

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 2023-535-DF FOR A COMMUNITY SATISFACTION SURVEY CONSULTANT; AUTHORIZING THE ADMINISTRATION TO ENTER INTO NEGOTIATIONS WITH ETC INSTITUTE AS THE TOP-RANKED PROPOSER; FURTHER, IF THE ADMINISTRATION IS NOT SUCCESSFUL IN NEGOTIATING AN AGREEMENT WITH ETC INSTITUTE, AUTHORIZING THE ADMINISTRATION TO ENTER INTO NEGOTIATIONS WITH POLICY CONFLUENCE, INC., AS THE SECOND-RANKED PROPOSER; FURTHER, IF THE ADMINISTRATION IS NOT SUCCESSFUL IN NEGOTIATING AN AGREEMENT WITH POLICY CONFLUENCE, INC., AUTHORIZING THE ADMINISTRATION TO ENTER INTO NEGOTIATIONS WITH ZILO INTERNATIONAL GROUP LLC AS THE THIRD-RANKED PROPOSER; AND FURTHER AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AN AGREEMENT UPON CONCLUSION OF SUCCESSFUL NEGOTIATIONS BY THE ADMINISTRATION.**

**WHEREAS**, on July 26, 2023, the Mayor and City Commission authorized the issuance of Request for Qualifications (RFQ) 2023-535-DF for a community satisfaction survey consultant; and

**WHEREAS**, on August 30, 2023, the City received proposals from the following eight (8) firms: 2Can Group LLC, Business Trade and Services, Inc. d/b/a BTS Consulting, ETC Institute, Gateway Healthcare Solutions, LLC, Policy Confluence, Inc. d/b/a Polco, Probolsky Research, The Research Associates, Inc., and Zilo International Group LLC ; and

**WHEREAS**, on September 1, 2023, the City Manager appointed the Evaluation Committee via LTC # 384-2023. The Committee was comprised of Melissa Berthier, Director, Marketing & Communications Department; Kathie Brooks, Consultant/Resident; Marcia Monserrat, Intergovernmental & External Affairs Chief; Kevin Pulido, Division Director, Neighborhood Affairs Division, Marketing & Communications Department; and Leslie Rosenfeld, Chief Education Officer, Office of Education & Performance Initiatives; and

**WHEREAS**, between the dates of September 1-6, 2023, the following three (3) firms withdrew their proposals from consideration: 2Can Group LLC, Business Trade and Services, Inc d/b/a BTS Consulting, and Probolsky Research; and

**WHEREAS**, the Evaluation Committee convened on September 7, 2023, to consider the proposals received; and

**WHEREAS**, the Committee was provided an overview of the project, information relative to the City's Cone of Silence Ordinance, the Government Sunshine Law, and general information on the scope of services and a copy of each proposal; and

**WHEREAS**, the Committee was instructed to score and rank each proposal pursuant to the evaluation criteria established in the RFQ; and

**WHEREAS**, the evaluation process resulted in the proposers being ranked by the Evaluation Committee in the following order:

- 1<sup>st</sup> - ETC Institute
- 2<sup>nd</sup> - Policy Confluence, Inc.
- 3<sup>rd</sup> - Zilo International Group LLC
- 4<sup>th</sup> - The Research Associates
- 5<sup>th</sup> - Gateway Healthcare Solutions, LLC

**WHEREAS**, after reviewing all of the submissions and the Evaluation Committee process, the City Manager concurs with the Evaluation Committee and recommends ETC Institute, the top-ranked firm, to community satisfaction survey consultant services; and

**WHEREAS**, ETC Institute has provided excellent survey services to the City as the incumbent firm since 2018.

**NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA**, that the Mayor and City Commission hereby accept the recommendation of the City Manager, pursuant to Request for Qualifications (RFQ) 2023-535-DF for a community satisfaction survey consultant, authorize the Administration to enter into negotiations with ETC Institute as the top-ranked proposer; further, if the Administration is not successful in negotiating an agreement with ETC Institute, authorize the Administration to enter into negotiations with Policy Confluence, Inc. as the second-ranked proposer; further if the Administration is not successful in negotiating an agreement with Policy Confluence, Inc., authorize the Administration to enter into negotiations with Zilo International Group LLC, as the third-ranked proposer; and further authorize the City Manager and City Clerk to execute an agreement upon conclusion of successful negotiations by the Administration.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

**ATTEST:**

\_\_\_\_\_  
RAFAEL E. GRANADO, CITY CLERK

\_\_\_\_\_  
DAN GELBER, MAYOR

APPROVED AS TO  
FORM & LANGUAGE  
& FOR EXECUTION

  
\_\_\_\_\_  
City Attorney *OK*      10-5-23  
Date