



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSALS
(RFP) # FY 2015-2016-022**

**DEVELOPMENT IMPACT FEE CALCULATION REPORT (DIFCR)
UTILITIES, TRANSPORTATION, SAFETY AND PARKS &
RECREATION**

EXHIBIT I SCOPE OF WORK

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

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SAFETY, AND PARKS & RECREATION
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INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE:

The City of Hallandale Beach is soliciting proposals from qualified consulting firms to complete Development Impact Fee Calculation Reports (DIFCR) in accordance with State, County and local regulations, as well as the specifications, terms and conditions shown in this Request for Proposal (RFP). The intent of the process is to independently assess and evaluate the City's Development Impact Fee (DIF) Calculation Schedule, provide updated plans, where applicable, establish a nexus and recommendations for new fees, and propose a fair and reasonable fee structure that shall adequately fund each identified component for Developer's share of capital costs of necessary community assets. The firm will utilize the City's current Comprehensive Plan, Five-Year Capital Improvement Plan, Water and Waste Water Facilities Plans, Citywide Parks Master Plan, Fire Assessment Study, Transportation Plan, and Fixed Asset Data for the City's infrastructure related to the services for which impact fees are to be developed. The services that have been identified:

-  Utilities;
-  Transportation;
-  Law Enforcement;
-  Fire Rescue; and,
-  Parks and Recreation

MINIMUM QUALIFICATION REQUIREMENTS – MQRs:

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated.

Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.

Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs are easily found and clearly addressed within your firm's response. 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.

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

For this project the City is holding a non-mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, the City's Local Vendor Preference and Community Benefit Plan. 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.

THE CITY:

The City of Hallandale Beach is a vibrant coastal community located in the southeast corner of Broward County on the Atlantic Ocean. The City encompasses 4.4 square miles and has a population of 38,273 residents. The City demographics continue to change as younger families move to Hallandale Beach for its location and quality of life attributes. Tourism plays an important role in the City's economy as the population during the peak winter season increases to 50,000 within the City. Home to 11 state of the art parks, including two beach parks and two gaming venues, the City hosts visitors year round.

Two (2) primary business corridors transverse the City:

1. Federal Highway – US-1
2. Hallandale Beach Boulevard – State Road 858

Hallandale Beach is unique in that it is home to two pari-mutuel gaming facilities, Gulfstream Park Casino and Race Track and Mardi Gras Casino.

The City also has a high concentration of mid-rise and high rise condominiums. As required by Florida Building Code, all of the condominiums provide off-street parking for residents within the property.

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The City's beach is approximately one (1) mile in length, and is flanked by a series of high rise condominiums. There are four (4) beach access points for public access to the beach and two (2) parking lots for beach goers, North Beach Parking garage and South Beach Parking lot.

The City of Hallandale Beach is a full service City. The services provided by the City include, but are not limited to, Police, Fire, Sanitation, Parks and Recreation, and Water Production and Distribution. The City's Wastewater is treated at a regional facility under a Large Users Agreement.

SCOPE OF WORK:

The City's request for service is to create and update, where appropriate, a complete and defensible fee structure consistent with the City's goals and policies contained in the City's Comprehensive Plan, Capital Improvement Plan, Water and Waste Water Facilities Plans, Transportation Plan, Fire Assessment Study, and Citywide Parks Master Plan. The study shall also ensure the City is accurately accounting for the true cost of providing future services within the City and that the fees collected reflect those costs. The consultant shall work with City staff to review and update, where applicable, a comprehensive master facility plan and DIF Program that meets Florida State Statute and Regulations.

PHASE I – IDENTIFY IMPACT FEES TO BE DEVELOPED

Task 1: Initiate the Project, obtain and review relevant data, perform survey and confirm fees to be developed.

