



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL
(RFP) # FY 2015-2016-004**

**COST RECOVERY SERVICES FOR TRAFFIC IMPACT ANALYSIS
CONSULTANT COMPETITIVE NEGOTIATION ACT
(CCNA)**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
DEVELOPMENT SERVICES AND
PROCUREMENT DEPARTMENT**

INTRODUCTION / INFORMATION

In accordance with Florida Statutes, Chapter 287, Section 287.055, Consultants' Competitive Negotiation Act (CCNA), and Section 255.103, the City of Hallandale Beach (COHB) is soliciting interested firms to perform transportation impact analysis review on a cost recovery basis.

TRAFFIC IMPACT ANALYSIS REVIEW - A traffic impact analysis is a study which assesses the effects that a particular development's traffic will have on the transportation network. These studies vary in their range of detail and complexity depending on the type, size, and location of the development. Traffic impact studies should accompany developments which have the potential to impact the transportation network. Traffic impact studies are important in assisting public agencies in making land use decisions. These studies can be used to help evaluate whether the development is appropriate for a site and what type of transportation improvements may be necessary.

Traffic impact studies help the city to:

- Forecast additional traffic associated with new development, based on accepted practices.
- Determine the improvements that are necessary to accommodate the new development.
- Assist communities in land use decision making.
- Assist in allocating scarce resources to areas in need of improvements
- Allow the community to assess the impacts that a proposed development may have.
- Help to ensure safe and reasonable traffic conditions on streets after the development is complete.
- Reduce the negative impacts created by developments by helping to ensure that the transportation network can accommodate the development.
- Provide direction to community decision makers and developers of expected impacts.
- Protect the substantial community investment in the street system.

Understanding the demands placed on the community's transportation network by new development is an important dimension of assessing the overall impacts of development. All development generates traffic, and it may generate enough traffic to create congestion and to compel to invest more capital into the transportation network, whether it is in the form of new roads or traffic signals or turn lanes. Traffic congestion results into a number of problems, including economic costs due to delayed travel times, air pollution and accidents. As one roadway becomes congested, drivers may use others not necessarily intended for through traffic. As a result, traffic impact analyses are becoming more common as a planning tool to foresee demands

on the transportation network and to mitigate any negative impacts. Understanding traffic impacts becomes even more important as budgets for public facility and infrastructure improvements become increasingly strained.

SCOPE OF WORK:

TRAFFIC IMPACT ANALYSIS REVIEW (TIA) - Firm will provide a tiered review structure for the TIA. If, during the review, the TIA is found deficient for any of the steps, it will be returned to the City with a recommendation that corrections be made prior to proceeding to the next step.

Tasks:

Task 1.0 - Firm will meet/discuss methodology with applicant and determine level of review and application submittal/project parameters. Three hour scoping meeting with applicant (methodology) and Development Review Committee (DRC) [two and a half (2.5) hours] is included in base fee.

Task 1.1 - Firm will provide a preliminary review of the TIA to determine if the following parameters are met:

- a. Documentation of the previously agreed upon methodology is provided,
- b. The report is in conformance with the methodology, COHB Comprehensive Plan, and City Zoning and Land Development Code, and
- c. The report is signed and sealed by a licensed Florida Professional Engineer.

Task 1.2 - Firm will review the TIA to determine if adequate background information is provided, namely:

- a. A clear site layout graphic is provided,
- b. Existing roadway geometries and traffic controls in the study area,
- c. Any special conditions that exist in the roadway network (i.e. school zones, sight distance limitations, etc.),
- d. Existing traffic count data for the study periods as defined in the TIA Scope,
- e. Additional projects that contribute to background traffic during peak demand periods, and
- f. Planned roadway improvements in the study area, along with funding source and proposed construction year.

Task 1.3 - Firm will review overall technical aspects of the TIA as follows:

- a. Analysis periods have been selected that coincide with the peak demand period for the proposed facility,
- b. Analysis tools represent state of the practice for TIAs performed in Hallandale Beach, Florida,
- c. The most recent version of analysis tools are being used, and
- d. Appropriate analysis reports are provided.

