



**CITY OF HALLANDALE BEACH
COMMUNITY REDEVELOPMENT AGENCY
(HBCRA)**

**REQUEST FOR PROPOSAL
(RFP) # FY 2015-2016-CRA001-001
IMPLEMENTATION PLAN FOR HBCRA**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
HBCRA
AND
PROCUREMENT DEPARTMENT**

Exhibit I – Scope of Services

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

In furtherance of its redevelopment objectives, The Hallandale Beach Community Redevelopment Agency (the “CRA”), Florida, invites interested parties to submit responses for the CRA’s Implementation Plan as described in this RFP. The CRA is soliciting interested firms and entities to submit responses to assist with updating its Implementation Plan.

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 Florida Statutes, Chapter 163, Part III, as amended requires that a redevelopment agency administering a redevelopment plan prepare and adopt an amended and/or revised implementation plan for its project area every five (5) years.

Exhibit I – Scope of Services

The principal goal of the plan is to guide the agency in the implementation of its redevelopment program to help eliminate slum and blighted conditions. In addition, the plan will be consistent with the City of Hallandale Beach Strategic Initiatives and in accordance with available resources.

The implementation plan is a guide, incorporating the goals, objectives, and potential activities of an agency for the five (5) year implementation plan period, while providing flexibility so the CRA may adjust to changing circumstances, new opportunities and private participation.

The emphasis that all firms must address when responding to this RFP are:

- a. Development of bricks and mortar projects
- b. Incentivize private investment
- c. Create affordable housing opportunities
- d. Land development
- e. Streetscape improvements

The services the award firm will be providing to the HBCRA are the following:

- Attending public workshops and ensuring public participation
- Recommending updates to the 2012 Hallandale Beach CRA Implementation Plan, to include updated plan objectives, strategies, and implementation strategies.
- Updating Tax Increment Financing Projections.
- Developing a Capital Improvements Plan to implement the updated Redevelopment Plan.

The goal is to update the 2012 HBCRA Implementation Plan to address all aspects of development within the CRA, including:

- Vacant land analysis and recommend use
- Recommendations for catalyst redevelopment projects
- Parking review and parking facilities to meet future needs
- Public uses and open space
- Gateway enhancements
- Incentives to facilitate the goals and objectives of the updated plan

Exhibit I – Scope of Services

TASK	DESCRIPTION
Task 1	<p>Hallandale Beach Community Redevelopment Agency Plan Update</p> <ul style="list-style-type: none"> • Update the 2012 Redevelopment Plan in view of the current conditions and future projections. Include commercial, residential, and infrastructure development projects; recommended improvement programs; redevelopment opportunities; identify catalyst sites and projects; and prioritize each to achieve the goals and objectives of the updated plan. • Conduct public workshops, as needed to gather information. • Review historical and relevant documents, completed reports/studies and current projects. • Identify development and redevelopment strategies and key implementation steps. • Include goals and objectives relating to redevelopment policies, economic development, marketing, public facilities and services, amenities and appearance. • Recommend redevelopment options for key vacant public owned sites. • Identify evolving community objectives. • Create Tax Increment Financing projections to reflect the economic analysis performed and future growth projections. • Develop a capital improvements plan • Identify and prioritize streetscape and aesthetic improvements.
Task 2	<p>Plan Approval</p> <ul style="list-style-type: none"> • Attend staff, HBCRA Board of Directors and City Commission meetings as required to achieve approval of the updated plan. • Present the updated plan to the public. • Attend the Hallandale Beach Development Services Department review meetings as required. • Present the updated plan to the HBCRA Board of Directors for approval. • Present the updated plan to the City Commission for approval. • Present the updated plan to the Broward County Board of County Commissioners, Children’s Services Council, and South Broward Hospital District, as required.

Exhibit I – Scope of Services

MINIMUM QUALIFICATION REQUIREMENTS:

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.

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 #.

All named firm(s) within your response being proposed to do the work for this project must provide and meet the MQRs.

Make sure your firm's 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.

Minimum Qualification Requirement (MQR) # 1: Completion of Similar Projects

Firm must have completed one (1) project having provided the scope of work as outlined in this RFP within the past five (5) years. Proof of the one (1) project or more within the past five (5) years must be provided by completing the charts below:

Exhibit I – Scope of Services

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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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.	

Exhibit I – Scope of Services

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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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.	

Exhibit I – Scope of Services

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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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.	

Minimum Qualification Requirement # 2: Experience:

Firms must demonstrate a minimum of five (5) years of experience outlining expertise with Community Redevelopment Agencies, municipal and county government processes, Florida land use planning, public participation processes and economic analysis. Provide with your firm's response written detailed information reflecting your firm's experience.

