



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**INVITATION TO BID (ITB)
BID # FY 2015-2016-001**

SALT WATER MONITORING WELLS PROJECT

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
PUBLIC WORKS DEPARTMENT AND
PROCUREMENT DEPARTMENT**

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INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

The City of Hallandale Beach will accept responses from qualified Florida licensed Water Well contractors to provide goods and/or services identified below.

Firms must be a Florida-licensed water well Contractor. Licensing must be per Chapter 62-531 of the Florida Administrative Code. **Firms must provide proof with submittal. Firm must include a copy of the License for ALL firm(s) that are going to be providing work on this project.**

The firm(s) must furnish all labor, materials, equipment, tools, incidentals and transportation which are necessary for the proper layout and completion of the work, as specified herein and shown on the design plans. The work includes but is not limited to:

The proposed base bid must consists of construction, development and testing of three (3) 4-inch diameter monitoring wells. The wells will be completed with approximately 250 feet of 4-inch diameter Schedule 80 PVC casing, with a screened interval from approximately 10 to 250 feet below land surface. The selected firm(s) is required to pay for all well construction related costs. All work is considered to be on a lump sum per monitoring well.

SECTION 1: SCOPE OF WORK

All work described in Salt Water Monitor Wells Bid Construction documents and outlined on project drawings as follows:

- SWMW -1 Peter Bluesten Park
- SWMW -2 – Ingalls Parks
- SWMW -3 – Sludge Handling Area North of Chaves Lake

SECTION 2: LOCATION OF WORK

1. SITE CONDITIONS

Site visits should be made by the firm(s) prior to bidding to evaluate physical conditions and equipment and logistical requirements. Particular interests include site access, proximal utilities, barriers and hindrances to movement of equipment, potential hazards, and geographical locations of support facilities (i.e., drilling supplies, drilling water, sample

shipment facilities, and emergency facilities). Site modifications and adaptations to drilling plans should be made accordingly and as is practical.

The firm(s) acknowledge that it has investigated the site prior to bidding and satisfied itself as to the conditions affecting the work, including but not restricted, to those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, river stages, tides, water tables or similar physical conditions at the site, the conformation and conditions of the ground, the character of equipment and facilities needed preliminary to and during prosecution of the work. The firm(s) further acknowledges that it has satisfied itself as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, or any contiguous site, as well as from information presented by the Drawings and Specifications made a part of this Bid, or any other information made available to it prior to receipt of Bids. Any failure by the firm(s) to acquaint itself with the available information will not relieve it from responsibility for estimating properly the difficulty or cost of successfully performing the work. The City assumes no responsibility for any conclusions or interpretations made by the firm(s) on the basis of the information made available by the City.

2. SCHEDULE

Constraints:

- Work shall commence within fifteen (15) calendar days of notice-to-proceed.
- The proposed salt water monitor wells shall be constructed one at a time.
- Conductivity log of the full depth of the well shall be collected ten (10) calendar days after well development.
- Allow the City Engineer or designee five (5) working days to review the conductivity log of the newly constructed salt water monitor well prior to proceeding with the construction of the next well.

Substantial Completion: Construction of the project shall be substantially completed and ready for an inspection and issuance of a final punch list for the Project within 120 calendar days of the notice-to-proceed.

Final Completion: Final completion shall be date that the work is completed, including completion of the final punch list, and delivered along with those items specified in the Contract Documents and is accepted by the City. Final completion shall be within 150 calendar days of the notice-to-proceed.

3. PERMITS

APPLICATION FOR PAYMENT

1. Applications for payment shall be in accordance with the City's standards.
2. The City has not obtained any permits for this project.
3. It shall be the Firm's responsibility to secure all permits of every description required to initiate and complete the work under this contract.
4. All permit fees for Firm's obtained permits will be paid for by the City.

4. WELL CONSTRUCTION PERMITS

The Firm shall prepare and submit well construction permit applications for each well following South Florida Water Management District guidelines and submit a copy of each application to the Engineer. The City will pay all permit fees. Attachments 1, State of Florida Permit Application to Construct, Repair, Modify, or Abandon a Well and Attachment 2, Monitor Well Completion Report are provided.

5. SHOP DRAWINGS

The Firm shall submit for review shop drawings for materials and equipment proposed for use under this Contract. Shop drawings shall consist of manufacturer's specifications, catalog data, descriptive matter, illustrations, etc. Such submission shall specifically indicate the particular item offered. Identification of such items and relative pertinent information shall be made with indelible ink.

