of time, in an era of great economic uncertainty. In order to ensure the completion of all the tasks in the HUD-approved work plan as well as others that may arise as the project evolves, the Management Team and Consultant have built in flexibility that will allow the Partnership to quickly react and adapt to any challenges and opportunities that could surface over the duration of the Agreement.

The Key components of the draft Agreement are as follows:

- a) *A HUD-Approved Process* - The draft Agreement closely follows HUD's approved work plan and budget.
- b) *A Phased Approach* - The draft Agreement is organized into two Phases: A first phase that addresses Tasks 1 through 6 of the original HUD work plan; and a second phase that addresses implementation.
- c) *Built-in Flexibility* - A Flexibility Clause to allow for amendments and revisions to the tasks, budget allocations, schedule, etc., to occur as necessary, to facilitate rapid adaptation to challenges and opportunities that may arise over the course of this Agreement.
- d) *An Action Plan* - An "Action Plan and Notice of Commencement Clause" that requires the creation of an "Action Plan" (to be presented to and be reviewed by the Executive Committee). This Action Plan will fully describe each Task within the approved HUD work plan, identify Task deliverables and responsible parties (Consultant, Sub-Consultant, RPC's, and Consortium members or other Partners (or a combination of any or all)), and clearly list deliverables for each party. In addition, under this provision, the SFRPC Executive Director will issue and approve one or more "Notices of Commencement" for Task/s as outlined in the Action Plan, allowing the Consultant to initiate activities and incur costs related to such Tasks.
- e) *Incorporation of Consortium Members* - The Consultant Team, working with the Management Team, identified 8 out of 20 Consortium Member proposals that are complete and consistent with the goals and objectives of the RVB and its principles for economic prosperity. The Consultant and Management Team are discussing how to incorporate these proposals into the work plan and budget.
- f) *Nationally Recognized, Capable Professionals* - The Agreement foresees the lead consultant working with 16 other nationally recognized, vastly capable sub-consultants to address all Tasks outlined within the work plan.
- g) *Expanded Team* - Per the Management Team's request, in addition to the sub-consultants that already make up the top-ranked team, the Consultant has agreed and is negotiating the incorporation of nine additional sub-consultants to the master consultant team to address specific issues identified in the work plan.

Final Agreement will be subject to HUD's guidelines and regulations and approval.

Recommendation

The Executive Committee should recommend that the South Florida Regional Planning Council at its November 7th meeting authorize the Executive Director, in consultation with its legal counsel, to negotiate and execute a final Agreement for Services for the Southeast Florida Regional Vision and Blueprint for Economic Prosperity with the top-ranked firm.

Attachments