Minimum Qualification Requirement # 3: Provision of Sunbiz.

Firms must have been incorporated through Sunbiz and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2011 or earlier.

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

Exhibit I – Scope of Services

PRICING SHEET:

DESCRIPTION OF TASKS	TOTAL PRICE
Task 1 and 2: Hallandale Beach Community Redevelopment Agency Implementation Plan Update and Plan Approval	\$
TOTAL COST FOR ITEMS	\$

COST PROPOSAL:

I, _____, _____
Name of authorized Officer per Sunbiz Title

of _____
Name of Firm as it appears on Sunbiz

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

Signature

Print Name

Exhibit I – Scope of Services

EVALUATION PROCESS:

Following the opening of proposal packages, firm(s) that do not meet the Minimum Qualification Requirements (MQRs) set forth will not be further evaluated. Firms(s) meeting the MQRs criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on pages 14-24 of this RFP.

An Evaluation Committee appointed by the Executive Director, will rank the responses.

Oral presentations may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempt 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.

ADDITIONAL BACKGROUND INFORMATION

The CRA was created in 1996 to redevelop and improve the City's overall aesthetics. As a result, the City has undertaken ambitious improvements to include roads and infrastructure, beautifying neighborhood streets, parks, development and restoration of a Historical Village and providing many residential and commercial programs and opportunities. The CRA Redevelopment Area is bound to the north by Pembroke Road, to the South by the Dade-Broward County line, to the west by interstate 95 and to the east by NE 14th Avenue and the 14th Avenue Canal.

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.

Exhibit I – Scope of Services

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. The five (5) references shall be for similar projects as specified 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. 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.

- a. Contact name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Services your company provided.
- d. Date project was completed or is anticipated to be completed.
- e. Cost of the Project
- f. Present status of the project.
- g. Phone # for Reference (Project Manager).
- h. 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.

Exhibit I – Scope of Services

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. May be used interchangeably with HBCRA.

“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.

“CRA” the Hallandale Beach Community Redevelopment Agency, a public body corporate and political. May be used interchangeably with HBCRA.

“CRA’s Contract Administrator” means the CRA’s representative duly authorized by the CRA’s Board of Directors, to provide direction to the Contractor regarding services provided pursuant to this RFP and the Contract.

“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.

“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).

Exhibit I – Scope of Services

CONTRACT TERMS

The term of the Agreement shall for a period of one (1) year or until the final project is completed.

The Contractor shall not assign, transfer or sub-contract any work in whole or in part, without prior written approval of the HBCRA.

The submittal responses shall be valid until HBCRA Board of Directors awards a contract as a result of this RFP.

HBCRA 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 HBCRA 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 HBRCA. The HBCRA 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.

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 one (1) thumb drive 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.

Proposal Format, pages 14-23, outlines the format to follow for responses to this RFP.

Exhibit I – Scope of Services

PROPOSAL FORMAT: THE FOLLOWING FORMAT MUST BE FOLLOWED BY FIRMS SUBMITTING RESPONSES TO THE RFP.

Firms are to submit this information/responses only on one (1) 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 one (1) thumb drive 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.

The outline for items # 1 through # 14 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.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the CRA 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.

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.

Exhibit I – Scope of Services

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 on behalf of all firms.

2. Table of Contents

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

3. Transmittal Letter

- a. 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 Board of Directors awards a contract as a result of this RFP.

All documents and transmittal letter must be executed by a duly authorized officer of the firm. If you do business as a corporation, partnership, or limited liability company (LLC), you must register with the Florida Secretary of State. For more information, visit the Division of Corporations website at: www.sunbiz.org. Your firm must provide a copy your firm's Sunbiz following the transmittal letter. The officer signing on behalf of the firm must be listed on the Sunbiz. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

- b. Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses, email and telephone numbers.
- c. Any Proposer who or which has previously operated a business under another name must include a description of the previous business. Failure to include such information will be deemed to be an intentional misrepresentation to the CRA.

Exhibit I – Scope of Services

4. 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, if any.

1. Minimum Qualification Requirements (MQRs)

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.

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.

Make sure your firm's 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.

Minimum Qualification Requirement (MQR) # 1: Completion of Similar Projects

Firm must have completed one (1) project having provided the scope of work as outlined in this RFP within the past five (5) years. Proof of the one (1) project or more within the past five (5) years must be provided by completing the charts below:

Exhibit I – Scope of Services

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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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.	

Exhibit I – Scope of Services

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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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.	

Exhibit I – Scope of Services

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 for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during 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.	

Minimum Qualification Requirement # 2: Experience.

