



Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council
From: Rafael G. Casals, ICMA-CM, CFM, Town Manager
Date: April 17, 2019
Re: Award of RFQ #19-02 Financial Advisory Services-
Estrada Hinojosa & Co., Inc.

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING ESTRADA HINOJOSA & CO., INC. FOR FINANCIAL ADVISORY SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On January 16, 2019, the Town Council via Resolution No. 19-03 authorized staff to issue a Request for Qualifications No. 19-02 (the “RFQ”): Financial Advisory Services. The RFQ was advertised in a newspaper of general circulation (*Attachment “A”*) which, complies with Chapter 24, Article II of the Town’s Code. The RFQ had a due date and time of March 14, 2019 at 3:00 p.m. The Town received five (5) sealed bid packages from potential firms, which were publicly opened at Town Hall.

An Evaluation Selection Committee (the “Committee”), created by the Town Manager to evaluate the proposals, consisted of the following Town staff: Robert Daddario, Finance Director (Committee Chair), Alfredo Quintero, Public Works Director, and Lakeesha Morris, Grants Coordinator.

The Committee met on March 20, 2019 at 3 p.m. at Town Hall to evaluate the written proposals submitted. The top four (4) ranked respondents were invited to make oral presentations pursuant to the RFQ. Said oral presentations were made before the Committee on March 27, 2019, commencing at 9 a.m., at Town Hall.





The Committee Chair tabulated the Committee members' evaluation forms for both the written RFQ response and the oral presentation, and calculated the total score for each bidder based on the weighting criteria stipulated in the RFQ. The top ranked firm was Estrada Hinojosa & Co., Inc. and the Committee recommended to the Town Manager selection of that firm pursuant to the RFQ. The Town Manager concurs with the Committee's recommendation (*Attachment "B"*).

A copy of the first ranked bidder's (Estrada Hinojosa & Co., Inc.) submittal package is attached (*Attachment "C"*), and a copy of the bidder's oral presentation is attached (*"Attachment D"*).

RECOMMENDATION

Based on Town staff's evaluation of Estrada Hinojosa & Co., Inc. as the lowest responsible and responsive bidder (first ranked bidder), it is recommended that the Town Council approve the attached Resolution.

ATTACHMENT(S)

- Attachment "A" – Advertisement, Daily Business Review (*Dated 01/29/2019*)
- Attachment "B" – Committee's Recommendation
- Attachment "C" – Bidder's Submittal Package
- Attachment "D" – Bidder's Oral Presentation

