REQUEST FOR PROPOSAL
(RFP) # FY 2015-2016-011

CONSULTANTS' COMPETITIVE NEGOTIATION ACT (CCNA)
CONSTRUCTION MANAGER AT RISK (CMAR)
GOLDEN ISLES TENNIS CENTER AND PARK

EXHIBIT I SCOPE OF WORK

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

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

In accordance with Florida Statutes, Chapter 287, Section 287.055, Consultants' Competitive Negotiation Act (CCNA), and Section 255.103, the City of Hallandale Beach is soliciting interested firms to submit qualifications and proposals through this Construction Manager at Risk (CMAR) RFP. The City seeks to identify qualified firms with substantial experience and capabilities to perform the services for the construction of Golden Isles Tennis Center and Park. The firm awarded the agreement will coordinate and collaborate with the Architect of Record.

Following the opening of the proposal packages, firms that do not meet the Minimum Qualification Requirements (MQRs) set forth will not be considered further and will not be evaluated. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals.

Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on pages 15- 26 of this RFP. An Evaluation Committee will select no fewer than three (3) of the highest ranked proposers for oral interviews/presentations.

Oral presentations are to support 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.

After oral presentations proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award and negotiate a CMAR Agreement. The City will enter into negotiations with the top ranked firm for professional services for both the Pre-Construction Phase and the Construction Phase. If successful with these negotiations, an agenda item will be presented to the City Commission to award the Agreement to the CMAR firm. Once the Construction Documents and specifications are ninety (90%) complete, the CMAR will be required to submit a Guaranteed Maximum Price (GMP). If the City and the CMAR are able to negotiate and agree upon the GMP and final contract terms, an agenda item will be prepared for submission to the City Commission for approval of the GMP amendment to the Agreement.

The City reserves the right to allow sales tax savings for direct purchases where possible and practical for this Project. If the City elects to receive the sales tax savings on certain items within the GMP, the Contractor will be required to manage the sales tax savings on behalf of the City.

If the City and the CMAR are unable to agree upon a GMP, then the Agreement will be terminated and the City may elect to issue a new solicitation for the construction phase services or begin negotiations with the firm ranked 2nd in the original solicitation process. Should a new solicitation become necessary, the City reserves the right to select the most appropriate procurement method in its sole discretion.

At the completion of 30% CD's, an independent construction cost estimate of the park is expected to be prepared by the CMAR. The City plans to utilize this cost estimate to benchmark decisions regarding the need for value engineering and the cost-benefit of specified material/products in the plans.

Project Background

The City of Hallandale Beach has completed a City Wide Master Plan. The Parks Master Plan sets forth a program to enhance thirteen (13) of the City's parks and recreation areas in support of community-wide goals and neighborhood needs. A complete copy of the City wide Parks Master Plan is available on the City web site: www.hallandalebeachfl.gov under the Parks and Recreation Department.

The City has selected Golden Isles Tennis Center and Golden Isles Park as the second and third parks to be built thru the General Obligation Bond Funding approved by City residents on November 4, 2014. The development will be according with the City-wide Master Plan. The Golden Isles Tennis Center was not included in the original Parks Master Plan; therefore, there is no conceptual design of that site. Below is Exhibit A which shows the conceptual design of the Golden Isles Park. The two parks are to be designed together so as to compliment the contiguous spaces. Proposed amenities for the two parks are:

Note: The existing sea wall that spans the length of the tennis courts shall remain. There are no provisions in this RFP to remove or replace the sea wall. This information will be necessary in determining the placement of any structures in those areas.

Name	Location	Size (Land area)	Master Plan Concept
Golden Isles Tennis Center	Southeast Quadrant	5 acres (approximately)	Master Plan to be developed with this RFP. Anticipated amenities: • Tennis courts (clay and hard courts) • Sports lighting • Site Parking • Pro shop w/ office, restrooms, storage, concession and meeting room • Bocce Ball Courts
Golden Isles Park	Southeast Quadrant	1.63 acres (approximately)	• 2 regulation Basketball Courts • Walking/Exercise Trail • Playgrounds with rubberized surface and shade cover • Passive Open Space • Picnic • Parking

- Golden Isles Tennis Center is located at 100 Egret Drive, Hallandale Beach, FL, 33009.
- Golden Isles Park is a Community Park located at 424 Layne Boulevard, Hallandale Beach, FL 33009

The City adopted the City-wide Parks Master Plan in 2011. It is the City's intention to request the selected firm to utilize the City Wide Master Plan as the bases for the conceptual development, design and programing. It should be noted that the City would like to pursue all options regarding the best site design the park which may include reconfiguration of the site amenities, if applicable. The selected Architect shall perform a charrette to seek input from the Community, City Commission and City Administration. These interactive sessions shall be presented in a workshop format, and consultant shall incorporate agreed upon revisions in the next progress review presentation. Charrette may include multiple and/or individual meetings, if necessary. Recommendations to be presented by firm at a Community meeting with final approval at a City Commission public meeting.