Firms must demonstrate a minimum of five (5) years of experience outlining expertise with Community Redevelopment Agencies, municipal and county government processes, Florida land use planning, public participation processes and economic analysis. Provide with your firm’s response written detailed information reflecting your firm’s experience.

Minimum Qualification Requirement # : Provision of Sunbiz.

Firms must have been incorporated through Sunbiz and provide a copy of their firm’s Sunbiz with their response showing a date filed of year of incorporation of 2011 or earlier.

6. Exhibit II – Required Forms – Pages 15-22:

- a. Variance Form
- b. Proposal Submitted by Form
- c. Payment Terms
- d. Public Entity Crime Form
- e. Domestic Partnership Certification Form
- f. Conflict Of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form

Exhibit I – Scope of Services

7. Firm's Qualifications and Experience

- a. An explanation of why the Proposer is the best qualified to perform the services as outlined in the RFP. Your firm must address in detail the scope of work as outlined in pages 2-4 and how your firm has provided these specific services and scope of work to other government entities.
- b. Demonstrate qualifications, including an item by item disclosure outlining how the firm meets or exceeds the requirements of the RFP.
- c. Describe the experience of the firm and specifically address the age and size of the Firm and where the local office resides.
- d. 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 Project on a full-time basis.
- e. Provide a list of government and private clients your firm has under contract through 2020. 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.

8. Management Team and Team Members

- a. Firm must name by name and title the staff being proposed to complete the services as outlined in this RFP. Explain in detail the years of experience of each staff that will be assigned to work on this project.
- b. Describe and address the work plan that identifies the personnel to be assigned to each task. The response must describe and identify who will be the project manager and the day-to-day contact person for the work.

Exhibit I – Scope of Services

9. **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. The five (5) references shall be for similar projects.

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. 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.

- a. Contact name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Services your company provided.
- d. Date project was completed or is anticipated to be completed.
- e. Cost of the Project
- f. Present status of the project.
- g. Phone # for Reference (Project Manager).
- h. 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.

Exhibit I – Scope of Services

10. Approach to Project

- a. Discuss in detail the timing and phasing of the plan for this project. Address in detail what task will be performed and when.
- b. Description of the intended approach to the project that demonstrates the proposer's understanding of the issues and tasks, and the proposer's ability to address them.

11. Legal Proceedings

There are no points for this criteria.

- 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 for the firm 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).

12. Cost Proposal:

The Firm shall provide all labor, equipment, manpower and other resources necessary to provide the supplies, equipment and/or services in accordance with the scope of services in this solicitation in the Cost Proposal Form on page 9 of Exhibit I.

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

Exhibit I – Scope of Services

cost points to arrive as a cost score of less than the full score for cost. Please see Cost Sheet on page 6, 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.

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

14. Community Benefit Plan – BONUS POINTS, See Exhibit III for further details.

Exhibit I – Scope of Services

PROPOSAL EVALUATIONS:

Criteria. Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the HBCRA Board of Directors, by the Executive Director, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to the HBCRA.

NUMBER	CRITERIA LISTED	POTENTIAL MAXIMUM POINTS
1.	Minimum Qualification Requirements (MQRs) – these criteria has no points. If you firm does not provide all the required stated MQRs your firm’s proposal will not be reviewed/evaluated and your submission disqualified.	Ensure you provide all the MQRs with your firm’s submittal.
2.	Firm’s Qualifications and Experience	20
3.	Management Team and Team Members	15
4.	Past Performance (References)	15
5.	Approach to the Project	30
6.	Cost Proposal	10
7.	Local City of Hallandale Beach Vendor Preference*	2.5-10
	TOTAL POINTS **	100
BONUS	Community Benefit Plan Bonus Points	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 presentations 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.

Exhibit I – Scope of Services

SUBMITTAL DUE DATE:

REPOSSES ARE DUE: OCTOBER 20, 2016 NO LATER THAN 11:00 A.M.

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-CRA001-001
IMPLEMENTATION PLAN FOR HBCRA

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. During the conference, the scope of work will be explained, as well as, 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 **September 21, 2016 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 **September 23, 2016 no later than 11:00 A.M.**

ESTIMATED BUDGET:

The estimated budget for this project is \$100,000.

Exhibit I – Scope of Services

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	SEPTEMBER 12, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	SEPTEMBER 21, 2016 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN, SEPTEMBER 23, 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>OCTOBER 20, 2016</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	OCTOBER THROUGH DECEMBER , 2016
ORAL INTERVIEWS – (IF REQUIRED)	NOVEMVER THROUGH DECEMBER, 2016
CONTRACT AWARD BY BOARD OF DIRECTORS – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

Exhibit I – Scope of Services

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.

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.