



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL  
(RFP) # FY 2014-2015-011**

**CONSULTANT COMPETITIVE NEGOTIATION ACT  
(CCNA)  
ARCHITECTURAL AND ENGINEERING SERVICES  
BLUESTEN PARK**

**EXHIBIT I SCOPE OF WORK**

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

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

**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 with substantial experience and capabilities to provide a wide variety of architectural and engineering services, including but not limited to, conceptual design, design development, preparation of construction documents, permitting services, assistance with Construction Manager at Risk (CMAR), the General Contractor, as well as, provide construction administration services. All work shall be in compliance with the current Florida Building Code in addition to City Zoning requirements codes and City and County Ordinances. The selected consultant shall prepare all documents in the formats required by the City and adhere to all City Project deadlines.

Architectural firm shall be familiar with the development of Parks and Recreation areas, as well as, as indoor space planning and design. The design professionals are encouraged to be progressive in their planning and design approach.

The City of Hallandale Beach has completed a City Wide Master Plan. The Parks Master Plan sets forth a program to enhance 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](http://www.hallandalebeachfl.gov) under the Parks and Recreation Department.

The City has selected Bluesten Park as the first park to be build 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 (See Exhibit A). Features included on this park are:

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

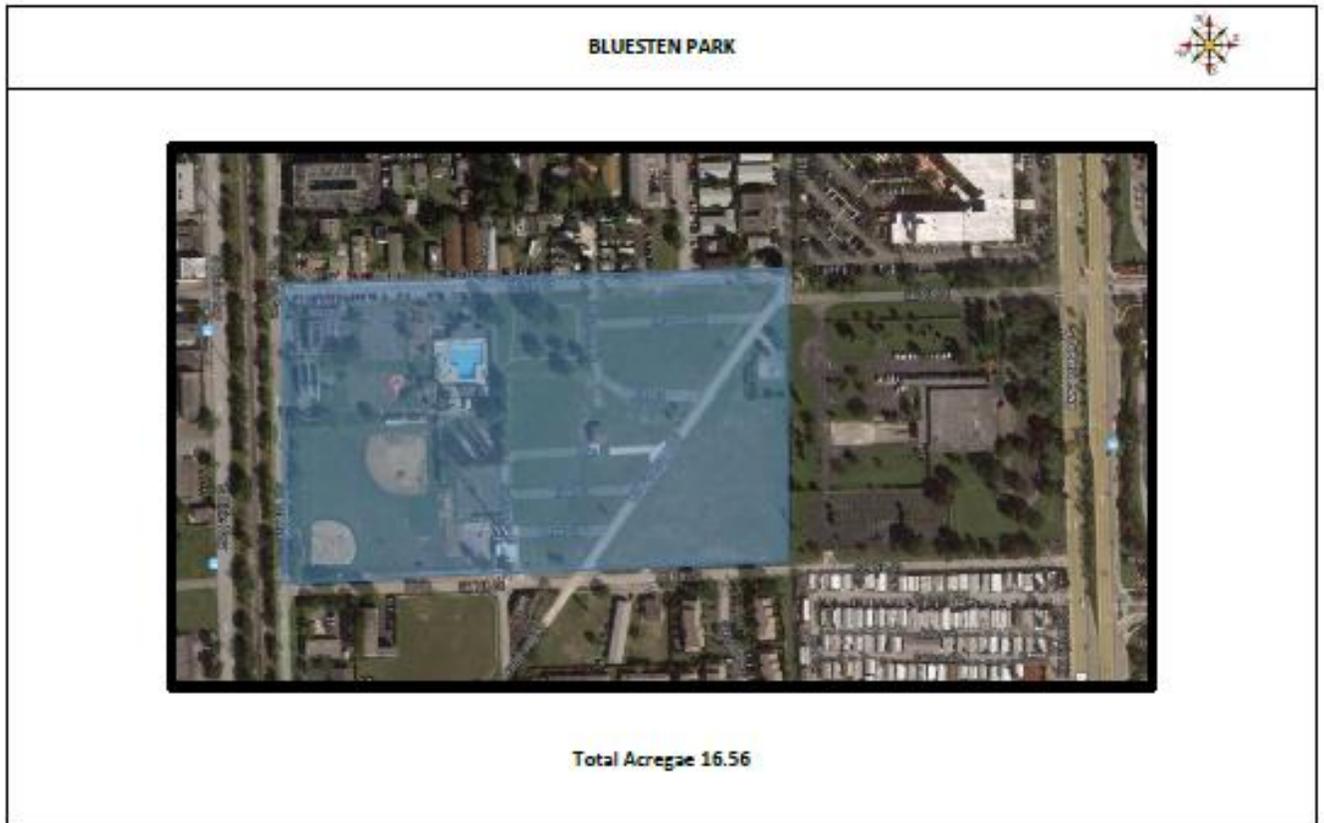
Name	Location	Size ( Land area)	Master Plan Concept
Peter Bluesten Park	Southeast Quadrant	16.5 acres (approximately)	<ul style="list-style-type: none"> <li>• Community Recreation Center</li> <li>• Swim/sports center facility</li> <li>• Field house with restrooms, concession and storage</li> <li>• Competition size swimming pool with Children water playground/pool</li> <li>• Baseball fields</li> <li>• Tennis Courts</li> <li>• Racquet Ball Courts</li> <li>• Multi-Purpose Field</li> <li>• Playground - fully handicap and wheelchair accessible</li> <li>• Walking/exercise trail</li> <li>• Picnic Shelters</li> <li>• Sports lighting</li> <li>• On and off site parking</li> </ul>