The Firm shall be responsible for the prompt submittal of all shop drawings so that there shall be no delay to the Work due to the absence of such Drawings. The City Engineer or designee will review the shop drawings within (21) calendar days of receipt of such Drawings. Reviewed shop drawings will be returned to the Firm by regular mail, posted no later than (21) days after receipt.

Time delays caused by rejection of submittals are not cause for extra charges to the City or time extensions.

Work Prior to Review: No material or equipment shall be purchased or fabricated for this Bid, or delivered to the project site until the required shop drawings have been submitted, processed and marked either "FURNISH AS SUBMITTED" or "FURNISH AS CORRECTED". All materials and Work involved in the construction shall be as represented by said Shop Drawings.

Firm's Responsibility: The City Engineer or designee review of shop drawings will be general and must not relieve the firm of the responsibility for details of design, dimensions, etc., necessary for proper fitting and construction of the Work required by the Contract and for achieving the specified performance.

Shop Drawing Transmission: The firm must submit via electronic mail all shop drawings to the City Engineer or designee for review in Adobe PDF format. Shop drawings will be reviewed, stamped and distributed with the appropriate box checked either "FURNISH AS SUBMITTED", "FURNISH AS CORRECTED" or "REVISE AND RESUBMIT". The City Engineer's or designee shop drawing review comments must be returned to the firm via electronic mail.

6. MOBILIZATION

Set up drilling equipment in area designated by City. Firm is responsible for visiting site and for the security of his equipment and materials. The removal/relocation and replacement of minor obstructions shall be the firm's responsibility. Firm must avoid contamination of site during all activities. No dumping of waste oils, rubbish or other materials shall be allowed.

Firm(s) must be responsible for all cleanups associated with his work including removal of equipment, all debris, unused materials, and other miscellaneous items resulting from his operations. Firm must also be responsible for replacement and/or repair of any facility that has been damaged during the construction work. Restore site to its original condition as determined by City (i.e., fencing, sod, paving, concrete sidewalks, etc.).

7. DRILLING

All drilling equipment shall be in satisfactory operating condition at all times. Additionally, all drilling equipment shall be washed and clean of any contaminants at all times. Firm are responsible for operating equipment capable of completing all the work described herein, including tools, bits, drilling fluids, and other necessary equipment.

Cost of installing and/or pulling any conductor (surface) casing shall be included in the lump sum price per monitoring well.

Firm must use air rotary casing drive or fluid (mud) rotary method, or other appropriate drilling method to construct the monitoring wells. Firm must collect drill cutting at land surface for inspection at five-foot intervals and/or at every formation change. Firms must provide a licensed driller (State of Florida, South Florida Water Management District and Broward County) during all times. A daily drilling record shall be maintained by firm and submitted to City on a daily basis. Firms must submit a final well log of the monitoring well documenting the complete construction of the well. The well log shall include at a minimum the casing diameter, depth, open hole depth, size of reamed holes, quantities and type of cement used, and any construction problems encountered (i.e., loss circulation).

It is the firm's sole responsibility to dispose of all materials, cuttings, and fluids produced during construction in accordance with any and all applicable regulations. Some sites may require that all fluids be contained prior to disposal. It is the firm's responsibility to confirm disposal requirements with Federal, State and local permit agencies prior to start of construction at each well site.

Due to the nature of the investigative work, it may be necessary for the firm to perform work at the time scheduled by City Engineer or designee. No standby time will be allowed for delays due to collection of data.

8. RECIRCULATION TANKS AND SUMPS

Portable recirculation tanks should be used for mud or water rotary operations and similar functions. The use of dug sumps or pits (lined or unlined) are expressly prohibited.

9. DRILLING FLUIDS

To the extent practical, the use of water during drilling, and any other water used during well installation and completion, should be held to a minimum. When use of water is deemed necessary by the firm, the source of any water must be determined by the firm and approved by the City. The driller should have the responsibility to procure, transport, and store the approved water required for project needs in a manner that avoids the chemical contamination or degradation of the approved water once obtained.

If there is a suitable source of water nearby the well site, such as a nearby fire hydrant, the firm must supply all necessary temporary piping, backflow preventers, water meters and valves as needed to supply the water in accordance with local permitting agency and City requirements.

Pure bentonite (no additives) is the only drilling fluid additive allowed. This includes any form of bentonite (powders, granules, or pellets) intended for drilling mud or sealants. Bentonite shall only be used if necessary to ensure that the borehole will not collapse or to improve cuttings removal.