Immediately after contract award, consultant shall meet with City staff to refine work plan details, develop a timeline based on all available information, and discuss data needs. Subsequent to this initial meeting, the consultant shall work with the various City Departments to collect all available data necessary to perform the analysis and to establish the nexus for each component. Work to be completed under this task includes:

- a. Identify initial required data/information and determine appropriate source for the required information;
- b. Conduct project kick-off meeting to validate project objectives, discuss needed data (Comp Plan, Levels of Service (LOS), infrastructure, capital improvement plan (including funding sources), Transportation Plan, Parks Master Plan, Fire Assessment Study, and confirm project responsibilities/procedures;

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- c. Review the City's Comprehensive Plan (and other documents) to determine adopted level of service standards, population projections and capital improvement elements. Obtain and review fixed asset records for all areas/services;
 - d. Update population projections based upon census data and permitting and development data and information;
 - e. Compile property data from Broward County Property Appraiser to identify acreage, square footage., dwelling units, etc., by property use type;
 - f. Conduct an impact fee survey for neighboring communities for area/services offered by City;
 - g. Conduct a high-level evaluation of the range of fiscal impact of impact fees upon ad valorem revenues and user fees as applicable;
 - h. Meet with City staff to present recommended fees to be calculated based upon review of data, survey and expected fiscal impact. Confirm up to six (6) separate impact fees to be developed as part of this study. The list of desired impact fees includes transportation, law enforcement, fire/rescue, parks, and Utilities.
 - i. Prepare supplemental data request list after review with staff in prior sub-task.

PHASE II – DEVELOP SPECIFIC IMPACT FEES FOR IMPLEMENTATION

Task 2: Prepare Fee Schedule for Each Component of the Development Impact Fees

- a. Input level of service, capacity, population, CIP, asset data, and other key data/assumption into the model;
- b. Input data regarding capital costs recovered via grants, bonds, user fees, and/or taxes for calculation of the impact fee credit to avoid "double recovery" of costs in the impact fees and user fees and/or taxes;
- c. Identify number of Equivalent Residential Unit's (ERU's) serviced by CIP and/or Fixed Assets to determine impact fee rate per ERU;
- d. Review model output, adjust and calibrate to City's unique data and circumstances;
- e. Determine basis of calculating fees for various property use types and develop sample fee calculations for various properties;
- f. Determine nexus of calculating fees for various property use types and develop sample fee calculations for various properties;
- g. Develop a comparative analysis of 1) the full cost recovery impact fees calculated in this study, 2) partial cost recovery alternative, and 3) the survey results of the fee in other neighboring communities;
- h. Work with staff to develop a list of capital projects that should be funded with Development Impact Fees;
- i. Prepare a new fee schedule for each component of the Development Impact Fees;

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- j. Compare the recommended fees to the fees for other nearby communities;
- k. Prepare all maps and exhibits needed to present the fee structure to the City Commission;

- l. Conduct an interactive work session with City Staff to review the preliminary impact fee calculation with City staff; and,
- m. Make adjustments to the impact fee model per review with City staff and distribute workbook of result.

Phase III – PRESENT RESULTS OF ANALYSIS, PREPARE REPORT AND ASSIST WITH ORDINANCES

Task 3: Prepare Presentation for City Manager and City Commission

- a. Prepare a draft presentation of the preliminary result for review with the City Manager and City Commission;
- b. Adjust presentation based upon comments from City staff;
- c. Present results of analysis to City Manager;
- d. Adjust analysis based upon input from the City Manager;
- e. Present results of analysis to City Commission in a workshop meeting; and,
- f. Adjust analysis based upon input from City Commission.

Task 4: Prepare Final Report

- a. Prepare a Draft Report for review by City staff; and
- b. Make adjustments per City staff and City Commission comments and prepare a Final Report.

Task 5: Assist in Preparation of an Impact Fee Ordinance and Attend Hearing for Adoption

- a. Prepare schedules of impact fees for inclusion in appropriate ordinances to be prepared by City Attorney;
- b. Provide sample ordinances regarding methodology for calculation of impact fees from other utilities;
- c. Conference call w/City Attorney to discuss fee schedules, sample ordinance, etc., to assist City Attorney in preparing appropriate ordinances for the City;
- d. Review ordinances prepared by the City Attorney and provide comments/edits as appropriate; and,
- e. Attend hearing for the adoption of the impact fee study.
- f. Collection of samples of other Cities' Ordinances, particularly ordinances that would accommodate the fee systems and schedules being proposed in this RFP.

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MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this RFP, in order to be eligible to respond to this 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 to respond to this RFP.

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 RFP and could cost your firm to be determined non-responsive and disqualified from being eligible for evaluation and not be considered. Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process 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 perform the work for this project/RFP must provide and meet all the (MQRs).

Make sure your firm response to the MQR # 1 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

1. Minimum Qualification Requirement # 1: Five years' experience having provided services as required in this RFP:

The proposing firm must have, throughout the past five (5) consecutive years (2011 through 2016), experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size. The response to this requirement must be provided by completing the tables below. Please note that the years of experience can be for a single/one (1) project.

