



Edward Rojas

October 1, 2015

City Manager,  
City of Doral

John Scott Dailey Florida Institute of Government at FAU  
777 Glades Road  
Building 44, Room SO 277  
Boca Raton, FL 33431

Re: Professional Services Agreement Records Management- 1 Year Renewal

Dear Ms. Shannon,

As you are aware, our current agreement dated November 9, 2015 allows for the option of the City to renew for two (2) additional one (1) year periods.

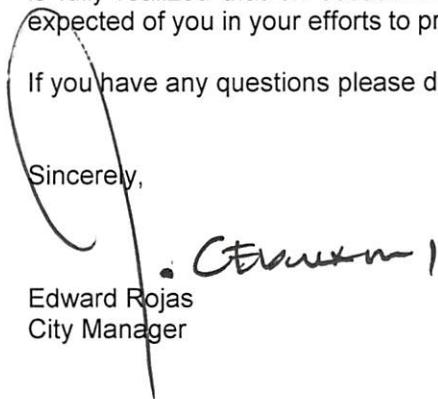
This agreement renewal shall be under the same terms, conditions and prices as the original and will expire on November 9, 2016.

We are seeking to exercise the first of two renewal years, and ask that you kindly sign the invitation to renew the agreement and return this letter at your earliest convenience.

The City wishes to thank you and your team for the services you have provided us. It is fully realized that on occasions you have gone over and above that of which is expected of you in your efforts to provide the best possible service to the City of Doral.

If you have any questions please do not hesitate to contact me.

Sincerely,

  
Edward Rojas  
City Manager



Accepted: John Scott Dailey Florida Institute of Government at FAU

Date: \_\_\_\_\_

\_\_\_\_\_  
Sarah Shannon, Director

Encl: Original Agreement



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Sincerely,

  
Edward Rojas  
City Manager

Accepted:

John Scott Dailey Florida Institute of Government at FAU

Date:

10/5/15

  
Sarah Shannon, Director



Encl: Original Agreement



## Memorandum

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**Date:** 10/2/15

**To:** Edward Rojas, City Manager

**From:** Connie Diaz, City Clerk 

**Subject:** Professional Services Agreement Records Management Renewal

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The John Scott Dailey Florida Institute of Government, established in 1981, is an entity dedicated to its mission of enhancing the capacity of Florida's governments and communities through education and training, technical assistance, applied research, and public service.

Since the writing of the Records Plan for the City, the on-going monitoring of our records program with the ever changing rules may be one of the most vital services that our consultant provides. They place legal compliance at the top of their priority list for our agency.

Recently, our records management consultant was also utilized for the training of Police, HR and Directors. In addition, they provided the Police Department with specific Records Expungement training. This is a vivid example of how the investment made has been a huge success during their tenure in Doral. The outcome is that the program will be implemented with great savings and with less error with the guidance of a professional consultant.

The changing environment inherent in the information management industry, especially within the Public Record arena demands a level of expertise and focus I am unable to bring without the assistance of professional record consultants. Our fee for these services through FAU brings a scale of economy to the City. The level of service we receive exceeds the standard of care in the industry at below market cost and is fully cost justified based on the deliverables.

The City Clerk's Office respectfully requests to exercise the first of two renewals for this agreement.

Thank you.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
THE CITY OF DORAL  
AND  
FLORIDA ATLANTIC UNIVERSITY (FAU) BOARD OF TRUSTEES / JOHN SCOTT  
DAILEY FLORIDA INSTITUTE OF GOVERNMENT AT FAU  
FOR  
RECORDS MANAGEMENT CONSULTING SERVICES**

**THIS AGREEMENT** is made between THE FLORIDA ATLANTIC UNIVERSITY BOARD OF TRUSTEES / JOHN SCOTT DAILEY FLORIDA INSTITUTE OF GOVERNMENT AT FAU, a Florida public university , (hereinafter the "Consultant"), and the CITY OF DORAL, FLORIDA, a Florida municipal corporation, (hereinafter the "City").

**WHEREAS**, the Consultant and City, through mutual negotiation, have agreed upon a scope of services, schedule, and fee for Records Management Consulting Services (the "Project"); and

**WHEREAS**, the City desires to engage the Consultant to perform the services specified below.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the Consultant and the City agree as follows.

**1. Scope of Services/Deliverables.**

- 1.1 The Consultant shall furnish professional services to the City as set forth in the Scope of Services as specified in Exhibit "A," attached to this Agreement and incorporated herein by this reference.
- 1.2 The "Scope of Services" includes a Project Schedule for the Project which includes a breakdown of tasks, timeline and deliverables to the City.

