



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#16-0352

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

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

DATE: April 5, 2016

TITLE: Motion to Approve Purchase of Succession Planning Services –
Management Partners, Incorporated - \$69,990

Recommendation

It is recommended that the City Commission approve the purchase of succession planning services for the Public Works Department from Management Partners, Incorporated, in substantially the form attached, in the amount of \$69,990.

Background

The Public Works Department is responsible for delivering many of the critical services that City neighbors require such as solid waste collection and disposal; recycling; improving climate change resiliency; improving air and water quality; and sustaining the natural environment. The Department is also responsible for constructing and maintaining the City's infrastructure including roads and bridges, and adapting to sea level rise and reducing flooding. In addition, the Utilities Division of Public Works provides quality drinking water; collects and treats wastewater; maintains and operates stormwater infrastructure; and maintains over 1,200 miles of wastewater collection and water distribution systems that serve the City's neighbors and visitors as well as residents in several surrounding communities.

The Utilities Division (Division) is currently experiencing difficulties recruiting Treatment Plant Operators in both Water and Wastewater sections along with skilled positions for the mechanical and electrical maintenance of all three treatment plants (Peele Dixie, Fiveash Water Treatment Plant and G.T. Lohmeyer Wastewater Treatment Plant). These positions often require state test certifications and are in high demand throughout Florida and the country. The Division has suffered from the loss of community builders who held key positions as they were recruited by neighboring communities after having completed necessary training and education to achieve state certification. In addition, twenty five per cent of all community builders in Public Works are eligible for retirement by the end of 2017. Even though many may work past their eligible retirement date, the Department is facing a significant vulnerability and needs a sustainable plan to fill those positions in a timely manner.

The scope of the succession planning services includes providing a

comprehensive analysis of the issues involved in filling critical positions, identifying the gaps that exist, and providing short and long term recommendations and solutions to ensure recruitment and retention of well-trained and experienced community builders now and in the future.

After an initial focus on the succession planning process, the consultant will facilitate and train staff so that the plan can be implemented after the consultant's active engagement. It is expected that the solutions will be multi-faceted and will include comprehensive training and development plans for existing community builders as well as for new talent recruited to the City.

The background of the solicitation process includes the following:

- September 4, 2015 – Request for Proposal (RFP) 455-11663 was issued for Succession Planning Services for Public Works.
- November 10, 2015 – RFP closed with a total of four firms submitting proposals including:
 - Management Partners, Incorporated
 - The Mejorando Group
 - Strategic Government Resources
 - DWH, LLC
- January 19, 2016 – An evaluation Committee, consisting of Paul Berg, Interim Director – Public Works; Alfred Battle, Deputy Director – Sustainable Development; Kristin Tigner, Deputy Director – Human Resources, met with AnnDebra Diaz, Senior Procurement Specialist, to evaluate and rank the firms. As a result of the evaluation, the committee selected the following firms to be shortlisted for oral presentations:
 - Management Partners, Incorporated
 - The Mejorando Group
 - Strategic Government Resources
- February 29, 2016 – Shortlisted firms were invited to make oral presentations to the evaluation committee. After the presentations were completed, the firms were ranked based on the evaluation criteria shown in the table below:

EVALUATION CRITERIA	WEIGHT
Demonstration of relevant previous experience related to Utilities and Public Works Departments	30%
Demonstration and full understanding of services requested thru the ability, capacity, skill & personnel resources	15%
Comprehension of scope, understanding needs of the department through a value-based solution that provides easy integration, implementation and scalability for the future	25%
Total Project Cost	30%
TOTAL	100%

The three firms were ranked as follows:

- Management Partners, Incorporated (1st Place)
- The Mejorando Group (2nd Place)
- Strategic Government Resources (3rd Place)

Resource Impact

There will be a current year fiscal impact to the City in the amount of \$69,990.

<i>Funds available as of March 2, 2016</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
451-PBS670503-3199	Lohmeyer Regional Plant Operations	Services & Materials/ Other Professional Services	\$6,339,550	\$2,349,685	\$23,330
450-PBS670101-3199	Treatment Operations	Services & Materials/ Other Professional Services	\$366,965	\$342,122	\$46,660
TOTAL →					\$69,990

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 11: Be a well-trained, innovative, and neighbor-centric workforce that builds community.
- Objective 1: Foster professional and rewarding careers.
- Initiative 5: Develop a succession planning program to ensure knowledge transfer for critical positions.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are United*.

Attachments

Exhibit 1 – Final Ranking
Exhibit 2 – Solicitation
Exhibit 3 – Management Partners proposal
Exhibit 4 – The Mejorando Group proposal
Exhibit 5 – Strategic Government Resources proposal
Exhibit 6 – DWH, LLC proposal
Exhibit 7 - Agreement

Prepared by: AnnDebra Diaz, Finance
Linda Blanco, Finance

Department Directors: Paul Berg, Public Works Department
Kirk Buffington, Finance