Final project delivery of the project shall be a turn-Key project - architect shall undertake the entire responsibility from design through completion and commissioning. The City only has to turn the proverbial key to make everything function as it should. This shall include selection of furniture, fixtures, and any additional consultants that shall be required to complete the project.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

In order to be eligible for evaluation all firm(s) responding to this RFP **must** demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) **must** meet the MQRs stated below in order to be eligible for evaluation of their response/submittal. Your firm must submit your minimum qualifications in the form provided for below.

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 cause your firm to be determined non-responsive and disqualified and not further evaluated. Ensure the MQRs below are easily found and clearly addressed within your firm's response for all proposed firms.

1. Minimum Completed # of Projects:

   In order for your firm's response to be considered, proposed firm(s) must have completed two (2) projects of similar scope as either the Construction Manager at Risk or Prime General Contractor referenced in this RFP. Your firm **must** provide the response to meet this MQR, item 1, by completing the tables below.

Name of the Project # 1

Location of the Project:

Project Size:

Role/Services your company provided:

Owner's budget:

Final Construction Budget:

Total Amount of approved change orders added:

Date construction was complete:

Were you the Prime General Contractor:

Was the project LEED or Green certified? If so what was the certification level?

Project Amenities

Name of the Project # 2

Location of the Project:

Project Size:

Role/Services your company provided:

Owner's budget:

Final Construction Budget:

Total Amount of approved change orders added:

Date construction was complete:

Were you the Prime General Contractor:

Was the project LEED or Green certified? If so what was the certification level?

Project Amenities

2. Years' in Business:

   Proof of years in business must be provided by submitting a copy of the firm's Sunbiz. The Sunbiz for the firm must show a date filed of eight (8) years. The website for Sunbiz is Sunbiz.org. The incorporated "date filed" must show year April 2008 or earlier.

   Also please check off box that applies below:

   ☐ Yes, this firm has eight (8) years of incorporation.
   ☐ No. The firm does not have eight (8) years of incorporation.

3. Licenses:

   Proposed firm(s) is licensed under Florida Statutes 489. All proposed firm(s) must provide proof of licenses with firm's submission. Insert copies of all licenses here.

4. Firm's LEED Experience:

   Provide a letter on your firm's letterhead indicating your firm has a minimum of one (1) completed project which has achieved a LEED or equivalent Green Building certification or is in progress of completing a LEED certification, by date of submission of proposals, for similar services as requested in this RFP.

5. Staff LEED Experience:

   a. Provide a letter on your firm's letterhead indicating the number of staff holding a LEED AP designation or other equivalent green building certification.
      Attach letter indicating number of staff holding LEED AP designation or equivalent here.

   b. Provide a letter on your firm's letterhead indicating that at least one (1) of the staff proposed to be assigned to this Project shall have a LEED AP or equivalent Green Building Certification. Attach letter indicating staff assigned to project holding LEED AP designation or equivalent here.

6. 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 Million Dollars ($5,000,000.00) with a surety company with an A.M. Best rating of AA or better.

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

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.

Proposal Format on pages 13-25 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 form 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 six (6) verifiable references for projects of similar size, scope and complexity that have been completed by your firm within the last ten (10) years which demonstrate the experience of the firm and the team that will be assigned to provide services as required and as outlined in this RFP. The period of time for meeting the requirement of ten (10) years' experience shall be from February 1, 2005.

Four (4) references shall be project client/owners and two (2) shall be from A/E firms that have been Architect of Record on projects where your firm has served in the capacity of a CM at Risk and provided comparable services to those request in this RFP.

Each firm must provide the references in the chart provided on Pages 23-24. For each of the references provided ensure that the contact information 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 date requested will cost your firm's full receipt of the reference points as outlined.

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 via email from the City of Hallandale Beach to complete by a deadline date.

Note: Incomplete or partial responses to all items requested above will result in the loss of points for this criteria.