**2. Term/Commencement Date.**

- 2.1 This Agreement shall become effective upon execution by both parties and shall remain in effect through November 9, 2015, unless earlier terminated in accordance with Paragraph 8, with the option of the City to renew for two (2) additional one (1) year periods. The City Manager may extend the term of this Agreement up to an additional 180 days by written notice to the Consultant
- 2.2 Consultant agrees that time is of the essence and Consultant shall complete each deliverable for the Project within the timeframes set forth in the Project Schedule, unless extended by the City Manager.

**3. Compensation and Payment.**

**3.1 The Consultant shall be compensated in the following manner:**

\_\_\_\_\_ A lump sum amount of \$ \_\_\_\_\_, regardless of the number of hours or length of time necessary for Consultant to complete the Scope of Services. Consultant shall not be entitled to any additional payment for any expenses incurred in completion of the Scope of Services. A breakdown of costs used to derive the lump sum amount, including but not limited to hourly rates, estimated travel expenses and other applicable rates, is specified in the Scope of Services. Upon completion of the work, Consultant shall submit its bill[s] for payment in a form approved by the City. The bill[s] shall identify the services completed and the amount charged.

X On a time and material/expense basis to complete the Scope of Services, provided, however, that total payments to Consultant shall not exceed \$38,400.00 for Fiscal Year (FY) 14-15 without the prior written approval of the City. In the event that the options to renew (as stated in Sec. 2.1 herein) are exercised, the total payments to Consultant shall not exceed the amounts as approved by the City Council in the budgets for FY 15-16 and FY 16-17, without the prior written approval of the City. Consultant shall submit its bills in arrears upon the completion of each task or deliverable in accordance with the Project Schedule or on a monthly basis in a form approved by the City. The bills shall show or include: (i) the task(s) performed; (ii) the time devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

**3.2 The City shall pay Consultant in accordance with the Florida Prompt Payment Act.**

**3.3 If a dispute should occur regarding an invoice submitted, the City Manager may withhold payment of the disputed amount and may pay to the Consultant the undisputed portion of the invoice. Upon written request of the Finance Director, the Consultant shall provide written documentation to justify the invoice. Any compensation disputes shall be decided by the City Manager whose decision shall be final.**

**4. Subconsultants.**

**4.1 The Consultant shall be responsible for all payments to any subconsultants and shall maintain responsibility for all work related to the Project.**

4.2 Any subconsultants used on the Project must have the prior written approval of the City Manager or his designee.

5. **City's Responsibilities.**

5.1 Furnish to Consultant, at the Consultant's written request, all available maps, plans, existing studies, reports and other data pertinent to the services to be provided by Consultant, in possession of the City.

5.2 Arrange for access to and make all provisions for Consultant to enter upon real property as required for Consultant to perform services as may be requested in writing by the Consultant (if applicable).

6. **Consultant's Responsibilities.**

6.1 The Consultant shall exercise the same degree of care, skill and diligence in the performance of the Project as is ordinarily provided by a professional under similar circumstances. If at any time during the term of this Agreement or within one year from the completion of the Project, it is determined that the Consultant's deliverables are incorrect, defective or fail to conform to the Scope of Services of the Project, upon written notification from the City Manager, the Consultant shall at Consultants sole expense, immediately correct the work. The City in no way assumes or shares any responsibility or liability of the Consultant or Sub Consultant under this agreement.

7. **Conflict of Interest.**

7.1 To avoid any conflict of interest or any appearance thereof, Consultant shall not, for the term of this Agreement, represent any private sector entities (developers, corporations, real estate investors, etc.), with regard to any City related matter.

8. **Termination.**

8.1 The City Manager without cause may terminate this Agreement upon thirty (30) days written notice to the Consultant, or immediately with cause.

8.2 Upon receipt of the City's written notice of termination, Consultant shall stop work on the Project.

8.3 In the event of termination by the City, the Consultant shall be paid for all work accepted by the City Manager up to the date of termination, provided that the Consultant has first complied with the provisions of Paragraph 8.4.

8.4 The Consultant shall transfer all books, records, reports, working drafts, documents, maps, and data pertaining to the Project to the City, in a hard copy and electronic format specified by the City within 14 days from the date of the written notice of termination or the date of expiration of this Agreement.

9. **Insurance.**

9.1 The Consultant shall secure and maintain throughout the duration of this Agreement insurance of such type and in such amounts as required. The insurance carrier shall be qualified to do business in the State of Florida and have agents upon whom service of process may be made in the State of Florida.

9.2 Certificates of Insurance shall be provided to the City at the time of execution of this Agreement and certified copies provided if requested. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days' written notice shall be provided to the City before any policy or coverage is cancelled or restricted, or in accordance to policy provisions. The City further reserves the right to solicit additional coverage, or require higher limits of liability as needed, and depending on the nature of scope, or level of exposure.

