

RESOLUTION NO. 2479

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING A WORK AUTHORIZATION TO CALVIN GIORDANO & ASSOCIATES, INC. TO PROVIDE PROJECT MANAGEMENT FOR THE ENTERPRISE RESOURCE PLANNING SOFTWARE PROJECT; AUTHORIZING THE TOWN MANAGER TO IMPLEMENT THE TERMS AND CONDITIONS OF THE WORK AUTHORIZATION; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE WORK AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Section 287.055, Florida Statutes (“Consultants’ Competitive Negotiation Act), the Town of Surfside (“Town”) entered into a Continuing Professional Services Agreement (the “Agreement”) with Calvin Giordano & Associates, Inc. (“Consultant”) for professional general engineering services on October 6, 2014; and

**WHEREAS**, in accordance with the provisions of the Agreement, Consultant and the Town have agreed to enter into a Work Authorization (“Work Authorization”) for project management services in connection with the implementation of the Enterprise Resource Planning Software with Tyler Technologies, Inc. (“Tyler”), in the monthly amount of \$14,400 commencing upon execution of the Tyler contract and continuing through the end of fiscal year 2017-2018, attached hereto as Exhibit “A” (the “Services”); and

**WHEREAS**, the Work Authorization attached as Exhibit “A” provides for a scope of services detailing the Services to be provided by Consultant, as well as a schedule or time for performance and compensation for the Services; and

**WHEREAS**, Consultant has agreed to provide the Services described in the Work Authorization to be entered into with the Town; and

**WHEREAS**, the Town Commission finds that approval of the Work Authorization between Consultant and the Town is in the best interest of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2. Approval of Work Authorization.** The Work Authorization between the Consultant and the Town to provide the Services, attached hereto as Exhibit "A", is hereby approved, and the Town Manager is authorized to execute the Work Authorization.

**Section 3. Authorization of Town Officials.** The Town Manager and/or his designee are authorized to take all actions necessary to implement the terms and conditions of the Work Authorization.

**Section 4. Effective Date.** This Resolution shall take effect immediately upon adoption.


PASSED AND ADOPTED this 9<sup>th</sup> day of January 2018.

Motion By: Commissioner Karukin

Second By: Vice Mayor Cohen

**FINAL VOTE ON ADOPTION**

Commissioner Daniel Gielchinsky	<u>yes</u>
Commissioner Michael Karukin	<u>yes</u>
Commissioner Tina Paul	<u>yes</u>
Vice Mayor Barry Cohen	<u>yes</u>
Mayor Daniel Dietch	<u>yes</u>

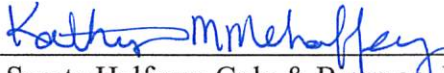
  
\_\_\_\_\_  
Daniel Dietch, Mayor

Attest:

  
\_\_\_\_\_

Sandra Novoa, MMC  
Town Clerk

Approved as to Form and Legal Sufficiency:



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Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney

**TOWN OF SURFSIDE**  
**Surfside ERP Project Management**

**PROJECT DESCRIPTION**

**1. SCOPE OF SERVICES**

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

CGA will dedicate 80 hours per month either onsite or remote through the duration of the ERP project. CGA will also assist with decision making jointly with the Town for Project Scope, scheduling, and task assignment. CGA will also be responsible for communicating these decisions and commitments to the Tyler Project Manager(s) in a timely and efficient manner.

**I. Professional Data Technologies & Development Services**

**A. Contract Management**

1. Validates contract compliance throughout the Project
2. Ensures invoicing and deliverables meet contract requirements
3. Acts as primary point of contact for all contract and invoicing questions
4. Signs off on contract milestone acknowledgment documents in conjunction with the Town
5. Collaborates on and reviews change requests, if needed, to ensure proper Scope and budgetary compliance

**B. Planning**

1. Review and acknowledge Implementation Management Plan
2. Defines Project tasks and resource requirements
3. Collaborates in the development of and approval of the Project Plan and Project schedule

4. Collaborates with Tyler Project Manager(s) to plan and schedule Project timelines to achieve on-time implementation

**C. Implementation Management**

1. Tightly manages Scope and budget of Project and collaborates with Tyler Project Manager to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently
2. Collaborates with Tyler Project Manager to establish and manage a schedule and resource plan that properly supports the Project Plan, as a whole, that is also in balance with Scope/budget
3. Collaborates with Tyler Project Manager to establishes risk/issue tracking/reporting process between the Town and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to Tyler any items that may negatively impact the outcomes of the Project
4. Collaborates with Tyler Project Manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the Project
5. Routinely communicates with both the town staff and Tyler, aiding in the in the understanding of goals, objectives, current status, and health of the Project by all team members

**D. Team Management**

1. Acts as liaison between Project Team and Stakeholders
2. Identifies and coordinates all Town resources across all modules, Phases, and activities including data conversions, Forms design, hardware and software Installation, reports building, and satisfying invoices
3. Provides direction and support to Project team

4. Builds partnerships among the various stakeholders, negotiating authority to move the Project forward
5. Manages the appropriate assignment and timely completion of tasks as defined in the Project schedule, task list, and Production Cutover checklist
6. Assesses team performance and takes corrective action, if needed
7. Provides guidance to the Town's technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution
8. Coordinates with in Scope third party providers to align activities with ongoing Project tasks

**2. BASIS OF COMPENSATION:**

CGA will be retained for a fee of \$9,600.00 renewable on a monthly basis.  
Payments to be made monthly.

**3. SUBMITTED**

Submitted by: \_\_\_\_\_

  
Chris Giordano  
Vice President

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

12/28/17

**4. APPROVAL**

Approved by: \_\_\_\_\_

Guillermo Olmedillo  
Town Manager

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

**TOWN OF SURFSIDE  
WORK AUTHORIZATION ESTIMATE DATE**

**WORK AUTHORIZATION NO.** 109  
**PROJECT NAME** Surfside ERP Project Management  
CGA Proposal No. 17-9925  
**DESCRIPTION** Project Management

<b>TITLE</b>	<b>RATE</b>	<b>HOURS/UNITS</b>	<b>COST</b>
ERP Project Management	\$120.00	80	\$9,600.00
			\$9,600.00

**SUB-CONSULTANTS**

<b>LABOR SUBTOTAL</b>	\$9,600.00
<b>REIMBURSABLE SUBTOTAL</b>	\$0.00
<b>TOTAL</b>	\$9,600.00

Reviewed by:

  
Guillermo Olmedillo, Town Manager 12/28/17