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services



The City-wide Parks Master Plan was prepared by Bermello Ajamil & Partners, Inc. (“B&A”) of Miami. 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 programming. It should be noted that the City would like to pursue all options regarding the best site design the park which may include a redesign of the conceptual plan regarding the location and placement of amenities set forth above, if applicable. Consultant shall perform charette(s) 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. Charette 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 by the Architect shall be a turn-Key project - consultant 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.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

Consultant shall meet with City staff to obtain background information and define the specific scope of services for this project. The Consultant shall not proceed with work on any assignment without written authorization to proceed from the City. This work authorization will stipulate the fees and time schedule for each phase of the assignment.

Proposers are to submit one (1) sealed envelope containing two (2) sealed envelopes marked A and B, see Proposal Submission Section for specific title.

Sealed envelope A must contain the responses as outlined in Section II, Proposal Format. Sealed envelope B must contain the responses for the estimated cost proposal for the services to be provided, see Section II Proposal Format.

Upon review of the proposals by the evaluation committee (envelope A), oral presentations may be required. After ranking the evaluation committee will select and short list no less than the three (3) top ranked firms. Envelope B, containing the cost proposal, will be opened for only the top ranked firms. Envelope B of the firms not short listed will be returned un-opened by the City.

### **Design Development Phase**

Consultant shall provide all associated Design Development Services necessary to bring the project to a successful completion, including but not limited to:

- Perform charette(s) 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. Charette 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
- Perform all field tests, laboratory tests and collect all necessary data including but not limited to boundary and topographic survey, geotechnical/soils report, environmental report and any additional data required for the completion of the design and permit of the project.
- Consultant, upon consultation with the CMAR, shall promptly provide a design development schedule and submit to the City for approval.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

