



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: September 18, 2019

Re: Authorization to Waive Competitive Bidding Process:
Professional Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING AN AGREEMENT WITH BELL TOWER CONSULTING GROUP, LLC FOR GRANT WRITING AND ADMINISTRATION SERVICES; WAIVING COMPETITIVE BIDDING DUE TO IMPRACTICABILITY; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town of Cutler Bay (the “Town”) has a successful track record of securing grant funding for various projects and services. Much of this success is attributed to the part-time Town’s Grants Coordinator, LaKeesha Morris-Moreau, MSW, GPC. In 2013, Ms. Morris-Moreau began working in the Office of the Town Manager and has been instrumental in securing nearly \$7 Million in grant funding (*Attachment “A”*). Ms. Morris-Moreau also ensured the Town received reimbursements for the Town’s multiple Joint Participation Agreements and FEMA expenses following Hurricane Irma. Ms. Morris-Moreau demonstrates an in-depth understanding of the Town’s funding priorities and overall operations.

On July 30, 2019, Ms. Morris-Moreau rendered her resignation as an employee, effective August 9, 2019. As one of the Town’s most knowledgeable staff members, it is the Town’s desire to enter into a Professional Services Agreement with Ms. Morris-Moreau’s company, Bell Tower Consulting Group, LLC, in efforts to continue providing grant writing and administration services for the Town.



Furthermore, I am requesting to waive the competitive bidding due to impracticability, as I believe that as a Grants Consultant, Ms. Morris-Moreau is equipped to continue the successful track record of securing and administering grants and other special projects on behalf of the Town.

In 2009, Ms. Morris-Moreau founded Bell Tower Consulting Group, LLC and has assisted clients in securing and administering over \$50 million in funding. Ms. Morris-Moreau has over 18 years of experience in grant writing and grant management. In 2016, LaKeesha earned the *Grant Professional Certified* credential (GPC) from the Grant Professional Certification Institute. The GPC is the first professional credential for individuals working in the grants field to be recognized by the National Commission for Certifying Agencies. Ms. Morris-

Bell Tower Consulting Group, LLC is prepared to offer the Town a wide range of services including, but not limited to; strategic planning, funding research, grant writing, policy and procedure development, loan applications, funding agency coordination, post-award management, and preparation for funding agency monitoring visits (*Attachment "B"*).

RECOMMENDATION

We recommend that the attached Resolution be adopted approving a Professional Services Agreement with Bell Tower Consulting Group, LLC.

ATTACHMENTS

- Attachment "A" –Town's History of Grant Awards
- Attachment "B" – Consultant's Proposal

