



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2019-131, **Version:** 1

MEMORANDUM

To: Honorable Members of the Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager
Debra E. Eastman, MMC, Town Clerk

Date: June 19, 2019

Re: Selecting Municipal Code Corporation for Website Services and Waiving Competitive Bidding Process

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING MUNICIPAL CODE CORPORATION (“MUNICODE”) FOR TOWN WEBSITE REDESIGN, IMPLEMENTATION, HOSTING, MAINTENANCE AND SUPPORT SERVICES; PROVIDING FOR WAIVER OF COMPETITIVE BIDDING; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On March 13, 2012 the Town Council approved the selection of Vision Internet Providers, Inc. to provide the Town of Cutler Bay’s (the “Town”) web services. Since then, the need to modernize the Town’s website and supporting document sources to meet American with Disabilities Act (ADA) requirements has left our currently technology lacking.

To begin the process of updating the website, the Town Manager and Town Clerk contacted the current vendor (Vision); who subsequent to our agreement has merged with Granicus, Inc., our Council meeting live-streaming vendor. The Town also contacted Municipal Code Corporation (“Municode”), a company having done business with municipalities for over 65 years. Municode currently provides online maintenance of the Town’s Code of Ordinances. After holding several conversations with both reputable vendors, researching several of the vendors’ current clients, and holding a demonstration meeting with both vendors, Town Staff feels that Municode’s new website service is most closely aligned with our needs.

In 2017, Municode officially merged with Aha Consulting, Inc., an Oregon-based government website

content management provider, which allowed Municode to offer website services to municipalities (*Attachment “A”*). With custom designs and website content management system features, Municode Web was designed for local governments by experts in local government. Currently, Municode Web clients include the City of Naples (*2017 Winner of the National Association of Government Web-Member’s Choice Award*), the City of Winter Springs, City of Marco Island, and the City of Fort Walton Beach.

Section 24-67 of the Town’s Code of Ordinances provides for purchases from competitively bid contracts of other governmental entities that were awarded pursuant to competitive bids, based on clearly defined specifications, shall not require a separate competitive bidding by the Town. The City of Greenacres, Florida issued RFP No. 17-001 (*Attachment “B”*), which was a competitively bid project with clearly defined specifications for website design, hosting and implementation and was awarded to Aha Consulting, Inc (*Attachment “C”*).

Along with a modern and attractive design, website content includes standard features such as rotating banners and slideshows, Google maps and social media integration, unlimited user logins, email subscriptions & notifications, optional facility reservations, online payments, meeting agendas and videos, ADA compliance, and additional features listed on page 9 of the Municode proposal (*Attachment “D”*). As experienced by the Town Manager and Town Clerk, Municode’s customer service, training & response-time is rapid, concise and open.

The Town Manger and Town Clerk realize the importance of a modern, fully functioning website for Town residents and staff and seek to address the Federal requirements of ADA compliance, The Town Manager and Town Clerk have researched, discussed and collaborated on the selection of Municode for web services.

RECOMMENDATION

We recommend that the Town Council adopt the attached Resolution, authorizing the waiver of a competitive bid, and authorize the Town Manager to enter into a Professional Services Agreement in the amount not to exceed \$33,500 (Year 1 costs) and \$6,000 per subsequent years for annual hosting, maintenance, and customer support services with Municipal Code Corporation to provide website redesign, implementation, hosting, maintenance and support services.

ATTACHMENT(S)

- Attachment “A” - Aha Consulting and Municipal Code Merger
- Attachment “B” - City of Greenacres RFP 17-001 Bid Document
- Attachment “C” - City of Greenacres RFP 17-001 Agreement

- Attachment “D” - Municipal Code Town Quote