



**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** March 4, 2014

**TITLE:** Motion to award a one-year contract for actuarial services – Request for  
Proposals (RFP) 745-11293 - Not to exceed \$124,000

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**Recommendation**

It is recommended that the City Commission award a one-year contract for actuarial services to Cavanaugh Macdonald Consulting, LLC utilizing the City's Contract (Form P-0001) based upon an hourly rate of \$320 per hour and authorize the City Manager to approve three one-year renewal options, contingent upon appropriation of funds.

**Background**

This RFP is for the engagement of a consulting firm for the purposes of providing actuarial services in regard to collective bargaining, pension reform, budget and finance. The role of the consultant is to provide these actuarial services for the City, on an as-needed basis in accordance with the terms, conditions and specifications contained in the RFP. The consultant will provide comprehensive services that are defensible, and meet all Federal, State and local laws, statues and ordinances governing such services.

- November 2013 – An RFP was issued for Actuarial Services – Collective Bargaining, Pension Reform, Budget and Finance.
- December 2013 – The RFP closed with a total of two firms submitting proposals in response to the RFP. A Best and Final Offer was requested and received from both proposers with final hourly rates as follows: Cavanaugh \$320/hr. and Bolton Partners \$325/hr.
- January 2014 – The evaluation committee, consisting of Norm Mason, Assistant Budget Manager; Averill Dorsett, Director of Human Resources; and Alfred Battle, CRA Manager, evaluated the two proposals and ranked each proposal according to the evaluation criteria.

|   |     |                 |                     |
|---|-----|-----------------|---------------------|
|   |     | Bolton Partners | Cavanaugh Macdonald |
| EVALUATION CRITERIA                             |     | RANK            | RANK                |
| Understanding overall needs of the City         | 30% | 2               | 1                   |
| Experience, qualifications and past performance | 40% | 2               | 1                   |
| Cost to the City                                | 30% | 2               | 1                   |
| OVERALL RANKING                                 |     | 2               | 1                   |

Including all evaluation criteria, the final tabulations were first place ranked proposer, Cavanaugh Macdonald Consulting, LLC; and second place ranked proposer, Bolton Partners.

**Resource Impact**

The number of hours to be used for actuarial services is dependent on what changes to the City’s General Employees’ Retirement System (GERS) and Police and Fire Retirement System plans are contemplated. Such proposals are typically part of the collective bargaining process with the City’s unions, or could be due to changes in regulations or interpretations from the Internal Revenue Service (IRS) or other governing agencies.

The fiscal impact to the City for the current fiscal year is not anticipated to exceed \$124,000. Future expenditures are contingent upon approval and appropriation of the annual budget, and based on the contracted rate of \$320 per hour.

| Funds available as of February 3, 2014 |   |  |                              |                                 |                 |
|--|---|--|------------------------------|---------------------------------|-----------------|
| ACCOUNT NUMBER                         | INDEX NAME (PROGRAM)                              | OBJECT CODE/ SUB-OBJECT NAME                               | AMENDED BUDGET (Object Code) | AVAILABLE BALANCE (Object Code) | PURCHASE AMOUNT |
| 001-<br>GEN050101-<br>3199             | Other<br>General<br>Gov’t –<br>Human<br>Resources | Service<br>Materials/<br>Other<br>Professional<br>Services | \$409,000                    | \$272,529                       | \$124,000       |
|  |   |  |                              | PURCHASE<br>TOTAL ►             | \$ 124,000      |

**Strategic Connections:**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- **Goal 12:** Be a leading government organization, managing its resources wisely and sustainably.
- **Objective 1:** Ensure sound fiscal management.
- **Initiative 1:** Achieve a structurally balanced budget through viable revenue sources, smart financial management, comprehensive financial forecasting, and results-oriented and efficient services.

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are united.*

**Attachments**

Exhibit 1 – Bid Tabulation RFP 745-11293

Exhibit 2 – Final Rankings RFP 745-11293

Exhibit 3 – Bolton Partners, Inc. Proposal

Exhibit 4 – Cavanaugh Macdonald Consulting, LLC Proposal

Exhibit 5 – Best and Final Offers

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