CONTRACT TERMS

The term of the Agreement shall be for a period concurrent with the design and construction of the project.

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.

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.

"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).

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

All firms must submit a sealed envelope with their submission labeled RFP # FY 2015-2016-011 CMAR (CCNA) Golden Isles Tennis Center and Golden Isles Park:

This envelope is to include five (5) thumb drives that contain the information requested below, items 1-14 below. Firms are to submit this information/responses only on five (5) thumb drives that are 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.

In order to be eligible for evaluation all firm(s) responses to this RFP must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be eligible for evaluation of their response/submittal. If firm is proposing work to be provided by more than one (1) firm, **all proposed firms** must meet and provide the MQRs with the response/submittal.

All firms that have met with MQRs will have their proposals reviewed by the evaluation committee and oral presentations may be required. After ranking, the evaluation committee may 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 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.

The outline below for items # 1- # 14 must be followed. Firm's non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses stated below and could cost your firm points for information that is not easily found.

While additional data may be presented, the information requested in items 1 through 14, must be included. Items 1-14 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. Only one (1) contact person is to be provided and will be contacted by the City. If the proposed submittal is made up of more than one (1) firm, provide only one (1) contact person for the entire response.

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 titles, addresses and telephone numbers.

4. Minimum Qualification Requirements

In order to be eligible for evaluation all firm(s) responding to this RFP **must** demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) **must** meet the MQRs stated below in order to be eligible for evaluation of their response/submittal.

a. Minimum Completed # of Projects:

In order for your firm's response to be considered, proposed firm(s) must have completed two (2) projects of similar scope as either the Construction Manager

at Risk or Prime General Contractor referenced in this RFP. Your firm **must** provide the response to meet this MQR, item 1, by completing the tables below.

Name of the Project # 1

Location of the Project:

Project Size:

Role/Services your company provided:

Owner's budget:

Final Construction Budget:

Date construction was complete:

Were you the Prime General Contractor:

Was the project LEED or Green certified? If so what was the certification level?

Comments

Name of the Project # 2:

Location of the Project:

Project Size:

Role/Services your company provided:

Owner's budget:

Final Construction Budget:

Date construction was complete:

Were you the Prime General Contractor:

what was the certification level?

Comments

b. Years' in Business:

Proof of years in business must be provided by submitting a copy of the firm's Sunbiz. The Sunbiz for the firm must show a date filed of eight (8) years. The website for Sunbiz is Sunbiz.org. The incorporated "date filed" must show year April 2008 or earlier.

Also please check off box that applies below:

☐ Yes, this firm has eight (8) years of incorporation.
☐ No. The firm does not have eight (8) years of incorporation.

c. Licenses:

Proposed firm(s) is licensed under Florida Statutes 489. All proposed firm(s) must provide proof of licenses with firm's submission. Insert copies of all licenses here.

d. Firm's LEED Experience:

Provide a letter on your firm's letterhead indicating your firm has a minimum of one (1) completed project which has achieved a LEED or equivalent Green Building certification or is in progress of completing a LEED certification, by date of submission of proposals, for similar services as requested in this RFP.

e. Staff LEED Experience:

i. Provide a letter on your firm's letterhead indicating the number of staff holding a LEED AP designation or other equivalent green building certification.
Attach letter indicating number of staff holding LEED AP designation or equivalent here.

ii. Provide a letter on your firm's letterhead indicating that at least one (1) of the staff proposed to be assigned to this Project shall have a LEED AP or equivalent Green Building Certification. Attach letter indicating staff assigned to project holding LEED AP designation or equivalent here.

f. 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 Million Dollars ($5,000,000.00) with a surety company with an A.M. Best rating of AA or better.

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 Regulation.

6. Firm's Qualifications and Experience

- Proposers must provide a description of the firm, including the size, range of activities, strength, stability, experience, awards, recognitions, etc.
- Particular emphasis shall be given as to how the firm's experience and expertise in construction of similar facilities will be directly beneficial to the City in the construction of the projects. Firm must provide this information by using the following format:

Name of the Project

Location of the Project:

Project Size

Role/Services your company provided:

Owner's budget:

Final Construction Budget:

Date construction was complete:

Were you the Prime General Contractor:

Was the project LEED or Green certified? If so what was the certification level?

Comments

- Describe what unique and extraordinary skills or qualifications your firm brings to this Project, including industry "Best Practices". How would the selection of your firm add value to the Project?

- Describe your company's resources and capabilities with respect to scheduling (specific computer programs), cost control and reporting quality control, on site safety, value engineering, and coordination with the A/E and the City.

