



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL
(RFP) # FY 2014-2015-016**

**DESIGN BUILD SERVICES
FOSTER PARK PLAZA
CONSULTANT COMPETITIVE NEGOTIATION ACT
(CCNA)**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
CITY MANAGER'S OFFICE
PROCUREMENT DEPARTMENT**

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

In accordance with the Design-Build regulations, Florida Statute, Chapter 287, Section 287.055, Consultants' Competitive Negotiation Act (CCNA), the City of Hallandale Beach seeks to identify firms with substantial experience and capabilities to provide a wide variety of architectural services including conceptual design, design development, preparation of multidisciplinary construction documents, permitting services, general contractor services including, but not limited to, procure, construct, deliver, erect, commission, start up, and test the complete Project consisting of all necessary labor, materials, machinery, supplies, furnishings, facilities, tools, services, equipment, structures including those things reasonably inferable from the Contract Documents and necessary to provide a certificate of occupancy to the City.

It is anticipated that one (1) firm will be awarded the design-build contract to provide the necessary services with a period of nine (9) months to fully execute the project.

The total project budget is \$500,000.00, which shall include design, construction, architectural and construction fee's, contract administration fee's, permit fees and impact fees if applicable, and any other task associated with the completion of the project as stated in the project scope and the contract documents. The project completion date is 9 month from Notice to Proceed.

All work shall be in compliance with current Florida Building Code, in addition to, City Zoning requirement codes and City Ordinances. The selected Design Build professional shall prepare all documents in the formats required by the City and shall adhere to all City Project Deadlines as specified in the contract documents.

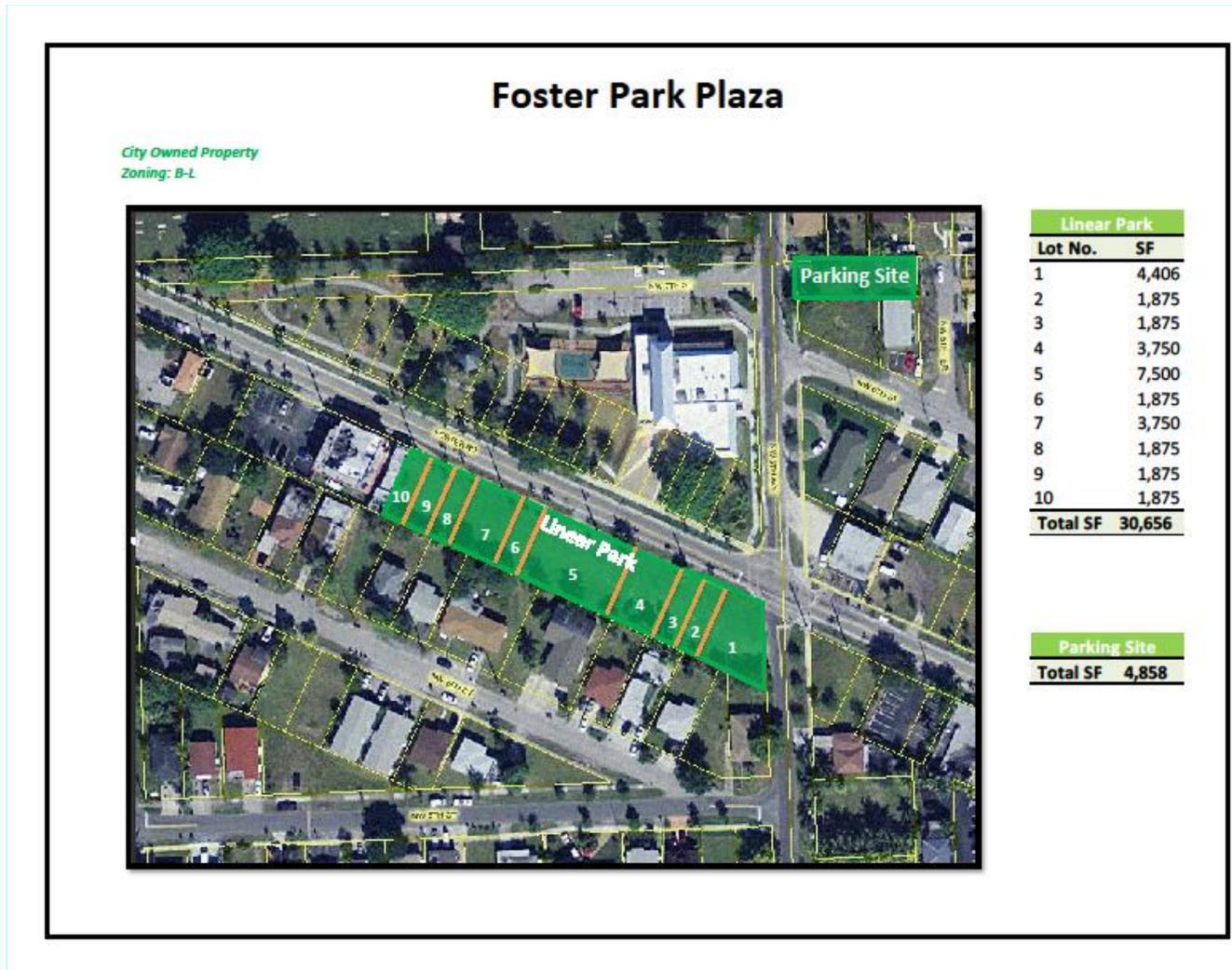
The selected Design Build (DB) firm should be familiar with the design and development of open space areas and space planning and design. The DB team is encouraged to be progressive in their planning and design capabilities including the development of urban passive recreational spaces. The firm is also expected to have the ability to blend the creative aspect of design with the intricate ability of controlling budget thru value engineering.