- Provide comprehensive professional architectural and engineering services for the project. Disciplines shall include, mechanical, electrical, fire protection, telecommunications, interior design, landscape, irrigation, civil, structural ( to provide threshold inspections), LEED or equal green building certification among others to complete the project identified. Any specialty disciplines necessary to complete the project scope of service shall be included in the scope of services. This shall include sound engineering consultant and any other specialty subconsultants necessary to complete the project with all components for the operations of the facility and park amenities.
- Utilize preliminary conceptual schematics as provided on the Parks Master Plan booklet to design and develop the City's vision including necessary structures, recreational spaces and sports facilities. This design development shall occur within the established of the City's construction budget.
- Consultant shall coordinate and schedule pre-application meetings with applicable permitting agencies to ensure that the proposed design complies with applicable regulations, codes and standards including City's own codes and ordinances. Meeting minutes shall be documented and submitted to the City.
- Develop Construction Documents and specifications required for construction complete and coordinated between disciplines this will include interior space planning and furniture layout. Progress reviews shall be required at the 30%, 60%, 90% and 100% design stage for evaluation and approval by City staff. During schematic design and design development, but prior to construction design phase, the consultant must solicit input from City staff. These interactive sessions shall be presented in a workshop format, and consultant shall incorporate agreed upon revisions in the next progress review presentation.
- Select, retain and supervise LEED/Green Building consultant during the design phase to assure a minimum of a LEED silver certification or other applicable green building certification, to include but not be limited to, preparation and submittal of applications, registration, development of Green specification book, record keeping, moderation and coordination meetings, tracking credits, LEED/Green commissioning, energy modeling and coordination of appeals for denied credits if necessary.
- Prepare and submit signed and sealed construction drawings to the City of Hallandale Beach Building Division and all other applicable agencies for review and make any revisions required for the issuance of a building permit.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

- Permitting services required by Broward County Health Department, Broward County Environmental Protection Department, City's Building Department including and any other required permitting agency. Permitting services shall also include completion of permit applications, forms, addressing comments, and updating plans and specification as necessary to secure the above mentioned permit.
- Consultant shall attend all project coordination meetings necessary, including weekly preconstruction and construction meetings with CMAR, to successfully complete the project.
- Upon the completion of the 30 %, 60%, and 90% submittal, the Consultant shall assist CMAR to provide a detailed cost estimate of fully completed project.
- As part of the design phase Services, Consultant shall collaborate with CMAR Contractor with constructability and value engineering analysis and any other recommendation made by the team to ensure a timely and cost effective project. Consultant shall expeditiously incorporate all value engineering and constructability comments into the Construction Documents.
- Upon completion of design phase, Consultant shall provide the City with one set of reproducible drawings and specifications, along with electronic copies, of the 100% Construction Documents.

### **Phase II- Construction Administration Phase**

The Consultant shall provide construction administration services to assure project is constructed in accordance to plans and specifications.

- Participate in the pre-construction conference, and weekly construction meetings, for the entire duration of the construction phase.
- Provide comprehensive construction administration of a project, providing services such as submittal review, respond to contractor's RFI's, address technical questions as well as shop drawing review.
- Conduct field observations of all disciplines involved including any required threshold inspection, resolving on-site problems and answering technical questions as construction progresses.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

- Supervise LEED/Green consultant and General Contractor to assure successful compliance of the requirements of the modeling, commissioning any other elements pursuant to the implementation and Green certification of the building. Including supervising of mechanical, electrical, plumbing and any other disciplines involved in order to achieve compliance.
- Review construction schedules and critical path, prepare final punch list and review all final as-builts drawings.
- Certification and project close out for all aspects of the project defined within the scope of consulting services including Green deliverables and certification.
- Consultant shall participate in a warranty inspection along with the City approximately nine (9) months into the one (1) year warranty, to provide a plan for all necessary repair, replacements and/or corrective work.

Following the opening of the proposal packages, firms that do not meet the Minimum Qualification Requirements set forth will not be considered further. 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 page 21 of this RFP. An Evaluation Committee will select no fewer than three (3) of 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.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

**MINIMUM QUALIFICATION REQUIREMENT YEARS OF EXPERIENCE:**

In order to be eligible all firms responding to this RFP must demonstrate and submit with firm's response all of the requirements stated below.

Provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below.

In order for your firm's response to be considered, firms must have provide the following labeled accordingly:

1. Minimum Completed Projects:

- a. Firm must be licensed as an architectural firm with ten (10) years of experience. The architectural services being requested in this RFP may not be subcontracted to a third party.
- b. Architectural firm must have completed a minimum of two (2) projects of similar size, scope, complexity and cost within the last ten (10) years. The period of time to meet the ten (10) years requirement must be from 2004 through 2014.

In Order to confirm this requirement, firms must provide the name of the projects, contact name where the project was completed, e-mail address for the contract, and example(s) of the finished project(s).

