

**CITY OF NORTH MIAMI
FOURTH OPTION TO RENEW
PROFESSIONAL SERVICES AGREEMENT**

THIS FOURTH OPTION TO RENEW THE PROFESSIONAL SERVICES AGREEMENT (“Fourth Option Agreement”) is made and entered into on _____, by and between the **City of North Miami**, a Florida municipal corporation, located at 776 NE 125 Street, North Miami, FL (the “City”) and **ASK Development Solutions, Inc.**, a for-profit corporation registered and existing under the laws of the State of Florida, having its principal business office at 6131 United Street, West Palm Beach, FL 33411 (“Consultant”). The City and Consultant shall BE INDIVIDUAL REFERRED TO AS “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, on June 11, 2020, the Parties entered into a Professional Services Agreement (“Agreement”), which is attached hereto as Exhibit 1; and

WHEREAS, the Consultant provides professional services as an experienced, full-service Housing and Community Development consulting firm, with the expertise of providing Planning Services to public agencies; and

WHEREAS, the Consultant was tasked with the preparation of the City of North Miami HUD 5-Year 2020-2024 Consolidated Plan and the 2020-2021 Annual Action Plan” (“Services”); and

WHEREAS, on November 30, 2021, the City amended the Agreement for the consultant to continue to provide technical assistance in the preparation and submission of the Annual Action Plan (“AAP”) as well as the Consolidated Annual Performance and Evaluation Report (“CAPER”) for the next four (4) years; and

WHEREAS, pursuant to Section 3.1 of the Agreement, the City has four (4) options to renew the Agreement for an additional one (1) year Term period, upon completion of the initial Term; and

WHEREAS, City Administration has determined that it is in the City’s best interest to exercise its Fourth option to renew the Agreement to continue providing planning services for the 2024-2025 AAP as well as the preparation and submission of the 2023 CAPER.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the Parties agree as follows:

1. The City hereby exercises its fourth option to renew the Agreement for the period commencing May 16, 2024, through May 15, 2025.

2. The Consultant hereby accepts the City's option to renew the Agreement for the period commencing May 16, 2024, through May 15, 2025.
3. The Parties agree that this fourth option to the Agreement shall be made part of the Agreement previously executed by the Parties, attached hereto as Exhibit 1.
6. The Consultant agrees to provide Services in accordance with the terms, conditions, and specifications contained in the Contract Documents.
7. All other terms and conditions of the Agreement remain in full force and effect.

[Remainder of page intentionally left blank; signature page follows]

IN WITNESS WHEREOF, the Parties have executed this Agreement by their respective proper officers duly authorized the day and year first written above.

ATTEST:

Corporate Secretary or Witness:

By: _____

Print Name: _____

Title: _____

Date: _____

ASK Development Solutions, Inc., a for-profit corporation: **“Consultant”**

By: _____

Print Name: Christopher Plummer

Title: President/CEO

Date: _____

ATTEST:

City of North Miami, a Florida municipal Corporation: **“City”**

By: _____

Vanessa Joseph, Esq.
City Clerk

Date

By: _____

Anna-Bo Emmanuel, Esq., FRA-RA
Interim City Manager

Date

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By: _____

Jeff P. H. Cazeau
City Attorney

Date



6131 United Street
West Palm Beach, FL 33411
Email: chris.plummer@askdevsol.com Tel: 561-310-1739

**Proposal for Technical Assistance
City of North Miami FY 2024-2025 Annual Action Plan**

Please see below the scope of services and quote for technical assistance to complete the FY 2024-2025 Annual Action Plan (AAP). Based on our understanding of the City's needs, ASK Development Solutions offers the services below to assist the City's Housing and Social Services (HSS) Staff. Please clarify if there are significant differences in our understanding, and we will negotiate any changes.

Scope of Services

Consultant shall:

Preparation of FY 2024-2025 Annual Action Plan (AAP) - \$6,000.00

- Provide technical assistance to City staff in complying with AAP Consolidated Plan regulations.
- Prepare public notices, email correspondence, website summaries, and meeting materials.
- Draft interview questions for agency consultations and conduct agency consultations via interviews and email questionnaires.
- Prepare draft AAP sections based on information from HSS staff and research.
- Input the AAP into IDIS, complete the HUD compliance checklist, run the IDIS error check with HSS staff, and help staff resolve errors.
- Prepare SF-424 and required certifications for staff review and signatures.
- Prepare PDF documents along with a cover letter for submission to HUD. Follow up with City staff, address any feedback from HUD, and guide City staff.
- Assist HSS staff in setting up FY2024-2025 activities in IDIS when the City Council approves the AAP.
- Conduct training for new HSS staff on the AAP, the process, and the IDIS eCon Planning Suite

City HSS staff shall:

- Provide the Consultant with any information that is not accessible through IDIS.
- Using the FY2023 AAP template, provide requested goals, leveraged funds, and allocations.
- Post public notices in newspapers and websites and provide email addresses for consultations.
- Coordinate and facilitate public meetings in person or online virtual platforms.
- Schedule and secure all necessary approvals and signatures on SF-424 and certifications.
- Provide copies of newspaper ads, comment sheets, signed SF 424 and SF-424-D, and certifications.

Fees for the above services - \$6,000.00

Dated: April 12, 2024

Christopher Plummer, President/CEO
ASK Development Solutions, Inc.

Alberte Bazile, HSS Director
City of North Miami



6131 United Street, West Palm Beach, FL 33411

**Proposal for Technical Assistance
City of North Miami 2023-24
Consolidated Annual Performance Evaluation Report (CAPER)**

Please see below the scope of services and quote for technical assistance to complete the FY 2023-24 Consolidated Annual Performance Evaluation Report (CAPER), data entry, and reconciliation. Based on our understanding of the City's needs, ASK Development Solutions offers the services below to assist the City's Housing and Social Services (HSS) Staff. Please clarify if there are significant differences in our understanding, and we will negotiate any changes.

Scope of Services

Consultant shall:

FY 2023-24 Consolidated Annual Performance Evaluation Report (CAPER) - \$3,500.00

- Review the IDIS data input template for CAPER.
- Assist HSS staff with demographic, income, and small business information to input in IDIS.
- Assist with performance data and narrative in IDIS and prepare the FY 2023-24 CAPER, including required attachments.
- Provide technical assistance to City staff in complying with Consolidated Plan regulations related to the preparation of the CAPER and guidance on the community consultation and participation process, including notices, public comment period, and input documentation.
- Complete the CAPER compliance checklist, run the IDIS error check, and help staff resolve errors.
- Follow up with City staff and address any feedback from HUD.
- Train **new** HSS staff on using IDIS to prepare the CAPER.

City staff shall:

- Input demographic, income, and small business information in IDIS.
- Provide expenditure and beneficiary data related to FY 2023-24 activities and IDIS drawdowns.
- Coordinate community consultation and participation process, including notices, public comment period, and documentation of public input.
- Provide information on any changes to the implementation of housing policies.
- Provide the Consultant with any information that is not accessible through IDIS.
- Schedule and secure all necessary approvals and completion of certifications.

Proposed fees for the above services - \$3,500.00

Dated: April 15, 2024

Christopher Plummer, President/CEO
ASK Development Solutions, Inc.

Alberte Bazile, HSS Director
City of North Miami