The goal of the City is to provide its residents with an urban open space that would incorporate features such a structural privacy wall to be used as a heritage wall, hardscape, seating areas, landscaping, support poles for banner placement, and a portion of the space may incorporate natural play features. In addition the plaza design should provide an art element representative of the surrounding community. The contractor shall be encouraged to propose materials that will promote a climate control of tropical spaces like natural shade, heat reducing materials and

appropriate color selection for heat absorption. Contractor shall design and develop adjacent Parking lot as shown on page 4 – Site Map

The City is developing the Foster Park Plaza located in the NW quadrant of the City of Hallandale Beach on the south side of Foster Road between NW 6th Ave and NW 7th Ave. Directly across from Foster Park. Features included on this park are:

Name	Location	Size (Land area)	Linear Park Concept
Foster Park Plaza	Northwest Quadrant	0.7 acres	<ul style="list-style-type: none"> • Decorative pavement • Structural and decorative privacy/heritage wall • Bio Swales • Pedestrian lighting • Hardscape • Landscape • Site furnishing • Irrigation • Public Art element • Decorative Banner support poles
Parking Site		4,858 SF	<ul style="list-style-type: none"> • Parking lot



The DB firm shall meet with City staff to obtain background information and define the specific scope of services for the project. The DB firm shall not proceed with work on any assignment without written authorization to proceed from the City. This work authorization will stipulate the fees and time schedule for each phase of the assignment.

The DB firm shall provide all associated Design Development Services, Construction Management Services and General Contracting Services as specified in the contract documents necessary to bring the project to a successful completion, including but not limited to:

- Perform all field tests, laboratory tests and collect all necessary data including, but not limited to, boundary and topographic survey, geotechnical/soils report, environmental report and any additional data required for the completion of the design and permit of the project.
- DB Firm shall provide pre-construction services, design development services, construction management services and construction services for the project as outlined in the contract documents attach herein.
- DB Firm shall promptly develop a design development schedule and submit to the City for approval as specified in the contact documents.
- DB Firm in conjunction with the City shall develop and review the material specifications for all components of the Foster Park Plaza concept prior to final design development and cost valuation.
- Provide comprehensive professional architectural and engineering services for the project. All disciplines needed for the full completions shall be included.
- Provide three (3) conceptual schematics to the City for approval. This design development shall occur within the established City construction budget. Conceptuals shall complement the existing plaza at the Foster Park Community Center across from the proposed property located at 609 NW 6th Ave., City of Hallandale Beach, Florida. The plaza should complement the existing hardscape exterior of the Foster Park Community Center.
- DB Firm shall coordinate and schedule pre-application meetings with applicable permitting agencies to ensure that the proposed design complies with applicable regulations, codes and standards including City's own codes and ordinances. Meeting minutes shall be documented and submitted to the City.
- DB Firm shall develop Construction Documents and specifications required for construction complete and coordinated between disciplines. Progress reviews shall be required at the 30%, 60%, and 100% design stage for evaluation and approval by City staff.
- Prepare and submit signed and sealed construction drawings to the City of Hallandale Beach Building Division and all other applicable agencies for review and make any revisions required for the issuance of a building permit.