- Describe your firm's experience with green building practices[1] and identify any Green Building Council (LEED) or equivalent approved projects your firm has Describe your firm's experience with green building practices and identify any Green Building Council (LEED) or equivalent approved projects your firm has completed or is in progress of completing and the number of local office staff with a LEED AP certification.

- Describe your firm's experience and understanding regarding local subcontractors and bidding conditions. Explain how your firm stays current with the construction costs and bidding conditions in Southeast Florida.

- Describe your firm's in-house cost estimating and bidding staff resources and capabilities. Identify your company's procedures for finalizing GMP pricing and whether subcontractor bids are hard, soft or a combination at final GMP pricing.
- Describe your firm's historical experience in meeting Community Benefits, and local hire goals of prior clients.
- The proposal should indicate the total number of employees of the firm, including the number of staff in the local office, the staff to be employed for the City's Project on a full-time basis, and the number of the staff to be employed on a part-time basis.
- Commitment to use the same personnel consistently thought the project
- Provide a list of government and private clients your firm has under contract through 2018. Please provide the amount of each contract and a brief description of the services, including the number of employees your firm is supervising on each project.

[1] **The City will require the selected firm and its subcontractors to adhere to the City's 'green building' code requirement during the construction of the Project. Please refer to City Ordinance Section 32-287(k) and <u>Chapter 8, Article II – Building Code.</u>**

7. Project Team's/Staff's Experience/Qualifications

Project Team Experience

Identify the key personnel to be assigned on this Project and their qualifications. Provide brief resumes of key persons to be assigned to the project and their respective responsibilities, including, but not limited to:

1) Name and title.
2) Job assignment performed for other projects.
3) Percentage of time to be assigned full time to this Project.
4) How many years with firm providing the response.
5) How many years with other firms
6) Experience
    a) Types of projects
    b) Size of projects (dollar values, square footage, etc.)
    c) Tasks performed on the specific projects
    d) LEED AP qualification or equivalent green building certification.
7) Education.
8) Other experience and qualifications relevant to this Project.

Project Staff Experience:

Provide a complete description of the experience and qualifications of the individuals who are proposed to be assigned to the Project, including: Project Manager, Project Engineer(s), Cost Estimator(s), and Superintendent(s). Staff to be assigned to the Project must have a minimum of (5) five years' experience in their designated professional specialization.

Describe the capabilities and Project level responsibilities of the staff to be assigned in each of the following:

1) Overall project management and coordination with the City, the Architect of Record and subcontractors
2) Design review and options analysis of plans and specifications
3) Constructability analysis
4) Cost estimating
5) Value engineering
6) Life cycle cost analysis

7) Project scheduling
8) Quality Control (design and construction)
9) Bidding and subcontractor relationships
10) Cost controls and change order management
11) Preparation/review of shop drawings
12) Project mobilization
13) Project punch list management and close-out
14) Inspections
15) Security and safety
16) Brief description of experience working with LEED practices and protocols

8. 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 form 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. 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 six (6) verifiable references for projects of similar size, scope and complexity that have been completed by your firm within the last ten (10) years which demonstrate the experience of the **firm and the team** that will be assigned to provide services as required and as outlined in this RFP. The period of time for meeting the requirement of ten (10) years shall be from February 1, 2005.

Four (4) references shall be project client/owners and two (2) shall be from A/E firms that have been Architect of Record on projects where your firm has served in the capacity of a CM at Risk and provided comparable services to those request 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.

Your firm's response for the references must be provided in the chart below completed with all the required information as it is being requested. **Your firm's response for the provision of the references must be provided on a separate page containing the information from the chart below.**

REFERENCE FORM	PROJECT CLIENT OWNERS				A/E FIRMS	
	PROJECT REF. #1	PROJECT REF. #2	PROJECT REF. #3	PROJECT REF. # 4	PROJECT REF. #1	PROJECT REF. #2
AGENCY/ORGANIZATION NAME						
AGENCY/ORGANIZATION ADDRESS						
NAME OF PERSON PROVIDING REFERENCE INFORMATION						
PHONE NUMBER						
E-MAIL ADDRESS						
REFERENCE PROJECT DESCRIPTION/ NAME OF PROJECT						
PROJECT ADDRESS						
BRIEF DESCRIPTION/SCOPE OF WORK						
COMPANY ROLE						
DATE PROJECT COMPLETED OR ANTICIPATED TO BE COMPLETED						
SIZE OF PROJECT (GROSS SF CONSTRUCTION)						
ORIGINAL OWNERS BUDGET						
FINAL GMP						
COMMENTS						

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 via email from the City of Hallandale Beach to complete by a deadline date.