Task 1.4 - Firm will provide a detailed technical review of the TIA analysis. The following items will be checked:

- a. Trip Generation
 - ITE Trip Generation Manual edition used,
 - Special trip rates well documented,
 - Internal Capture Trips, and
 - Passer by Trips.
- b. Trip Distribution
 - Assumptions clearly shown, and
 - Site trips balance between intersections.
- c. Background Traffic
 - Document growth rates,
 - Travel demand model used, and
 - Identify other projects (existing and pipeline)
- d. Analysis
 - Methods used,
 - Software version,
 - Highway Capacity Manual outputs used, and
 - Report figures and analysis sheets match.
- e. Mitigation Needs
 - Clearly identified,
 - Mitigation to Level of Service "D" or better,
 - Reasonable geometric layout,
 - Right of Way Needs, and
 - Planning Cost Estimates

-
- f. Conclusions
- Listing of Improvements by Phase,
 - Developer improvements, and
 - Other documented projects.
 - Pro-rata share cost.

Schedule. Firm will conduct the review and provide a draft copy of the TIA review memorandum within ten (10) business days of receiving the TIA. Firm's final TIA review memorandum/report will be provided within three (3) business days of the scheduled Development Review Committee Meeting.

Deliverables. Firm will coordinate with applicant's Traffic Engineer to establish TIA methodology for the development project. Firm will review final TIA submitted by applicant and prepare a technical memorandum report that documents the findings resulting from the review and, if necessary, provides a list of revisions to be completed. Firm will provide a complete review and additional comments for each version/iteration of the TIA submitted by the applicant.

Additional Services. Firm will attend meetings as requested. All meetings will be at the direction of the City or the City's representative(s) and will be performed on an hourly fee basis. Such meetings include Development Review Committee Meetings, Meetings with FDOT or Broward County, Developer Community Meetings, and public hearings.

CITY'S RESPONSIBILITIES:

1. Designate in writing a person to act as the City's representative with respect to the services to be rendered for this project. Such person shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the Firm's services for the Project.
2. Provide all criteria and full information as to the City's requirements for the Project, including objectives and constraints, performance requirements and expectations, flexibility, and any budgetary limitations.
3. Provide firm with a copy of the applicant's full application submittal.

REQUIRED RESOURCES TO BE PROVIDED BY THE CITY TO COMPLETE TASK:

- CoHB Zoning and Land Development Code
- CoHB Comprehensive Plan
- CoHB Citywide Master Plan
- CoHB Parks Master Plan (and GO Bond Project Phasing, if needed)
- CoHB Transportation Master Plan
- Current RAC Allocation Tracking Sheet
- Broward County Land Use Plan
- Broward County Administrative Rules Document
- Broward County Traffic ways Plan
- Florida Statutes
- The specifics of the study can be found in City’s Comprehensive Plan Transportation Element: <http://www.hallandalebeachfl.gov/DocumentCenter/Home/View/1230>
- Zoning and Land Development Codes: 32-787 (impact evaluation report), 32-884 (traffic concurrency) found on Municode: https://www.municode.com/library/fl/hallandale_beach/codes/code_of_or_dinances
- Administrative Parking Standards: <http://www.hallandalebeachfl.gov/DocumentCenter/Home/View/153>
- Other Parking Information is on Municode Chapter 32-451: https://www.municode.com/library/fl/hallandale_beach/codes/code_of_ordinanc_es
- The RAC Code (which has its own set of parking rules) can be found here: <http://www.hallandalebeachfl.gov/DocumentCenter/View/9574>
- Central RAC Subdistrict Map is found here: <http://www.hallandalebeachfl.gov/DocumentCenter/View/9655>
- Zoning Map is found here: <http://cohb.org/DocumentCenter/View/9581>

STAFF/PERSONNEL DESCRIPTIONS:

Transportation Planner:

This position coordinates specialized planning techniques, statistics, and special studies, works independently and performs on-going planning responsibilities with virtually no supervision.

Technical Support Personnel:

Provides assistance in the technical implementation and administration of GIS, population analysis, and research. This person is typically responsible for data collection, and literature reviews.

Transportation Engineer/Team Leader:

The Engineer supervises all activities regarding the individual project order (IPO) and assures quality, accuracy, and on-time delivery of projects, reports, tasks, studies, etc.. The Engineer ensures that task/project assignments are executed by the team, and is regarded as the expert and Team Leader. This is a highly specialized professional planning position directing major work elements. Tasks assigned to this position require exercising independent, professional judgment based upon prior experience and using the best available data for determining appropriate methodology for traffic analysis and formulating strategies in the development and presentation of data, reports and recommendations. Also ensures technical competence and compliance with all current codes and criteria.

