


**CITY OF HALLANDALE BEACH, FLORIDA**  
**MEMORANDUM**

**DATE:** March 25, 2020

**TO:** Aqeel Abdool-Ghany, Assistant City Engineer (Project Manager)

Note: All parties below will only receive the award recommendation memorandum via email.

**CC:** Greg Chavarria, City Manager  
Dr. Jeremy Earle, CRA Executive Director/Assistant City Manager  
Keven Klopp, Assistant City Manager  
James Sylvain, Director of Public Works  
Mary Francis Jeannot, Assistant Director of Public Works  
Peter Kunen, Assistant Director of Public Works, City Engineer

**FROM:** Andrea Lues, Procurement Director 

**SUBJECT: AWARD RECOMMENDATION MEMORANDUM: BID # FY 2019-2020-001  
LIFT STATION # 8 REPLACEMENT**

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This project continues to be under a Cone of Silence. There is to be no communication with any of the Firms until the date and time of the City Commission meeting when the award or rejection of the solicitation will be made.

If you have any questions on any of the items below, please contact the Procurement Director immediately for clarification.

Due to the size of the documents for this Project, a USB drive has been forwarded to you via interoffice mail with a copy of all the following documents:

1. Five (5) Proposals received in response to this Bid.
2. Award Recommendation Memorandum
3. Bid Summary Price Sheet
4. Addenda #1-#5
5. Bid document
6. Mandatory Pre-Bid Conference and Mandatory Site Visit Sign-In Sheet 2/11/2020
7. City Clerks List of Firm's Proposing 3/4/2020

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## **1. Duties and Responsibilities:**

- a. The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the City Commission. Contact the City Clerk if there are any questions on the agenda process.
- b. In order to make the determination for award of contract to the lowest responsive, responsible Firm, the Project Manager and Department Director must review the following:
  - i. The USB drive containing the five (5) proposals/responses received for this Project.
  - ii. The Bid Summary Price Sheet.
  - iii. The Variance form for the lowest responsive, responsible recommended Firm to ensure you address and discuss the lowest, responsive, responsible Firm's variance form with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm proposed variances.
  - iv. The Legal Proceedings form to ensure you address and discuss the lowest, responsive, responsible Firm's Legal Proceedings with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm provided legal proceedings.
  - v. Ensure the lowest responsive, responsible Firm can:
    - Perform the services outlined in the Bid based on the Minimum Qualification Requirements (MQRs) of Bid the document and/or addenda, as applicable.

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- Can perform the scope of work as requested by the Bid.
  - Can perform the work as stated in the Bid for the prices submitted and ensure there are no irregularities and/or concerns with Firm's proposed prices.
- vi. Review all references provided to ensure the Firm's ability to perform the scope of work.

## 2. **Agenda Process:**

As part of the agenda process, please provide the following items to the City Attorney's Office for creation of the Resolution:

- a. Award Recommendation Memorandum
- b. Bid document
- c. Agenda Cover Memo
- d. All backup referenced in the Agenda Cover Memo
- e. Any documents requested by the City Attorney

## 3. **Rejection of Proposals:**

If the Bid is to be rejected, an agenda item must be prepared for the rejection. This is in accordance with Procurement Code Section 23-12, (4) Rejection of Bids.

## 4. **Attendance of Recommended Firm to Commission meeting:**

The Procurement Department will invite the recommended Firm(s) to the City Commission meeting **if requested by the Project Manager and/or Department Director**. You **must** email Andrea Lues, [alues@cohb.org](mailto:alues@cohb.org), if the Firm(s) is to be invited to the Commission meeting and advise of the date and time of the City Commission meeting.

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## 5. Legal Proceedings Form:

The Legal Proceedings Form for the Firm recommended for award of contract must be addressed, if any were provided, by the Project Manager/Department Director prior to recommending award of contract through the City Commission. This is recommended to be done through the City Attorney and Risk Manager, if applicable, prior to the recommendation of award being brought to the City Commission. If the directive from the City Manager, due to time constrains, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Legal Proceedings Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed. The information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution.

## 6. References:

With the Firm's proposals there are references provided. The Project Manager and Department Director must review the references provided for the Firm that is recommended for award of contract prior to bringing a recommendation for award to the City Commission.

## 7. Variiances:

The Project Manager and Department Director must review the Variance Form for the recommended Firm, if any was provided, prior to writing the agenda item for recommendation of award of contract. Ensure you have addressed and discussed with the City Attorney before requesting recommendation for award of contract through the City Commission. The Variance information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution. If the directive from the City Manager, due to time constrains, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Variances Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed.