2. Years' in Business:

- a. In order for your firm's response to be considered, your firm must have ten (10) year's relevant experience with the type of work as outlined in this RFP. The City will review the firm's incorporation "date filed" date on Sunbiz by month and year. The response /submittal due date is the period of time counted for the ten (10) years' experience. The Sunbiz website is [www.sunbiz.org](http://www.sunbiz.org).

OR,

- b. An affirmative statement and submission of evidence demonstrative of the ten (10) years' experience.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

- 
3. Licenses: Firm is licensed under Florida Statutes 471, 481 and 489 and provide proof with submission.
  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.
    - 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.

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm meets the requirements stated above.

- **All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.**

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

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

## 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 1<sup>st</sup> and ends September 30<sup>th</sup>.

## 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.

Section II, Submission of Proposals, outlines the format to be followed for responses to this RFP.

## REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this RFP must provide five (5) verifiable references 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 2004 through 2014.

The five (5) references shall be project client/owners.

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.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

- a. Client name/Owner's Representative 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: Architectural Services and/or other.
- d. Date project was completed or is anticipated to be completed.
- e. Size of project ( gross square feet of construction)
- f. Original Owner Budget vs. Final construction budget
- g. Total Amount of approved Change Orders added to the project.
- h. Percent of Change Orders that were owner directed.
- i. Cost of the Project and Completed project cost.
- j. Present status of the project.

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 may result in a proposal being deemed unresponsive.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

## I. DEFINITIONS

**“Award”** means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the authority of the City Manager, with the exception of emergency purchases.

**“City”** 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).

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

## CONTRACT TERMS

The term of the Agreement shall be for 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.

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.

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

**All firms must submit two (2) sealed envelopes with their submission.**

**Sealed Envelope Labeled: Envelope A – Technical - RFP # FY 2014-2015-011 Architectural and Engineering Services (CCNA) Bluesten Park:**

This envelope is to include five (5) thumb drives that contain the information requested below, items 1-13 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.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

**Sealed Envelope Labeled: Envelope B – Cost - RFP # FY 2014-2015-011 Architectural and Engineering Services (CCNA) Bluesten Park:**

This envelope is to include one (1) hard copy paper that provides the proposed Cost to the City for this project.

Upon review of the proposals by the evaluation committee (envelope A), oral presentations may be required. After ranking the evaluation committee will select and short list no less than the three (3) top ranked firms. Envelope B, containing the cost proposal, will be opened for only top ranked firms. Envelope B of the firms not short listed will be returned un-opened by the City.

**The outline for items # 1 through # 13 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.

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

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

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. 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 must be licensed by the State of Florida and maintain certification and be in good standing with the Department of Business and Professional Regulation.

#### **5. Firm's Qualifications and Experience**

1. Proposers must provide a description of the firm, including the size, range of activities, strength, stability, experience, awards, recognitions, etc.
2. Particular emphasis shall be given as to how the firm's experience in similar project scope and complexity will be directly beneficial to the City in the construction of the project.
3. 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?
4. Describe your company's resources and capabilities with respect to scheduling (specific computer programs), cost control, quality control and project coordination with sub consultants as well as the City.
5. Describe your firm's experience with green building practices and identify any Green Building Council (LEED) approved projects your firm has completed or is in progress of completing and the number of local office staff with a LEED AP certification.
6. Describe your firm's historical experience in meeting Community Benefits, local hire and Local Business Enterprise ("LBE") goals of prior clients. Provide a

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

description on how your firm intends to address the City's Community Benefit Program (LBE) to meet anticipated goals.

7. 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.
8. Provide a list of government and private clients your firm has under contract through 2016. 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.

#### 6. **Team's Experience/Qualifications**

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) Organizational Chart
- 3) Job assignment performed for other projects.
- 4) Percentage of time to be assigned full time to this Project.
- 5) How many years with firm providing the response.
- 6) How many years with other firms
- 7) 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
- 8) Education.
- 9) Other experience and qualifications relevant to this Project.

#### 7. **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

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

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 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 by this Project.