10. **Nondiscrimination.**

10.1 During the term of this Agreement, Consultant shall not discriminate against any of its employees or applicants for employment because of their race, color, religion, sex, or national origin, and to abide by all Federal and State laws regarding nondiscrimination

11. **Attorneys' Fees and Waiver of Jury Trial.**

11.1 In the event of any litigation arising out of this Agreement, each party shall be responsible for their attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks and legal assistants, and including fees and expenses charged for representation at both the trial and appellate levels.

11.2 In the event of any litigation arising out of this Agreement, each party hereby knowingly, irrevocably, voluntarily and intentionally waives its right to trial by jury.

**12. Indemnification.**

12.1 Consultant shall defend, indemnify, and hold harmless the City, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of, related to, or any way connected with Consultant's performance or non-performance of any provision of this Agreement including, but not limited to, liabilities arising from contracts between the Consultant and third parties made pursuant to this Agreement. Consultant shall reimburse the City for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, or in any way connected with Consultant's performance or non-performance of this Agreement. This section shall be interpreted and construed in a manner to comply with any applicable Florida Statutes, including without limitation Sections 725.06 and 725.08, Fla. Stat., if applicable, and shall not be interpreted or construed in a manner that would waive the Consultant's sovereign immunity beyond that permitted by Section 768.28, Fla. Stat.

12.2 The provisions of this section shall survive termination of this Agreement.

12.3 Ten dollars (\$10) of the payments made by the City constitute separate, distinct, and independent consideration for the granting of this indemnification, the receipt and sufficiency of which is voluntary and knowingly acknowledged by the Consultant.

**13. Notices/Authorized Representatives.**

13.1 Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered or certified mail with postage prepaid return receipt requested, or by a private postal service, addressed to the parties (or their successors) at the following addresses:

For the City:                    Edward Rojas, City Manager  
    City of Doral, Florida  
    8401 NW 53rd Terrace  
    Doral, Florida 33166

**With a Copy to: Daniel Espino, Esq  
City Attorney  
Weiss Serota Helfman, P.A.  
2525 Ponce de Leon, Blvd.  
Suite 700  
Coral Gables, FL 33134**

**For The Consultant: Florida Atlantic University Board of Trustees  
John Scott Dailey Florida Institute of Government  
at Florida Atlantic University  
777 Glades Road  
Building 44, Room SO 277  
Boca Raton, FL 33431**

**14. Governing Law.**

**14.1 This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Exclusive venue for any litigation arising out of this Agreement shall be in Miami-Dade County, Florida, or the Southern District of Florida.**

**15. Entire Agreement/Modification/Amendment.**

**15.1 This writing contains the entire Agreement of the parties and supersedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.**

**15.2 No agent, employee, or other representative of either party is empowered to modify or amend the terms of this Agreement, unless executed with the same formality as this document.**

**16. Ownership and Access to Records and Audits.**

**16.1 All records, books, documents, maps, data, deliverables, papers and financial information (the "Records") that result from the Consultant providing services to the City under this Agreement shall be the property of the City.**

**16.2 The City Manager or his designee shall, during the term of this Agreement and for a period of three (3) years from the date of termination of this Agreement, have access to and the right to examine and audit any Records of the Consultant involving transactions related to this Agreement.**

16.3 The City may cancel this Agreement for refusal by the Consultant to allow access by the City Manager or his designee to any Records pertaining to work performed under this Agreement that are subject to the provisions of Chapter 119, Florida Statutes.

17. **Nonassignability.**

17.1 This Agreement shall not be assignable by Consultant unless such assignment is first approved by the City Manager. The City is relying upon the apparent qualifications and personal expertise of the Consultant, and such firm's familiarity with the City's area, circumstances and desires.

18. **Severability.**

18.1 If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.

19. **Independent Contractor.**

19.1 The Consultant and its employees, volunteers and agents shall be and remain independent contractors and not agents or employees of the City with respect to all of the acts and services performed by and under the terms of this Agreement. This Agreement shall not in any way be construed to create a partnership, association or any other kind of joint undertaking, enterprise or venture between the parties.

20. **Compliance with Laws.**

20.1 The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to the Project.

21. **Waiver**

21.1 The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

**22. Survival of Provisions**

22.1 Any terms or conditions of either this Agreement that require acts beyond the date of the term of the Agreement, shall survive termination of the Agreement, shall remain in full force and effect unless and until the terms or conditions are completed and shall be fully enforceable by either party.

**23. Prohibition Of Contingency Fees.**

23.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

**24. Counterparts**

24.1 This Agreement may be executed in several counterparts, each of which shall be deemed an original and such counterpart shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties execute this Agreement on the respective dates under each signature: The City, signing by and through its City Manager, attested to by its City Clerk, duly authorized to execute same and by Consultant by and through its \_\_\_\_\_, whose representative has been duly authorized to execute same.