Administrative Support:

Performs administrative or secretarial duties in support of the project/task. Performs a variety of clerical, secretarial and administrative work in keeping official records, and providing administrative support to staff.

MINIMUM QUALIFICATION REQUIREMENTS:

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. (See pages 13-18 of Exhibit I)

1. Minimum Qualifications of Staff:

- a. Transportation Planner - Master's Degree in Urban Planning or closely related field of study and four (4) years of progressively responsible experience in transportation planning; or, a Bachelor's Degree in Urban Planning or a closely related field of study and six (6) years of progressively responsible experience in transportation planning. Firms must provide copies of resumes to meet this MQR.
- b. Technical Support Personnel - Bachelor's degree and two (2) years of experience in Planning, Transportation, Engineering, GIS, or other related field. Firms must provide copies of resumes to meet this MQR.
- c. Transportation Engineer - Master of Science in Transportation Engineering; Minimum of seven (7) years transportation engineering experience, including one year of experience in Broward County; or, five (5) years transportation engineering experience, including one (1) year of experience in Broward County and P.E. License. Firms must provide copies of resumes to meet this MQR.
- d. Administrative Support – Two (2) years' experience in performing a variety of routine clerical and secretarial work in keeping official records and providing support to staff. Firm must provide copies of resumes to meet this MQR.

2. Licenses:

All firms listed as part of the RFP must be licensed under the appropriate State and Local laws and proposing firms MUST provide proof with submission of proposal.

- 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.

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.

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.

Section below, II. Proposal Format, outlines the format to be followed for responses to this RFP.

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 with a minimum of two (2) from governmental entity experience, for which the Proposer has performed similar work within the last five (5) years within Broward County Florida.

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.

Provide the following for each reference:

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Name of project.
4. Project task description. Please use one or more of the following: Traffic Impact Analysis, Traffic Impact Statement, Traffic Impact Analysis Review/Assessment, Establishment of Traffic Impact Analysis Methodology, Methodology Review, Other (Please Describe)
5. Year project started and year completed.
6. Dollar value of contract, including change orders.
7. Phone Number for Reference (Project Manager)
8. Updated email address for Project Manager

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.

CONTRACT TERMS

The term of the Agreement shall be for a period of five (5) years with two (2) renewable terms of one (1) year each, 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.

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.**

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 RFP.

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 # 10 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 three (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 10, **must be included**. Items 1-10 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 for this RFP. 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 (limit 2 pages)

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 tasks within specified time period, a statement why the firm believes itself 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 a summary of the firm's background, size, and locations, including any legal or organizational changes in progress or that have occurred in the past five years, such as mergers, acquisitions, consolidations, bankruptcy, or downsizing.

Provide the name of the person who will be authorized to make representation for the Proposer, their title, e-mail address, mailing address and telephone numbers.

4. Minimum Qualification Requirements (MQRs)

Please provide proof of MQRs as listed on pages 8-9 of Exhibit I.

1. Minimum Qualification of Staff – Please provide Resumes for the following staff:

- a. Transportation Planner - Master's Degree in Urban Planning or closely related field of study and four (4) years of progressively responsible experience in transportation planning; or, a Bachelor's Degree in Urban Planning or a closely related field of study and six (6) years of progressively responsible experience

in transportation planning. Firms must provide copies of resumes to meet this MQR.

- b. Technical Support Personnel - Bachelor's degree and two (2) years of experience in Planning, Transportation, Engineering, GIS, or other related field. Firms must provide copies of resumes to meet this MQR.
- c. Transportation Engineer - Master of Science in Transportation Engineering; Minimum of seven (7) years transportation engineering experience, including one (1) year of experience in Broward County; or, five (5) years transportation engineering experience, including one year of experience in Broward County and P.E. License. Firms must provide copies of resumes to meet this MQR.
- d. Administrative Support – Two (2) years' experience in performing a variety of routine clerical and secretarial work in keeping official records and providing support to staff. Firm must provide copies of resumes to meet this MQR.

2. **Licenses:** All firms listed as part of the RFP must be licensed under the appropriate State and Local laws and provide proof with submission of proposal.

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. Additional related certifications and licenses other than those required, should also be noted.

