



# Brevard County Board of County Commissioners

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Legislation Text

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**File #:** 5578, **Version:** 1

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### **Subject:**

Request for Proposal (RFP) for a Municipal Incorporation Feasibility Study for Merritt Island.

### **Fiscal Impact:**

The County received two proposals outside the County's competitive procurement process. One proposal received (BJM Consulting, Inc.) was not-to-exceed \$40,000. Another proposal received (Public Finance Management) was a fixed fee basis of \$112,500.

### **Dept/Office:**

Central Services/Purchasing Services

### **Requested Action:**

It is requested that the Board of County Commissioners discuss the lack of response to the Request for Proposals (RFP) and the two proposals subsequently received by the County and give staff direction regarding a municipal incorporation feasibility study for the unincorporated area of Merritt Island.

### **Summary Explanation and Background:**

On January 10, 2023, the Board authorized the County to issue a Request for Proposal (RFP) to select a qualified Consultant to conduct a municipal incorporation feasibility study for the unincorporated area of Merritt Island and identify a funding source for the study.

On January 30, 2023, Purchasing Services advertised an RFP on the County's official website, the County's vendor platform that accepts electronic submissions, and sent it to selected consultants/universities that have conducted such studies before.

The RFP opened on February 21, 2023, at which time the County didn't receive any proposals. However, there were 29 firms that downloaded the RFP from the County's vendor platform. Purchasing Services contacted all the firms that downloaded the RFP to determine why they hadn't submitted a proposal. The responses that we received from the vendors that responded were the turnaround time was too quick, decided not to pursue, didn't have the qualifications, or the vendor was too busy. However, one firm that downloaded the RFP was interested (Public Finance Management "PFM") and submitted a proposal on February 28, 2023, along with a biographical profile of the team's experience. Purchasing Services received another proposal (BJM Consulting, Inc.) on March 2, 2023. Both proposals that were submitted are attached for the Board's review and consideration.

Staff is seeking direction from the Board on the following options:

1. Select the proposal received from:

- a. Public Finance Management “PFM” fixed fee basis of \$112,500; or
  - b. BJM Consulting, Inc., not-to-exceed \$40,000
2. If the Board chooses to select a firm from either of the two above-referenced proposals received:
  - a. Waive the Board’s Procurement Policy.
3. Consistent with the Board’s discussion at January 10, 2023, meeting, allocate the use of District 3 available funds, up to \$60,000, and authorize the use of available resources from District 2, to fund the balance of the study, if any.
4. Authorize the County Attorney to develop a Contract for the consulting services necessary to conduct a municipal incorporation feasibility study for the unincorporated area of Merritt Island and authorize the Chair to execute the Contract.
5. Authorize the County Manager to do the necessary budget change request to accomplish Board direction.

**Clerk to the Board Instructions:**