




Florida's Dynamic
Waterfront Community

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 BROADWAY, SUITE 300
RIVIERA BEACH, FL 33404
PHONE: 561-844-3408
FAX: 561-881-8043
Website: www.rbcra.com

MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM:  Scott Evans, Interim Executive Director, Riviera Beach CRA

DATE: September 18, 2017

COPY: Michael Haygood, General Counsel, Riviera Beach CRA

SUBJECT: **Resolution Approving the Professional Service Agreement Between Florida Fishing Academy, Inc., and Riviera Beach Community Redevelopment Agency**

REQUEST FOR BOARD ACTION

The Riviera Beach Community Redevelopment Agency (RBCRA) Staff requests that the Board authorize approval of a new Professional Service Agreement with Florida Fishing Academy, Inc., (FFA) to provide the community boating youth program to our residents for three years: November 11, 2017- November 10, 2020. Funding support for the Community Boating Program shall only be provided to Riviera Beach residents.

BACKGROUND

On November 12, 2014, RBCRA Board of Commissioners approved a three (3) year Professional Service Agreement with FFA to provide a Community Boating Program at the Municipal Marina with each year's contract contingent upon an end of year program review, available funding, and the approval of the Board of Commissioners. Attached as Exhibit "A" is Resolution No. 2014-62 approving the Professional Service Agreement between FFA and RBCRA, Resolution No. 2015-43 approving the First Continuation of the Agreement (Exhibit "B"); and Resolution No. 2016-19, approving the Second Continuation of the Agreement (Exhibit "C".)

FFA was selected to provide a Community Boating Program in FY 2011-2012 through a publicly posted solicitation, proposal evaluation, and oral interview process. RBCRA selected the Florida Fishing Academy as the vendor to administer a Community Water Recreation Program, geared towards children ages 8-18, based out of the Municipal Marina. FFA is uniquely qualified to provide these services. Staff is not aware of any other vendor available which can provide this service. The original Professional Service Agreement was first modified on November 16, 2012 and modified again on November 18, 2013.

SCOPE OF SERVICES

Program Scope of Services

The Riviera Beach Community Boating program currently provides Saturday Classes, Summer Camps, and Community Events to residents of Riviera Beach, ages 8-18 through a scholarship format.

Enrollment qualifying guidelines are as follows:

- Must be a resident of Riviera Beach
- Must be between 8-18
- Must have successfully completed a prior safety course
- Must have good behavior
- Must complete a liability waiver that releases the City of Riviera Beach and the RBCRA of liability
- Must complete a photo release that allows for the RBCRA and the FFA to use the photographs for marketing and advertising purposes

DELIVERABLES

FFA currently is required to provide Detailed Schedule of Activities, Monthly Reports, and Annual Targets.

Schedule of Activities

A summary of the Schedule of Activities is provided in the chart below. The schedule is aligned with the Palm Beach County School District 2017/2018 Calendar. Activities will not be held on holiday weekends and weekends of inclement weather.

Days	Times
Saturday Classes (November 16th to June 2 nd and August 18 th to November 10 th) <ul style="list-style-type: none"> • Fishing • Snorkeling • Kayaking • Sailing • Boating 	9:00 a.m. to 12:00 p.m.
Weekly Spring/Summer Break Camps (Week of March 19 th and June 11 th to July 23 rd)	9:00 a.m. – 3:00 p.m.

Community Events are determined as opportunities arise and will be determined at a later date.

Monthly Report

FFA monthly report includes the following in a report format as backup with each invoice:

1. One (1) to two page Monthly Narrative to include the following elements:
 - a. Highlights
 - b. Challenges

- c. Volunteer Names
 - d. Community Partners
 - e. Compliance
 - f. Innovation
 - g. Pictures
2. Monthly Chart
 3. On Site Audit (Annual)

Annual Targets

The below chart illustrates annual program targets with year-to-date actuals for FY 2016-2017 and proposed annual program targets for FY 2017-2018.

	FY 2016-2017 Annual Target	Nov 2016 – Sept 2017	Proposed FY 2017-2018
Community Events	2	2	3
Riviera Residents-Single Sessions	550	1036	800
Riviera Residents-Camp	140	144	140
Non-Residents-Single Sessions	0	1214	0
Non-Residents-Camp	0	0	0
Classes	55	69	55
Weeks of Camp	7	9	7
Volunteer Hours	0	246	0

FISCAL IMPACT

Compensation

Total annual compensation proposed is \$30,000 for FY 2017-2018. RBCRA has allocated \$30,000 for the contract in the FY 2017/2018 Budget, if approved by this Board to go forward. Annual compensation has not increased and remains the same as FY 2014-2015, FY 2015-2016, and FY 2016-2017.

FFA is expected to provide weekly classes, camps, and community events for a total not to exceed \$30,000.

Contract Term

The original agreement was executed for three years contingent upon an end of year program review, available funding, and requires the approval of the Board of Commissioners. This would be a new contract, pursuant to a sole source process as FFA is uniquely qualified to provide this service.

RECOMMENDATION

Staff recommends approval of the Professional Service Agreement between RBCDC and FFA to provide a Community Boating Program through November 11, 2020 at an annual cost of \$30,000, which consists of weekly classes, summer classes, and community events as outlined in the Scope of Services for 2017/2018 attached to the agreement attached as Exhibit “A”.

SE:aj