



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

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

**DATE:** February 19, 2013

**TITLE:** Motion to award purchase of comprehensive user fee study and  
indirect cost allocation study – Request for Proposal (RFP) 135-11098 –  
\$38,000

---

**Recommendation**

It is recommended that the City Commission approve an award for a comprehensive user fee study and indirect cost allocation study to the single responsive and responsible proposer, Matrix Consulting Group, Ltd. d/b/a Matrix C G, Inc., in the amount of \$38,000, and authorize the City Manager to approve a renewal option to update the study within the next three years, contingent upon approval and appropriation of funds.

**Background**

The City of Fort Lauderdale is conducting a comprehensive user fee study and indirect cost allocation study. The user fee study will identify current and potential services, and the true cost associated with each. The cost allocation study will identify a reasonable and consistent method of allocating indirect costs, and ensure full cost recovery for services supported by the General Fund and Information Technology Fund. The models will utilize comprehensive overhead rates in a reasonable and equitable allocation method and accurately account for the true costs of programs and services.

The RFP was opened January 8, 2013. Matrix Consulting Group was the single proposer. Their proposal was comprehensive and the response to specifications and scope of service requirements were sufficiently detailed. The vendor understands the overall needs of the City for these services as further demonstrated by the explanations provided in the proposal for each of the ten (10) requested tasks listed in the RFP. Staff recommends awarding this contract to Matrix Consulting Group, Ltd doing business in Florida as Matrix C G, Inc.

**Resource Impact**

There is a fiscal impact to the City in the amount of \$38,000.

FUNDS AVAILABILITY LOCATION:								
FY	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJ #	SUBJECT NAME	AMOUNT
2013	001	01	General Fund	GEN010101	Other General Government	3199	Other Professional Services	\$38,000
							<b>TOTAL</b>	\$38,000

**Attachment**

Exhibit 1 – Bid Tabulation 135-11098

Prepared by: Michael F. Walker, Procurement and Contracts Manager  
 Carrie Keohane, Administrative Assistant I

Department Manager: Emilie Smith, Budget Manager