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Provide a response to this MQR, item 1, by completing the tables below to respond to the MQR.

Make sure your firm response to the MQR # 1 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

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Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

Name of the Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

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Name of the Project # 4	
Date when Project # 4 started	
Date when Project # 4 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

Name of the Project # 5	
Date when Project # 5 started	
Date when Project # 5 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

2. Minimum Qualification Requirement # 2: Licenses:

Proposing firm must provide copies of all applicable licenses with their response, if any. If none are required by County and State, you must so state in your firm's response.

EVALUATION PROCESS:

An Evaluation Committee may select the highest ranked proposers for oral interviews/presentations.

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.

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 an Agreement.

- 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/solicitations.

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COST PROPOSAL:

Firm's must provide all costs for all services to be provided as requested and outlined in this RFP in the format below.

Each Respondent's Cost will be evaluated by comparing it mathematically to the other costs' received. The lowest cost will receive the maximum score.

TOTAL COST FOR WORK AS SPECIFIED IN THIS RFP	\$
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I, _____,
Name of authorized Officer per Sunbiz and/or legal documentation Title

of _____
Name of Firm as it appears on Sunbiz and/or legal documentation

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

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All firms must fill out and complete the list of the items that are included in the Cost Proposal stated above and add pages as necessary to itemize all costs as needed. The itemized list below must include all items for which your firm is providing Total Cost above with your firm's response.

ITEM #	DESCRIPTION OF SERVICES- PROVIDE DETAIL DESCRIPTION	COST OF SERVICES
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
15		\$
16		\$
17		\$
18		\$
19		\$
20		\$
21		\$
22		\$
23		\$
24		\$
25		\$
26		\$
27		\$
28		\$
29		\$

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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.

Do not provide more or less than five (5) references. The City will only contact the five (5) references provided.

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.

- a. Client name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Date project commenced and current status.
- e. Size of project
- f. Cost of awarded contract.
- g. Present status of the project.
- h. Phone # for Reference (Project Manager). Updated email address for Project Manager.

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

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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 purchasing 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 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).

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CONTRACT TERMS

The term of the Agreement shall be for a period of one (1) year and must be completed with the period of time specified in the executed agreement by deadline provided.

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.

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.

CONFLICT OF INTEREST

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

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drives are tested for this function before submission.** Do not place password on the thumb drives. Provide one (1) thumb drives with your firm's submittal.

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

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

The following criteria stated below is what the Evaluation Committee will utilize to rate your firm's response. Your firm's response must provide all information requested below items # 1 through # 12. 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.

All the information below must be included in the thumb drives that are searchable in adobe format. No hardcopy paper submittals or CDs will be accepted.

Firms are to submit this information/responses only on one (1) thumb drive that are searchable in adobe format. No hardcopy (paper) submittals or 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 one (1) thumb drive with your firm's submittal.

The outline for items # 1 through # 12 below must be followed.

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.

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.

While additional data may be presented, the information requested in items 1 through 13, must be included. Items 1-12 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.

2. Table of Contents

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

3. Cover 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 persons who will be authorized to make representation for the Proposer, their titles, addresses and telephone numbers.

4. Executive Summary

The Proposer shall submit an executive summary, which outlines its Proposal, including the proposed general management philosophy. The executive summary shall, at a minimum, include an identification of the proposed Services team, responsibilities of the Service team, and a summary of the proposed Services. This section should highlight aspects of this Proposal, which make it superior or unique in addressing the needs of the City.

5. Minimum Qualification Requirements (MQRs)

All firms responding to this RFP, in order to be eligible to respond to this 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 to respond to this RFP.

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

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Your firm's non-compliance to the outline below will hinder the 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 eligible for evaluation and not be considered.

Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process 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 perform the work for this project/RFP must provide and meet all the (MQRs).

Make sure your firm response to the MQR # 1 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

1. Minimum Qualification Requirement # 1 - Five years' experience having provided services as required in this RFP:

The proposing firm must have, throughout the past five (5) consecutive years (2011 through 2016), experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size. The response to this requirement must be provided by completing the tables below. Please note that the years of experience can be for a single/one (1) project.

Provide a response to this MQR, item 1, by completing the tables below to respond to the MQR.