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- Permitting services required by City’s Building Department including any other required permitting agency. Permitting services shall also include completion of permit applications, forms, addressing comments, and updating plans and specification as necessary to secure the above mentioned permit.
 - DB firm shall attend all project coordination meetings necessary to successfully complete the project.
 - Upon the completion of the 60% submittal, the DB firm shall provide a preliminary project schedule and cost estimate.
 - Cost estimate of fully completed project.
 - As part of the design phase Services, DB Firm shall provide value engineering if necessary to ensure project with budget.

MINIMUM QUALIFICATION REQUIREMENT YEARS OF EXPERIENCE:

All firms responding to this RFP, in order to be eligible to respond to the RFP, must demonstrate and submit with firm’s response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm must meet the MQRs stated below in order to be eligible for evaluation of their submittal.

Firm must provide a section with your firm’s response labeled “Minimum Qualification Requirements” addressing all items stated below by #.

Your firm’s non-compliance to the outline below will hinder the Evaluation Committee’s ability to find the responses of the MQRs to the RFP and could cost your firm to be determined non-responsive and disqualified from being further evaluated. Ensure the MQRs below are easily found and clearly addressed within your firm’s response.

1. Years’ in Business: Firm must have five (5) years’ experience having provided the scope of work as outlined in this RFP. Proof of experience must be provided by:
 - a) Provide a copy of the Sunbiz for the proposing firm(s) showing the required five (5) years’ as reflected on Sunbiz.org. The Sunbiz website is www.sunbiz.org.

AND,

- b) an affirmative statement and submission of evidence demonstrative of the five (5) years' experience.

NAME OF PROJECT	
PROJECT SIZE	
INITIAL CONSTRUCTION COST	
ACTUAL CONSTRUCTION COST	
INITIAL TIME OF COMPLETION	
ACTUAL COMPLETION DATE	
WHERE YOU THE PRIME CONTRACTOR	
AMOUNT OF CONTRACT IF NOT PRIME GC	
CONTRACT TYPE	
LEED CERTIFIED/GREEN CERTIFICATION	
Comments:	

2. Licenses: Firm is licensed under Florida Statutes 489 and provide proof with submission.

3. Similar projects as the Prime Contractor: Firm must have completed at least one (1) design-build project in similar size and nature within the past five (5) years, as the prime contractor. Firm must provide evidence with the response by completing chart below.

NAME OF PROJECT	
PROJECT SIZE	
INITIAL CONSTRUCTION COST	
ACTUAL CONSTRUCTION COST	
INITIAL TIME OF COMPLETION	
ACTUAL COMPLETION DATE	
WHERE YOU THE PRIME CONTRACTOR	
AMOUNT OF CONTRACT IF NOT PRIME GC	
CONTRACT TYPE	
LEED CERTIFIED/GREEN CERTIFICATION	
Comments:	

4. Bonding Capacity: Provide documentation of your firm's total and single project bonding capacity and the name and current financial rating (A.M. Best) of the surety company utilized by your firm. Proposers shall have a single project bonding capability of at least Five Hundred Thousand (\$400,000.00) with a surety company with an A.M. Best rating of AA or better.

- **All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.**

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at www.cohb.org/solicitationnotifications.

ADDITIONAL BACKGROUND INFORMATION

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off –season with an increase in population to approximately 50,000 during season. The City’s fiscal year begins October 1st and ends September 30th.

CONTRACT TERMS

The term of the Agreement shall be for a period of nine months, or as otherwise negotiated with the City.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this RFP.

Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

City reserves the right, where it may serve the City of Hallandale Beach’s best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

The City will evaluate proposals and may conduct discussions with, and may require presentations by firms.

DESIGN BUILD SERVICES

FOSTER PARK PLAZA

CCNA

Exhibit I – Scope of Services

Oral presentations may be required from the responsive proposers by the Evaluation Committee to provide an oral presentation in support of what has been provided in the proposals by each firm or to exhibit or otherwise demonstrate the information contained therein for clarification purposes. No new information or material not already provided in the firm's proposal is to be presented during oral presentations.

REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this RFP must provide five (5) verifiable references for projects of similar scope as outlined in this RFP.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager). Updated email address for Project Manager.

CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section, Exhibit II. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. **Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives.** Provide five (5) thumb drives with your firm's submittal.

Section below, Submission of Proposals, outlines the format to be followed for responses to this RFP.

I. DEFINITIONS

“Award” means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the authority of the City Manager, with the exception of emergency purchases.

“City” the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

“City’s Contract Administrator” means the City’s representative duly authorized by the City Commission and/or City Manager, to provide direction to the Consultant regarding services provided pursuant to this RFP and the Contract.