Attest:

Barbara Herrera  
Barbara Herrera, City Clerk

CITY OF DORAL

By: [Signature]  
Edward Rojas, City Manager

Date: 10.22.14

Approved As To Form and Legal Sufficiency for the Use  
And Reliance of the City of Doral Only:

[Signature]  
Daniel Espino, City Attorney  
Weiss Serota Helfman, et al.

FLORIDA ATLANTIC UNIVERSITY  
BOARD OF TRUSTEES  
CONSULTANT

By: [Signature]  
Its: Vice Provost  
Date: 10-23-14

:

APPROVED AS TO FORM  
AND LEGALITY  
General Counsel [Signature] 10/23/14  
Florida Atlantic University

**EXHIBIT "A"**

**SCOPE OF SERVICES**

**1. Project.**

The Scope of Services includes but is not limited to the following:

- Assistance with monitoring changing legislation, Attorney General and Court opinions relating to public records;
- Assistance with monitoring changing Florida Administrative Code provisions and retention schedules;
- Assistance with designing filing systems for each Department in the City of Doral;
- Professional training and assistance for Staff Record Coordinators; available on a monthly basis;
- Assistance with compiling Disposition Lists. The list of Record Series titles grows with each passing retention unit as retention requirements are met.
- Assistance with integration of technology and changing standards in the Florida Administrative Code, specifically Rule Chapter 1B-26;
- Assistance with monitoring service providers for compliance (i.e. records storage provider);
- Assistance with designing and implementing file arrangements to ensure disposition efficiency and data retrieval; and
- Assistance with any other public record-related service as the need arises.

**2. Project Schedule.**

<b><u>Task</u></b>	<b><u>Due Date</u></b>
a Design file system for City Departments in order of priority to facilitate the disposition of records.	Work to be completed in states throughout the fiscal year
b. Disposition List for corresponding fiscal year	February 1 <sup>st</sup> of each year

**3. Daily Rates.**

The consultant will provide twenty-four days of Records Management Consulting Services at a rate of \$1,600.00 per day.

**RESOLUTION NO. 14-164**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH THE FLORIDA ATLANTIC UNIVERSITY (FAU) BOARD OF TRUSTEES / JOHN SCOTT DAILEY FLORIDA INSTITUTE OF GOVERNMENT AT FAU FOR THE PROVISION OF RECORDS MANAGEMENT CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED \$38,400.00 FOR FY 14-15; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Doral has approved a Records Management Plan that creates a fully-compliant and accessible records management system in keeping with the vision of transparency in government; and

**WHEREAS**, the approved budget of the Office of the City Clerk for FY 2014-2015 includes monies towards the cost of records management consulting services from the John Scott Dailey Florida Institute of Government at Florida Atlantic University; and

**WHEREAS**, pursuant to Sec. 2-323 of the City Code which provides for Professional Services, Staff respectfully requests that the City Council authorize the City Manager to negotiate and enter into an agreement with the Florida Atlantic University (FAU) Board of Trustees / John Scott Dailey Florida Institute of Government for the provision of records management consulting services in an amount not to exceed \$38,400.00 for FY 2014-2015 according to the terms of the agreement included herein as Exhibit "A."

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Authorization.** The City Council of the City of Doral, Florida hereby authorizes the City Manager to negotiate and enter into an agreement with

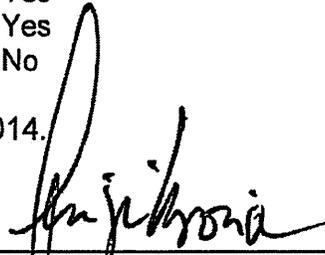
Florida Atlantic University (FAU) Board of Trustees / John Scott Dailey Florida Institute of Government for the provision of records management consulting services in an amount not to exceed \$38,400 for FY 2014-2015 according to the terms of the agreement included herein as Exhibit "A."

**Section 3. Effective Date.** This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Councilmember Rodriguez Aguilera who moved its adoption. The motion was seconded by Councilmember Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Christi Fraga	Not present at the time of the vote
Councilwoman Ana Maria Rodriguez	Yes
Councilwoman Bettina Rodriguez Aguilera	Yes
Councilwoman Sandra Ruiz	No

PASSED AND ADOPTED this 8 day of OCTOBER, 2014.




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LUIGI BORIA, MAYOR

ATTEST:

*Council Clerk for:*  
  
 BARBARA HERRERA, CITY CLERK  
*Council Clerk, Deputy City Clerk.*

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE SOLE USE OF THE CITY OF DORAL.




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WEISS, SEROTA, HELEMAN, PASTORIZA  
 COLE AND BONISKE  
 CITY ATTORNEY