10. CASING AND SCREENS

Casing shall be PVC Schedule 80, new 4-inch diameter pipe. Screens shall be PVC Schedule 80 with 0.020 slotted screen. PVC casing shall comply with NSF standard 14 or ASTM F480 or ASTM D1785. Casing and screens shall have watertight threaded joints. Thermal or solvent welded joints shall not be used.

All screen bottoms shall be securely fitted with a PVC cap or plug.

Manufacturer: Johnson Screens, or Equal.

11. CENTRALIZERS

Casing/screen centralizers shall be 316 stainless steel.

Centralizers shall be installed at the approximate locations shown below:

1. 5 feet from bottom of casing
2. 20 feet from bottom of casing
3. 40 foot intervals thereafter

20 feet below land surface

Manufacturer: Johnson Screens, or Equal.

12. FILTER PACK

Monitoring well filter pack material shall consist of nonreactive, smooth, rounded, spherical, granular material of highly uniform size and known composition. Filter pack material shall not degrade or consolidate after placement. The grain-size of the filter pack shall be matched to the slot size of the well screen so that any movement of filter pack material into the well will be limited to prevent significant voids in the filter pack that could ultimately destabilize the annular seal.

Filter pack material shall be obtained from clean sources. Filter pack material should be washed and properly packaged for handling, delivery, and storage.

Care should be exercised in the storage of filter pack materials at a drilling site to ensure the material does not come into contact with pollutants or contaminants. Care should also be exercised to prevent the introduction of foreign substances, such as clay or vegetative matter, which might interfere with the placement and function of the filter pack.

Filter pack material shall be placed in the well boring by use of a tremie pipe or equivalent. The depth of the top of the filter pack shall be carefully checked and the volume of emplaced filter pack material verified to determine that filter pack materials have not bridged during installation. The final depth to the top of the granular filter shall be directly measured (by tape measure or rod) and data recorded.

Primary Filter Pack:

1. Depth: Primary filter pack shall extend from the bottom of the borehole up to 5 feet above the top of the screen.
2. Purpose: placed in the borehole and around the well screen to prevent the natural formation material from entering the well screen.
3. Material: 6/20 silica sand.

Secondary Filter Pack:

1. Depth: 1 to 2 foot thick as indicated on the Drawings.
2. Purpose: The objective of a secondary filter pack is to prevent intrusion of the bentonite seal into the primary filter pack. Additionally, a secondary filter pack shall also be used

between the bentonite seal and the grout backfill to prevent intrusion of the grout into the bentonite seal.

3. Material: 30/65 fine-grained silica sand

Filter Pack Material: The firm must submit to the City Engineer or designee a receipt showing the location of purchase of filter pack material to ensure the material is clean and unused.

13. BENTONITE SEAL

In situations where the annular seal is assured to remain below the water table and saturated, a bentonite seal is appropriate.

If the proposed bentonite seal location is above the anticipated static ground water level, a bentonite seal shall not be used (regardless of what is shown on the Drawings). In this case, the bentonite seal shall be replaced by a 2-foot layer of fine grained sand (secondary filter pack) to enhance resistance to downward grout migration.

The firm must recommend in writing to the City Engineer or designee whether the bentonite seal should be installed or replaced with a 2-foot layer of fine grained sand based upon static seasonal high water levels.

14. GROUT

Firm must provide all equipment necessary for placement of grout complete. Grout shall be neat cement mixed with one 94-pound sack of cement to not more than 5.8 gallons of water. Cement comply with ASTM C150 Type II.

All grouting shall be done in the presence of City Engineer or designee, and shall be performed in accordance with all applicable AWWA standards.

Firm must use trieme pipes with an inside diameter of at least 1.0 inches. Grout pipes shall be withdrawn as annulus is filled. Grout pipes shall be set not more than 5 feet above the previous cement stage.

15. DEVELOPMENT

Total development time for each monitoring well is site specific. Development shall be by air lifting and pumping until water is clear of all visible matter as determined by the City Engineer or designee. Firm must be responsible for providing all necessary tools and equipment needed during well development. Development water shall be disposed of in accordance with any Federal, State, local or other applicable regulatory agency requirements.

16. CLEANUP AND RESTORATION

Firm must be responsible for all cleanups associated with his work including removal equipment, all debris, unused materials, and other miscellaneous items resulting from his operations. Dispose of all materials (such as borehole cuttings) per Federal, State, local or other applicable regulatory agency requirements.