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Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

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Name of the Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

Name of the Project # 4	
Date when Project # 4 started	
Date when Project # 4 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

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Name of the Project # 5	
Date when Project # 5 started	
Date when Project # 5 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Describe the specific services, tasks your firm performed on this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

2. Minimum Qualification Requirement # 2: Licenses:

Proposing firm must provide copies of all applicable licenses with their response, if any. If none are required by County and State, you must so state in your firm's response.

6. Background and Experience

The Proposer shall provide a concise description of the company, including origin, state of incorporation, background, and current size. Include information concerning general organization and staffing, as well as, experience with similar projects.

Background, Capability and Skill:

Describe in detail the capability and skill of your organization to provide the services specified herein. The description of your firm's capability and skill must include, at a minimum, the following:

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- a. Background information about the organization, e.g., philosophy, ownership, size, facilities, location(s), length of time in business, etc.
- b. Proposer's management structure both at the corporate level and at the project level, e.g. number of each of the following: management, supervisory, non- supervisory personnel.
- c. Proposer's qualifications to perform the services, including all resources available to proposer for the performance of the contract.
- d. Qualifications of management and/or supervisors who will be assigned to this contract.
- e. Description of proposer's financial stability and other resources that most adequately ensure the delivery of services acceptable to the City.
- f. Provide organizational chart and staffing schedule showing maximum use of full- time permanent employees.

7. **Approach to the Project**

- a. Specify the firm's approach to the proposed project.
- b. Include and provide a proposed project timeline.
- c. Provide current and projected workload of the company.

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 questions will be sent via email, therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

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

Do not provide more or less than five (5) references. The City will only contact the five (5) references provided.

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.

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- a. Client name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Date project commenced and current status.
- e. Size of project
- f. Cost of awarded contract.
- g. Present status of the project.
- h. Phone # for Reference (Project Manager). Updated email address for Project Manager.

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

9. Legal Proceedings

There are no points for this information.

- A. Arbitrations; any 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 lawsuits 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).

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10. Cost

The proposed costs will be evaluated by dividing the lowest cost submitted by the total cost for the Cost Proposal being evaluated. The result will be multiplied by the maximum cost points to arrive as a cost score of less than the full score for cost. Please see Cost Sheet below which must be utilized for the submission of your firm's Cost.

- Example: Lowest Cost Proposed gets Total Points = 10 points
- Lowest Cost submitted is \$100,000 and the Proposer's Proposed Cost being evaluated is \$150,000 = So $\$100,000 / \$150,000 = .70$
- $.70 * \text{total \# of points for cost criteria which is } 10 = .70 * 10 = 7$ which would be the total # of points this Proposer's cost would receive.

11. Local City of Hallandale Beach Vendor Preference (LVP)

See Exhibit III for further details.

12. Community Benefit Plan

BONUS POINTS, See Exhibit III for further details.

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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 the 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 MQRs information, your firm’s proposal will not be reviewed/evaluated and your firm’s submission will be disqualified.	Ensure your firm provides all the MQRs within your firm’s submittal
2.	Background and Experience	25
3.	Approach to the Project	30
4.	Past Performance (References)	10
5.	Cost	25
6.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
	TOTAL POINTS **	100
BONUS	Community Benefit Plan	(0-15)

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

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

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

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

SUBMITTAL DUE DATE:

RESPONSES ARE DUE: SEPTEMBER 21, 2016 NO LATER THAN 11:00AM.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE 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
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
PLACE THE NAME OF YOUR FIRM HERE
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP # FY 2015-2016-022
DEVELOPMENT IMPACT FEE CALCULATION REPORT (DIFCR)
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NON-MANDATORY PRE-PROPOSAL CONFERENCE:

The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. **It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference.** The Conference will explain the scope of work, the City's Local Vendor Preference and Community Benefit Plan. 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 **August 23, 2016 at 11:00 am**, Cultural Community Center, 410 SE 3rd St, Room 107, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamaj@cohb.org by no later than **AUGUST 30 2016 no later than 11:00 A.M.**

BUDGET FOR PROJECT: \$70,000.00

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	AUGUST 10, 2016
RFP DOCUMENT RELEASED	AUGUST 10, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	AUGUST 23, 2016 11 AM CULTURAL CENTER
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN AUGUST 30, 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>SEPTEMBER 21, 2016</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	SEPTEMBER THROUGH OCTOBER, 2016
ORAL INTERVIEWS – (IF REQUIRED)	SEPTEMBER THROUGH OCTOBER, 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

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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 in Exhibit II, Article 5.