5. Firm's Qualifications and Experience

Provide a summary of five (5) similar projects that were managed and completed within the last five (5) years by the proposing firm (one-page per project). Discuss approaches to negotiating analysis methodology, measures taken to become familiar with local plans and regulations, contributions to Development Review Committee, staff reports and presentations.

6. Qualifications of Staff

- A. Transportation Planner/Engineer Team Leader (limit 2 pages)

Identify individual responsible for coordinating all components of the scope of services and will serve as the key point of contact to work with City of Hallandale

Beach Planning and Zoning Division staff. This person will be considered the Team Leader for this contract.

Provide a resume showing the Team Leader's qualifications. Focus on experience in transportation engineering, transportation planning and the management of contract support under this type of contract.

- B. Development Application Review and Assessment Team (limit 5 pages) (see Staff/Personnel Descriptions on page 7 of Exhibit I)
1. Provide an organization chart that lists all staff assigned to this contract, the reporting hierarchy of staff and sub-consultants, the percentage of time available to work on this contract for each staff member, probable role(s), and their location.
 2. Please address whether or not the members of the team have previous experience working together.
 3. Provide resumes of up to one page each for each team member who will be assigned to the project.
 4. Traffic Impact Analysis Review, and Site Plan and Zoning Code Assessment
 - a. List all team members that will work on:
 - i. Task 1.0
 - ii. Task 1.1
 - iii. Task 1.2
 - iv. Task 1.3
 - v. Task 1.4
 - b. Describe the member's level of understanding, experience and expertise with each task.
 - c. List the specific team member that will be responsible for quality control and quality assurance for each task and describe the QA/QC plan for these tasks.

7. Past Performance (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 with a minimum of two (2) from governmental entity experience, for which the Proposer has performed similar work within the last five (5) years within Broward County Florida.

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.

Provide the following for each reference:

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Name of project.
4. Project task description. Please use one or more of the following: Traffic Impact Analysis, Traffic Impact Statement, Traffic Impact Analysis Review/Assessment, Establishment of Traffic Impact Analysis Methodology, Methodology Review, Other (Please Describe).
5. Year project started and was completed.
6. Dollar value of contract, including change orders.
7. Phone Number for Reference (Project Manager)
8. Updated email address for Project Manager.

8. Technical Approach (limit 5 pages)

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

Develop a management plan that addresses Quality Assurance and Quality Control.

Describe the firm's approach to negotiating analysis methodology, measures taken to become familiar with local plans and regulations, contributions to Development Review Committee, staff reports and presentations.

Identify the methods and estimated time required to complete the tasks in the General Scope of Services.

9. **Local City of Hallandale Beach Vendor Preference (LVP)**: *See Exhibit III for further details.*

10. **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.	Minimum Qualification Requirements (MQRs) – this criteria has no points. If your firm does not provide all the required stated MQRs your firm’s proposal will not be reviewed/evaluated and your submission disqualified.	
2.	Firm’s Qualifications and Experience	30
3.	Qualifications of Staff	25
4.	Past Performance (References)	10
5.	Technical Approach	25
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:

Reponses are due: December 22, 2015 no later than 11:00am.

RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE 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. FY2015-2016-004
COST RECOVERY SERVICES FOR TRAFFIC IMPACT ANALYSIS – CCNA

NON MANDATORY PRE-PROPOSAL CONFERENCE:

Non Mandatory Pre-Proposal Conference is being held **November 30, 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 tcamaj@cohb.org by no later than **December 4, 2015 no later than 11:00 A.M.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

There is no cost to the City for these services. There is no established budget for this item, as it is based upon **cost recovery** only. Each applicant that submits a major development application to the Planning and Zoning Division, establishes an escrow account to pay for the services outlined in this proposed RFP.

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

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

RFP DOCUMENT RELEASED	NOVEMBER 16, 2015
NON MANDATORY PRE-PROPOSAL CONFERENCE	NOVEMBER 30, 2015 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN <u>DECEMBER 4, 2015</u> BY NO LATER THAN <u>11 AM</u>
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>DECEMBER 22, 2015</u> BY NO LATER THAN <u>11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	THROUGH DECEMBER 2015 THROUGH FEBRUARY 2016
ORAL INTERVIEWS – (IF REQUIRED)	THROUGH DECEMBER 2015 THROUGH FEBRUARY 2016
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 5 of Agreement for information on the required insurance.