“Contract” and “Contract Documents” means the agreement for Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

“Consultant” the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

“Design Criteria Professional” means a firm which holds a current certificate or registration under Chapter 481, Florida Statutes, to practice architecture or landscape architecture or a firm which holds a current certificate as a registered engineer under Chapter 471, Florida Statutes, to practice engineering and who is employed by or under contract by the City to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.

“Local City of Hallandale Beach Vendor” pursuant to Chapter 23, Procurement, Section 23-3 of the Code of Ordinances of the City of Hallandale Beach, Florida.

“Notice to Proceed” means the written notice given by the City to the Consultant of the date and time for work to start.

“Project Manager” means the Consultant’s representative authorized to make and execute decisions on behalf of the Consultant.

“Proposal” means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

“Proposer” means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

“Proposal Documents” the Request for Proposals, Instructions to Proposers, Technical Specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

II. PROPOSAL FORMAT: The following format must be followed by firms submitting responses to the RFP.

The outline for items # 1 through # 15 below must be followed. Your firm’s non-compliance to the outline below will hinder the Evaluation Committee’s ability to find the responses to the RFP and could cost your firm points for information that is not easily found.

Upon review of the proposals by the evaluation committee oral presentations may be required. After ranking the evaluation committee will select and short list no less than the tree (3) top ranked firms.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal **must** address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer’s capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 15, **must be included**. Items 1-15 represent the criteria against which proposals will be evaluated.

1. Title Page

Provide the RFP # and title, the firm’s name; the name, address, telephone number and **email** of the contact person; and the date of the proposal. **The City will only contact one (1) person from the proposer’s firm. Therefore, if your firm is providing a response which is made up of more than one (1) firm, the contact person provided must be able to answer all questions/clarifications requested by City on behalf of all proposing firms.**

2. Table of Contents

Include clear identification of the material by section and by page number.

3. Transmittal Letter

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

Provide the names of the person who will be authorized to make representation for the Proposer, their email, titles, addresses and telephone numbers.

Provide evidence that the firm is currently registered to do business in Florida.

4. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 15, must be included. Items 1-15 represent the criteria against which proposals will be evaluated.

5. Professional Licenses and Certifications

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm and all assigned key professional staff possess all licenses and certifications required to undertake and complete the project.

All Architects, Engineers and General Contractors must be licensed by the State of Florida and maintain certification as and be in good standing with the Department of Business and Professional Regulations.

6. Firm's Qualifications and Experience

- a. In order for your firm's response to be considered, firm must have five (5) years' experience having provided a similar scope/elements. In addition, firm must provide a list of projects and contact resources and stated in past performance outlined in line item # 9.
- b. Provide an explanation of why your firm is the best qualified to perform the services as outlined in the RFP.
- c. Particular emphasis shall be given as to how the firm's experience in similar projects scope and complexity will be directly beneficial to the City in the construction of the project.
- d. Demonstrate qualifications, including an item by item disclosure outlining how the firm meets or exceeds the requirements of the RFP.
- e. Describe the experience, qualification and other vital information, including relevant experience on similar projects to confirm these requirements specifically addressing the Minimum Qualification Requirement of Years' in Business five (5) years.
- f. Describe your company's resources and capabilities with respect to the scheduling (specific computer programs, cost control, quality control and project coordination with design team, sub consultants, as well as, the City.

7. Project Team's Experience/Qualifications

- a. Provide a list of the personnel to be used on this project and their qualifications. A resume of key management personnel, including education, experience, and any other pertinent information shall be included for each member to be assigned to this project. Team's experience and qualifications must include the design team.
- b. Provide the name of the person who will be assigned to the City as the principal point of contact and having authorization to make representations and agreements on behalf of the firm.

- c. List the name, title or position, and duties of management or senior position that will be assigned to this Project. For each individual, include qualifications and experience that demonstrates the person's knowledge and understanding of the type of services to be performed.

8. Subconsultants

- a. Indicate what portion of the work, if any, will be subcontracted to any third party.

9. Past Performance (References)

The City will conduct reference checks as component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email, therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date. Ensure that the email address is up to date and that the reference person will be available to respond to the Reference Form within the time specified. Undeliverable emails no longer in service and/or not working, as well as, no responses provided to the request will cost your firm points allotted for this criteria.

Each firm responding to this RFP must provide five (5) verifiable references for projects of similar scope as outlined in this RFP.

For each reference provide the following information and ensure that the contact information provided is up to date and accessible.