Firm must also be responsible for replacement and/or repair of any facility that has been damaged during the construction.

Restore site to pre-existing conditions.

17. MONITORING WELL IDENTIFICATION TAG

Each well shall be labeled with a metal identification tag. The tag shall be permanently attached to the well. Tags shall comply with the following requirements:

1.	Size:	4" x 4" x 0.032" (min)
2.	Material:	Stainless steel
3.	Lettering Height:	3/16"
4.	Lettering:	Black printed

The lettering on each tag shall include the following information:

1.	Well ID #:	SWMW-##
2.	Date Installed:	MM/DD/YYYY
3.	Well Diameter:	4-inches
4.	Top of Casing Elevation:	Varies with well site
5.	Top Well Depth:	May vary with sell site
6.	Screened Interval:	May vary with well site

18. WELL PROTECTION HOUSING

Well protection housings shall be painted steel casing with hinged, lockable lid to protect the monitoring well from damage, weather and tampering. Housing features:

1.	Type:	Round
2.	Nominal Diameter:	8-inches
3.	Length:	5-feet
4.	Manufacturer:	ECT Manufacturing, Inc.

Set the well protection housings.

Supply locks for all lids.

19. MONITOR WELL PLUG

Monitor wells shall be plugged with a lockable water tight expansion plug. Plugs shall be Torquer J-plug or equal. All plugs shall be equipped with locks.

20. LOCKS

Locks supplied with the well protection housing and the monitor wells plugs shall all be by the same manufacturer. All locks shall be keyed to use a single key. Supply five keys to the City.

21. ROSSUM SAND TESTER

The firm must purchase and deliver one Rossum Sand Tester to the City. Rossum Sand Tester shall be complete in all respects as supplied by the Roscoe Moss Company.

22. WELL COMPLETION REPORT

The firm must prepare and submit well completion report for each well following South Florida Water Management District and Florida Department of Environmental Protection guidelines and submit a copies of the reports to Engineer. The firm must pay all application fees.

23. AS-BUILT SURVEY

The firm must retained a Florida-licensed surveyor to as-built the location and elevation of the proposed monitor wells.

For each well site, provide a survey plan view. The survey plan view shall show the well protection housing, the center of the well casing, the concrete collar around and the four bollards.

Provide the following elevations for each monitor well:

1. Rim of the uncapped/unplugged well casing
2. Top of the protective well protection housing
3. Corners of the concrete collar around the protective well protection housing
4. Ground elevation at minimum of 6 spots around the well.

Horizontal Control: Each well installation shall be topographically surveyed to determine its location (center point of the well) referenced to the State Plane Coordinate System (SPCS). These surveys should be connected to the SPCS by third order, Class II control surveys in accordance with the Standards and Specifications for Geodetic Control Networks (Federal Geodetic Control Committee, 1984). An accuracy of +/- 0.10 foot is expected for monitoring well locations.

Additionally, provide the equivalent latitude and longitude for the center point of each well.

Vertical Control: Elevations shall be surveyed to within +/- 0.010 foot and referenced to the North American Vertical Datum (NAVD) of 1988. Additionally, provide a conversion factor and formula to convert the elevations to National Geodetic Vertical Datum (NGVD) of 1929.

24. INSTRUMENTS

Prior to completion of construction of the first monitor well the firm must deliver one of each of the following to the City Engineer or designee:

1. Conductivity/Level/Temp Meter:
 - a. Model 107 TLC Meter by Solinst, or Equal.
 - b. Instrument shall measure temperature, level, and conductivity.
 - c. Options: 300 feet of tape.

-
2. Conductivity/Level/Temp Data Logger: Model 3001 LTC Levellogger Junior by Solinst, or Equal.
 3. Water Quality Instrument: Myron L® Ultrameter III 9P.

25. PROPOSED WORK SEQUENCE

Construction for each of the proposed monitoring wells shall proceed as follows:

1. The firm must attend a field meeting with the City Engineer or designee and City to make the final selection of the salt water monitor well site.
2. Mobilize on selected salt water monitoring well site. Set-up drilling equipment as necessary at the selected salt water monitoring well site.
3. Perform all work to install monitoring well complete.

Drill nominal 10-inch diameter pilot hole to a depth below land surface that allows installation of a 250-foot monitoring well. Collect formation samples and save samples

In appropriately marked sampling bags. Engineer or his/her designee will inspect drill cuttings and select depth to which casing will be set.