9. Proposer's Approach to the Project

Proposer should demonstrate in their Proposal their approach to the Project for the services required, including, but not limited to, staffing and manpower requirements, methodology for tracking and maintaining the Project's budget and schedule, performance benchmarks, approach to quality control, and, techniques for problem solving and value engineering.

Proposer should include a clearly defined approach to provide a Community Benefit Plan preferably with partners clearly defined.

Proposers shall organize their proposed approach in two parts as follows:

Part 1. Preconstruction Services: In narrative and/or tabular format, as appropriate, outline the services to be provided and associated the staffing complement and level of effort (hours) expected to be incurred. Specifically identify and describe how your firm will address:

A. Coordination and review meetings; meeting minutes/acceptance, intervals for progress reports

B. Review and recommendations of Project plans for constructability and code compliance and regulatory approvals

C. Recommendations of 'green" building products and construction practices

D. Cost estimating procedures and process at 30%, 60% and 90% CDs

E. Value Engineering and materials substitution/selection

F. Scheduling, scheduling software, Project critical path, and Project construction durations.

G. Project total GMP, and allocation of General Conditions, Profit, Overhead and insurance requirements.

H. Site construction sequencing and contingency planning if one or more of the parks requires extended regulatory approval(s).

I. Project mobilization plan

J. Subcontractor pre-qualification and selection

K. Preparation and use of Scoping Packages for subcontractor bids

L. Subcontractor bidding for GMP purposes, including whether subcontractor bids will be firm, soft or a combination at final GMP pricing.

M. Outreach program for Community Benefits

N. Approach and procedures for achieving sales tax savings through an Owner Direct Purchasing Program

O. Completion of a Project Management Plan prior to acceptance of the GMP, including , but not limited to:

   i. Cost controls and reporting
   ii. Schedule controls and reporting
   iii. Staffing
   iv. Owner Direct Purchase Program
   v. Quality Control and Safety

Part 2. Construction: In narrative and/or tabular format, as appropriate, describe your firm's approach to:

A. The bid process and procedures to be employed with subcontractors to finalize the GMP.

B. Monthly reporting and client approvals in changes in Schedule and Costs.

C. Adjustment in the Schedule, construction sequencing and the GMP if one or more of the parks is delayed due to regulatory approvals.

D. Preparation and approvals of shop drawings.

E. Establishing a Schedule of Values (SOV), e.g. single site or combined and monthly Pay Applications.

F. Coordinating Architect of Record site visits and other Inspections.

G. Code inspections, Substantial Completion punch list.

10. 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.

11. Proximity to Site

Provide address, location map and description of the relative distance and travel time from the firm's home office to the City's Project Site Location(s).

12. Legal Proceedings

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).

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

14. **Community Benefit Plan** –*See Exhibit III for further details.*

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/Staff's Experience/Qualifications	15
3.	Past Performance (References)	10
4.	Proposer's Approach to the Project	15
5.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
6.	Community Benefit Plan	25
	TOTAL POINTS **	100

*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: FRIDAY, APRIL 8, 2016 BY NO LATER THAN 11:00 AM.

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
Name of your firm Here
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP NO. FY2015-2016-011
CCNA – CMAR GOLDEN ISLES TENNIS CENTER AND GOLDEN ISLES PARK

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which makes up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

Non-Mandatory Pre-Proposal Conference is being held Monday, March 14, 1:30 P.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 **March 18, 2016 no later than 11:00 A.M.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

The City's estimated construction cost of the Golden Isles Tennis Center & Golden Isles Park Project is $5 million.

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.

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 insurance requirements as set forth in the attached agreement, 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.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated under the Contracts, Article 7 Phase 1 Contract and Article 9 Phase 2 Contract.

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	FEBRUARY 29, 2016
RFP DOCUMENT RELEASED	FEBRUARY 29, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	MARCH 14, 2016 1:30 PM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN MARCH 18, 2016 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	ARPIL 8, 2016 BY NO LATER THAN 11 AM
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	APRIL 18 THROUGH MAY 31, 2016
ORAL INTERVIEWS – (IF REQUIRED)	APRIL 25 THROUGH JUNE 2, 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

EXHIBIT A – CONCEPTUAL DESIGN