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## 8. **Bid Summary Information**

### **Release Date of Bid: February 3, 2020**

The release notice for the Bid was sent via email to over one thousand (1,000) vendors from the City's Vendor list. The Bid was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, Sun-Sentinel and City and HBCRA Social Media pages. The Bid was also advertised through the Miami Minority Business Development Agency Business Center, the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

### 9. **Mandatory Pre-Bid Conference and Mandatory Site Visit: February 11, 2020 at 11:00 A.M.**

There were approximately eighteen (18) vendors, and three (3) COHB staff members in attendance at the Mandatory Pre-Bid Conference and Mandatory Site Visit.

In addition to providing the opportunity for vendors to ask questions during the Mandatory Pre-Bid Conference, the Bid allowed for additional questions to be sent via email by no later than February 14, 2020 at 11:00 a.m.

### 10. **Due Date:** March 4, 2020 at 11:00 a.m.

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### **11. Proposal Received:**

Five (5) proposals were received. Below is the synopsis of proposals received from lowest cost.

**Hinterland Group, Inc.** : Project Manager must review the Firm's submission and make the determination of responsiveness.

- a. MQR #1. Yes. Project Manager to confirm.
- b. MQR #2. Yes. Project Manager to confirm.
- c. MQR #3. Project Manager must verify and ensure Firm has met MQR #3 before proceeding with award of Agreement through the City Commission.
- d. References. See chart below. Project Manager to determine Firm's responsibility to perform the Project.

**Comtech Engineering, Inc.** : Project Manager must review the Firm's submission and make the determination of responsiveness.

- a. MQR #1. Yes. Project Manager to confirm.
- b. MQR #2. Yes. Project Manager to confirm.
- c. MQR #3. Project Manager must verify and ensure Firm has met MQR #3 before proceeding with award of Agreement through the City Commission.
- d. References. See chart below. Project Manager to determine Firm's responsibility to perform the Project.

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**\* Intercounty Engineering, Inc. :** Project Manager must review the Firm's submission and make the determination of responsiveness.

- a. MQR #1. Yes. Project Manager to confirm.
- b. MQR #2. Yes. Project Manager to confirm.
- c. MQR #3. Project Manager must verify and ensure Firm has met MQR #3 before proceeding with award of Agreement through the City Commission.
- d. References. See chart below. Project Manager to determine Firm's responsibility to perform the Project.

**Southeastern Engineering Contractors, Inc.:** Project Manager must review the Firm's submission and make the determination of responsiveness.

- a. MQR #1. Yes. Project Manager to confirm.
- b. MQR #2. Yes. Project Manager to confirm.
- c. MQR #3. Project Manager must verify and ensure Firm has met MQR #3 before proceeding with award of Agreement through the City Commission.
- d. References. See chart below. Project Manager to determine Firm's responsibility to perform the Project.

**\*\*C & I Construction and Design, Inc.:** Please note that this contractor has withdrawn their bid via the Bid Withdrawal Form on March 4, 2020.

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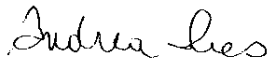
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**Synopsis Information of proposals received from the following Firms in order of Lowest Bid Amount:**

N O.	PROPOSING FIRM	BID \$ AMOUNT	SECURITY BID BOND 10%	VARIANCES	LEGAL PROCEEDINGS	REFERENCES	COHB LOCAL VENDOR PREFERENCE
1	Hinterland Group, Inc.	\$1,687,250.00	Provided.	None.	State not applicable.	Provided.	Not requested.
2	Comtech Engineering, Inc.	\$1,706,000.00	Provided.	None.	Stated not applicable.	Provided.	Not requested.
3	Intercounty Engineering, Inc.	\$1,744,080.42 *	Provided.	None.	Stated not applicable.	Provided.	Not requested.
4	Southeastern Engineering Contractors, Inc.	\$1,811,429.00	Provided.	None.	Stated Not applicable.	Provided.	Not requested.
5	** C & I Construction and Design, Inc.	\$1,858,755.68	Not reviewed.	Not reviewed.	Not reviewed.	Not reviewed.	Not requested.

**Note 1: \* Intercounty Engineering Inc. Please refer to the Bid Summary Sheet price corrections.**

**Note 2: \*\* C & I Construction and Design, Inc. Firm has requested withdrawal of Firm's proposal.**

Prepared by:   
Andrea Lues, Procurement Director