4. Condition borehole as necessary to install well screen to the selected depth.
5. Install 250-foot monitoring well. The monitoring well shall be a 4-inch diameter Schedule 80 PVC casing (approximately 10 feet of casing) and screen (approximately 240 feet of screen). The screen shall be 0.020 slotted.
6. Filter pack the monitoring well from the bottom up to approximately five (5) feet above the top of the screen and seal with a (3) three foot bentonite seal.
7. The remainder of the casing shall be grouted from top of the bentonite seal to land surface with neat cement.
8. The firm must wait a minimum of twenty-four (24) hours after the completion of the last grout stage. The well grouted shall be left undisturbed for at least twenty-four (24) hours for setting of the grout.

9. Develop monitoring well by air lifting and pumping until well produces water which is clear and sand free. Development time shall be a minimum of six (6) hours of development per well and as much longer as needed to achieve water that is clear and sand free (as determined by the Engineer).
10. Demobilize drilling equipment, clean site as required by City and City Engineer or designee.
11. Restore site as required by City and City Engineer or designee. Firm will be responsible for restoring site to pre-existing conditions.
12. The proposed salt water monitor wells shall be constructed one at a time.
13. Conductivity log of the full depth of the well shall be collected ten (10) calendar days after well development. Allow the City Engineer or designee (5) five working days to review the conductivity log of the newly constructed salt water monitor well prior to proceeding with the construction of the next well.
14. Repeat above steps for each monitoring well.

END OF SECTION

MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this Bid, in order to be eligible to respond to this Bid 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 your firm's 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 ability to find the responses of the MQRs to the BID and could cost your firm to be determined non-responsive and disqualified from being eligible for evaluation and will not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm's response.

All firm(s) responding to do the work for this project/Bid must provide and meet all the (MQRs).

- a. Firms must be a Florida-licensed water well Contractor. Licensing must be per Chapter 62-531 of the Florida Administrative Code. Firms must provide proof with submittal. Firm must include a copy of the License for ALL firm(s) that are going to be providing work on this project.

All firm(s) named and providing work under your firm's submission must also submit all forms requested in Exhibit II.

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal.

All proposals must be submitted in accordance with the Bid document which may be obtained online at www.cohb.org/bidnotifications.

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.

PRICING SHEET

SCHEDULE OF BIDDER'S PRICE

VENDOR SHALL HOLD THE UNIT BID PRICES FIRM THROUGHOUT THE CONTRACT PERIOD

ALL PRICES SHALL BE PROVIDED BELOW. PRICE SHEET BELOW WILL BE UTILIZED FOR AWARD OF CONTRACT. THERE WILL BE NO PRICE CHANGES FOR ALL TERMS OF THE CONTRACT

Item No.	Description	Quantity	Unit	Total Dollars and Cents
1.	All work described in the Contract Drawing Document for SWMW-1	1	Lump Sum	
2.	All work described in the Contract Drawing Document for SWMW-2	1	Lump Sum	
3.	All work described in the Contract Drawing Document for SWMW-3	1	Lump Sum	
TOTAL BASE BID PRICE				

TOTAL BASE BID PRICE FOR PROPOSAL (ITEMS 1 THROUGH 3): \$ _____
(FIGURES)

_____ Dollars and

_____ Cents

AMOUNTS SHALL BE SHOWN IN BOTH WORDS AND FIGURES, IN CASE OF DISCREPANCIES, THE AMOUNT SHOWN IN WORDS SHALL GOVERN FOR EACH BID ITEM AND TOTAL BASE BID.

BIDDER ACKNOWLEDGE THAT INCLUDED IN THE VARIOUS ITEMS OF THE TOTAL BASE BID PRICE ARE COSTS FOR COMPLYING.

THE CITY RESERVES THE RIGHT TO INCREASE OR DECREASE THE ITEM QUANTITIES FOR PROJECT TO MEET ITS AVAILABLE BUDGET USING THE UNIT PRICES PROVIDED ABOVE.

COST PROPOSAL:

I, _____,

Name of authorized Officer per Sunbiz

Title

of _____

Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Signature

Print Name

CONTRACT TERMS

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

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis.

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 bid 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 bids, with or without cause, to waive technical errors and informalities or to accept the bid which in its judgment, best serves the City of Hallandale Beach.

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. 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 three (3) thumb drives with your firm’s submittal.

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 Bid must provide five (5) verifiable references with knowledge of your firm’s contract performance with local government entities or private sector entities.

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).
6. Updated email address for Project Manager.