- a) Name of firm-company for which work was provided.
- b) Name of Reference (Project Manager) charged with managing said project. References shall be employees in senior level management.
- c) Type of project. Year project started and was completed.
- d) Dollar amount of contract.
- e) Phone # for Reference (Project Manager). Updated email address for Project Manager.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date.

10. Proposer's Approach to the Project

- a. Describe your firm's understanding of the project goals.
- b. Clearly state the Firm's project development activities.
- c. Discuss anticipated challenges.
- d. Discuss desired objectives.
- e. Discuss Project delivery.
- f. Discuss Engagement and approval of City staff.
- g. Discuss cost containment within budget.
- h. Discuss any other information regarding the proposer's approach to the project.

Describe your firm's strength and success in these type of projects.

11. Financial Resources

Each Proposer shall provide a financial summary statement in writing, signed by a duly authorized representative, stating the present financial condition of the Proposer, and disclosing information as to Proposer's involvement in any prior or current bankruptcy proceedings.

12. Crisis Management Plan

Proposers must provide and is required to submit with their response a Crisis Management Plan that addresses the successful communication between the City and the Consultant during a crisis event. The Crisis Management Plan shall address the various scenarios depending on the severity of the crisis.

13. Legal Proceedings

No points for this criteria.

- a. Arbitrations: List all construction arbitration demands filed by or against your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding.
- b. Lawsuits: List all construction related lawsuits (other than labor or personal injury litigation) filed by or against, your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.

- c. **Other Proceedings:** Identify any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past five (5) years concerning any labor practices by your firm. Identify the nature of any proceeding and its ultimate resolution. Identify any lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health administration concerning the project safety practices of your company in the last five years. Identify the nature of any proceeding and its ultimate resolution.
- d. **Bankruptcies:** Has your firm or its parents or any subsidiaries ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).
- 14. Local City of Hallandale Beach Vendor Preference (LVP):** *See Exhibit III for further details.*
- 15. Community Benefit Plan** – BONUS POINTS *See Exhibit III for further details.*

III. PROPOSAL EVALUATIONS:

Criteria. Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	Firm's Qualifications and Experience	25
2.	Project Team's Experience/Qualifications	10
3.	Past Performance (References)	15
4.	Proposer's Approach to the Project	25
5.	Financial Resources	15
6.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
	TOTAL POINTS **	100
BONUS	Community Benefit Plan Bonus Points	(2.5-10)

*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III)

**Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference. (See Exhibit III)

The criteria stated above will be utilized to rank proposer(s).

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

SUBMITTAL DUE DATE:

Responses are due: August 20, 2015 no later than 11:00am.

RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO AND LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
YOUR FIRM'S NAME
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP NO. FY2015-2015-016
DESIGN BUILD FOSTER PARK PLAZA

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

Non-Mandatory Pre-Proposal Conference is being held **August 4, 2015 at 11:00 A.M.**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to alues@cohb.org by no later than **August 5, 2015 no later than 11:00 A.M.**

10% PROPOSAL BOND:

As per Procurement Code Section 23-12 (2) Security Bonds: Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of \$40,000 payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

DESIGN BUILD SERVICES

FOSTER PARK PLAZA

CCNA

Exhibit I – Scope of Services

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

The total project budget is \$500,000.00, which shall include design, construction, architectural and construction fee's, contract administration fee's, permit fees and impact fees if applicable, and any other task associated with the completion of the project as stated in the project scope and the contract documents. The project completion date is nine (9) month from Notice to Proceed, unless otherwise negotiated with the City.

PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:

A Performance and Labor Materials Payment Bond in an amount equal to one Hundred (100%) percent of total Contract amount awarded must be submitted by the Awarded Contractor within fifteen (15) days after receipt of Notification of Award. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Contractor shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

END OF SECTION

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

RFP ADVERTISING DATE	JULY 16, 2015
RFP DOCUMENT RELEASED	JULY 16, 2015
NON-MANDATORY PRE-PROPOSAL CONFERENCE	AUGUST 4, 2015 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN AUGUST 5, 2015 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>AUGUST 20, 2015</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	THROUGH AUGUST 25 THROUGH SEPTEMBER 25, 2015
ORAL INTERVIEWS – (IF REQUIRED)	THROUGH SEPTEMBER 1 THROUGH SEPTEMBER 25, 2015
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

QUESTIONS REGARDING RFP:

For information pertaining to this Request for Proposals (RFP), contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the following insurance requirements for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission. See Exhibit II, Article 10 for information on the required insurance.