



**NON-BINDING
REQUEST FOR LETTERS OF INTEREST
(LOI) # FY 2015-2016-003
PUBLIC PARKING OPERATIONS**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
PROCUREMENT DEPARTMENT**

**NOTE: This LOI will not yield an award of contract at the end
of the process**

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NOTICE TO PROSPECTIVE RESPONDENT

Information provided as a result of this LOI is subject to the State of Florida public records law. This LOI does not obligate the City to take any action whatsoever.

Nothing within the LOI should be interpreted as a contract with, or obligation of the City.

INTRODUCTION / INFORMATION

The purpose of this Request for Letters of Interest (LOI) is to solicit formal interest from private and public entities interested in providing services to all aspects of public parking. The services include, but are not limited to:

- Parking enforcement
- Meter collection and repair
- Customer service
- Overall management and consultation

Attached to this LOI is Exhibit A – Memorandum on Citywide Parking-Implemented and Proposed Operational Changes.

Exhibit A is to be used by interested proposers to gain a perspective on the City's history and needs for this project.

This LOI does not constitute a Request for Proposal (RFP) or an Invitation to Bid (ITB) or any promise to issue an RFP or ITB. This LOI does not commit the City of Hallandale Beach to contract for any service or services contemplated. Failure to respond to this LOI in whole or in part does not preclude the ability to respond to any future ITB and/or RFP opportunities. Responders are advised that the City of Hallandale Beach will not pay any cost incurred in responding to this LOI and that any or all such costs are the sole responsibility of the Responder.

NOTE: This LOI will not yield an award of contract at the end of the process

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.

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.

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** means 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 Firm 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/Firm.
- **Firm** the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.
- **Local City of Hallandale Beach Vendor** pursuant to Chapter 23, Procurement, Section 23-6 of the Code of Ordinances of the City of Hallandale Beach, Florida.
- **Project Manager** means the Firm’s representative authorized to make and execute decisions on behalf of the Firm.
- **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).
- **Successful Proposer** means the qualified, responsible and responsive Proposer to whom City (on the basis of City’s evaluation as hereinafter provided) makes an award.

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.

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

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.

The outline for items # 1 through # 6 below must be followed:

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

While additional data may be presented, the information requested in items 1 through 13, must be included. Items 1-6 represent the criteria against which proposals will be evaluated.

1. Title Page

Provide the LOI # and title, the firm’s name; the name, address, telephone number and email of the contact person; and the date of the LOI. The City will only contact one (1) person for this LOI. 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 from the City.

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 LOI.

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

Provide an explanation and/or relevant information necessary for the City to proceed with the implementation of a successful public parking operations project.

4. Firm's Experience

Provide a summary of the firm's background and experience in providing the same services as requested in this LOI.

5. Technical Approach

Provide a brief description of the Proposer's approach to the project tasks:

- a) Parking enforcement
- b) Meter collection and repair
- c) Customer service
- d) Overall management and consultation

SUBMITTAL DUE DATE:

Reponses are due: November 5th, 2015 no later than 11:00 am.

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: LOI NO. FY2015-2016-003
PUBLIC PARKING OPERATIONS

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamai@cohb.org by no later than **October 16th, 2015 no later than 11:00 A.M.**

LETTER OF INTEREST (LOI) TENTATIVE SCHEDULE

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

LOI DOCUMENT RELEASED	OCTOBER 8, 2015
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN OCTOBER 16, 2015 BY NO LATER THAN 11 AM
LOI DEADLINE FOR RECEIPT OF RESPONSES	<u>NOVEMBER 5TH, 2015</u> <u>BY NO LATER THAN 11 AM</u>
ORAL INTERVIEWS – (IF REQUIRED)	TO BE DETERMINED

QUESTIONS REGARDING LOI:

For information pertaining to this Letter of Interest (LOI), contact the Procurement Department via email at tcamaj@cohb.org. 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.

UNABLE TO SUBMIT A RESPONSE? We sincerely hope this is not the case. If your firm cannot submit a proposal at this time, please provide the information requested in the space provided below and return form to procurement_department@cohb.org:

WE _____ HAVE RECEIVED THE LOI
(COMPANY NAME)

WE ARE UNABLE TO RESPOND TO THE LOI AT THIS TIME DUE TO THE FOLLOWING REASONS:

COMPLETE INFORMATION BELOW:

SIGNATURE:	
TITLE:	
STREET ADDRESS: (OR)	
P.O. BOX:	
CITY:	
STATE:	ZIP CODE:
TELEPHONE/AREA CODE: ()	
EMAIL ADDRESS:	

RETURN THIS UNABLE TO SUBMIT FORM ONLY TO:
CITY OF HALLANDALE BEACH
PROCUREMENT DEPARTMENT
400 SOUTH FEDERAL HIGHWAY, ROOM 242
HALLANDALE BEACH, FL 33009
TITLED: LOI # FY 2015-2016-003 PUBLIC PARKING OPERATIONS

THIS LETTER OF INTEREST SUBMITTED BY:

COMPANY:
ADDRESS:
CITY & STATE:
ZIP CODE:
TELEPHONE:
DATE OF LOI:
FACSIMILE NUMBER:
E-MAIL ADDRESS:
FEDERAL ID NUMBER:
NAME & TITLE PRINTED:
SIGNED BY:

WE (I) the above signed hereby agree to furnish the item(s), service(s) and have read all attachments including specifications, terms and conditions and fully understand what is required.

The Letter of Interest, Specifications, LOI Forms, and/or any other pertinent document form a part of this proposal and by reference made a part hereof. Signature indicates acceptance of all terms and conditions of the LOI.