References shall be project client/owners for which your firm has provided Architectural Consulting Services. For each reference provide the following information:

- 1) Client name/Owner's Representative name, address, phone number, and email.
- 2) Name and location of the project. Description of the scope of work.
- 3) Role/Services your company provided: Architectural Services and/or other.
- 4) Date project was completed or is anticipated to be completed.
- 5) Size of project ( gross square feet of construction)
- 6) Original Owner Budget vs. Final construction budget
- 7) Total Amount of approved Change Orders added to the project.
- 8) Percent of Change order that were owner directed.
- 9) Cost of the Project and Completed project cost.
- 10) Present status of the project.

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.

**8. Financial Capacity**

Provide documentation of your firm's financial stability and sufficient financial capability to complete a project of this scope, as follow:

- A. Financial Stability. Provide summary certified financial statements demonstrating the tangible net worth of your firm, current operating cash balances, bank lines of credit and contingent liabilities.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

- 
- B. Ownership. Provide information on the form of ownership, principal owners, and length of ownership; if there are any pending changes to the company's ownership, identify the nature of these changes.

## 9. Proposer's Approach to the Project

In narrative and tabular format as appropriate, describe your firm's approach to:

- 1) Overall project management and coordination with the City, the Architect of Record and subconsultants
- 2) Site analysis and opportunities
- 3) Design approach and alternate analysis of plans and specifications
- 4) Constructability analysis
- 5) Cost estimating
- 6) Project scheduling
- 7) Quality Control/Quality Assurance
- 8) Brief description of experience working with LEED practices and protocols
- 9) Community Participation Process
- 10) Community Outreach
- 11) Clearly defined approach to provide a Community Benefit Plan preferably with partners clearly defined.

## 10. 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

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

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).

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

**12. Community Benefit Plan** – *REQUIRED FOR THIS PROJECT, See Exhibit III for further details.*

**13. Cost Proposal**:

The estimated direct construction cost is \$20.2 Million. Cost Proposal must include design, engineering and architectural fees, subconsultant fees, contract administration fee's, and any other task associated with the completion of a turnkey project as stated in the project scope and the contract documents. Proposer is requested to provide the anticipated total cost for this project. ***The proposed cost will not be included in the evaluation of the RFP, read above information about submittal for Cost.***

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

### III. PROPOSAL EVALUATIONS:

**Criteria.** Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	FIRM'S QUALIFICATIONS AND EXPERIENCE	20
2.	PROJECT TEAM'S/STAFF'S EXPERIENCE/ QUALIFICATIONS	10
3.	PAST PERFORMANCE (REFERENCES)	10
4.	PROPOSER'S APPROACH TO THE PROJECT	15
5.	FINANCIAL RESOURCES	10
6.	LOCAL CITY OF HALLANDALE BEACH VENDOR PREFERENCE*	(2.5-10)
7.	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.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

**SUBMITTAL DUE DATE:****Reponses are due: March 20, 2015 no later than 11:00am.****RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO AND LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH  
The Name of Your Firm  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: RFP NO. FY2014-2015-011  
CCNA – ARCHITECTURAL SERVICES BLUESTEN PARK

**NON-MANDATORY PRE-PROPOSAL CONFERENCE:**

Non-Mandatory Pre-Proposal Conference is being held **February 24, 2015 at 11:00 am**, 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](mailto:alues@cohb.org) by no later than **February 27, 2015 no later than 11:00 A.M.**

**BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:**

Estimated direct construction cost of the Bluesten Park Project is \$20.2 Million.

**PROPOSAL BOND:**

Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of \$30,000 payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Code of Ordinance No. 2013-03, Section 23-3 if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

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 ADVERTISING DATE	FEBRUARY 6, 2015
RFP DOCUMENT RELEASED	FEBRUARY 6, 2015
NON-MANDATORY PRE-PROPOSAL CONFERENCE	FEBRUARY 24, 2015 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN FEBRUARY 27, 2015 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>MARCH 20, 2015</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	MARCH 30 THROUGH APRIL 30, 2015
ORAL INTERVIEWS – (IF REQUIRED)	MARCH 30 THROUGH APRIL 30, 2015
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

CCNA –

Architectural and Engineering Services

BLUESTEN PARK

Exhibit I – Scope of Services

---

**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.