I. DEFINITIONS

- Definitions: Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:
- As Built: or record drawings are the official graphic representation of the construction project depicting the work as it was constructed.
- Bid Takeoff: The final estimate, tabulation, or worksheet prepared by the Firm in anticipation of the bid submitted, and which shall reflect the final bid price.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the City (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- Change Order: A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
- City: the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.
- CITY: City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed. In all respects hereunder, CITY'S performance is pursuant to CITY'S capacity as the CITY of a construction project. (In the event CITY exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances shall be deemed to have occurred pursuant to City's regulatory authority as a governmental body and shall not be attributable in any manner to CITY as a party to this Contract.)
- City Commission: The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.

- Claim: Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Firm, grantee, or other recipient if any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.
- Consultant: To be determined on a project basis.
- Contract: The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
- Contract Administrator: The City Engineer or Designee expressly designated as Contract Administrator in writing by the Director of Public Works.
- Contract Documents: The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the Bid Tender Form, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.
- Contract Price: The original amount established in the bid submittal and award by the City, as may be amended by Change Order.
- Contract Time: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
- Contractor: The person, contractor, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of Contractor shall be deemed to be a reference to Contractor.

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- Final Completion: The date certified by CITY ENGINEER that any documents and all required by the Contract Documents have been received by CITY ENGINEER; any other documents required to be provided by Contractor have been received by CITY ENGINEER; and to the best of CITY ENGINEER's knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.
 - Firm: The person, contractor, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of Firm shall be deemed to be a reference to Firm.
 - Notice to Proceed: Written notice to Contractor authorizing the commencement of work as provided for by the Contract.
 - Plans and/or Drawings: The official graphic representations of this Project, which are a part of the Bid Documents.
 - Project: The construction project described in the Contract Documents, including the Work described therein.
 - Project Initiation Date: The date upon which the Contract Time commences.
 - Schedule of Bid Prices: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Schedule of Bid Prices establishes the cash flow for the Project.
 - Subcontractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
 - Substantial Completion: The date certified by CITY ENGINEER when all the Work is sufficiently complete in accordance with the Contract Documents so the Project is available for beneficial occupancy by CITY.

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- Surety: The surety company or person which is bound by the performance bond and payment bond with and for Contractor who is primarily liable, and which surety company or person is responsible for Contractor's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.
 - Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project.

END OF SECTION

SUBMITTAL DUE DATE:

REPONSES ARE DUE: NOVEMBER 6, 2015 NO LATER THAN 11:00AM.

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

CITY OF HALLANDALE BEACH
YOUR FIRM'S NAME HERE
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: BID NO. FY2015-2016-001
SALT WATER MONITORING WELLS PROJECT

NON-MANDATORY PRE-BID CONFERENCE:

Non-Mandatory Pre-Bid Conference is being held **OCTOBER 14, 2015 AT 2:00 PM**, 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 jwiggins@cohb.org by no later than **OCTOBER 15, 2015 no later than 11:00 A.M.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

The total funding available funding for this project is \$225,000.00

10% BID 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 [10%] percent 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.

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.

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, Terms and Conditions, Forms and Agreement, Article 5 for information on the required insurance.

TENTATIVE SCHEDULE

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

BID ADVERTISING DATE	OCTOBER 5, 2015
BID RELEASED	OCTOBER 5, 2015
NON-MANDATORY PRE-BID CONFERENCE	OCTOBER 14, 2015 AT 2:00 PM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN <u>OCTOBER 15, 2015</u> <u>BY NO LATER THAN</u> <u>11:00 AM</u>
DEADLINE FOR RECEIPT OF RESPONSES	<u>NOVEMBER 6, 2015</u> <u>BY NO LATER THAN</u> <u>11:00 AM</u>
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

LIST OF CITY ADMINISTRATORS	
1.	CITY MANAGER
	Renee C. Miller
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	DIRECTOR OF PUBLIC WORKS
	Steven F. Parkinson, P.E., PWLF
	630 NW 2nd Street
	Hallandale Beach, Florida 33009
	(954) 457-1623
3.	ASSISTANT DIRECTOR OF ENGINEERING (DPW)
	Mariana Pitiriciu, P.E., PMP
	630 NW 2nd Street
	Hallandale Beach, Florida 33009
	954) 457-3042
4.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1332
5.	SENIOR PROCUREMENTSPECIALIST
	Joann Wiggins
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-1331
6.	PROCUREMENT SPECIALIST
	Tom Camaj
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-

QUESTIONS :

For information pertaining to this Bid, 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.