


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: October 20, 2020

TO: James Sylvain, Department of Public Works Director

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

CC: Dr. Jeremy Earle, CRA Executive Director/Interim City Manager
Keven Klopp, Assistant City Manager
Noemy Sandoval, Assistant City Manager
Peter Kunen, Assistant Director Engineering
Fernando Paiva, CIP Project Manager

FROM: Andrea Lues, Procurement Director 

**SUBJECT: AWARD INFORMATION MEMORANDUM: RFP # FY 2019-2020-009
CONSTRUCTION MANAGER AT RISK (CMAR) SUNRISE PARK**

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, the following documents have been placed in the COMMON FOLDER/PROCUREMENT/RFP # FY 2019-2020-009 CMAR Sunrise Park/James Sylvain. Please retrieve these documents from this folder:

1. One (1) Proposal received in response to the RFP
2. Award Information Memorandum
3. Summary Rating Sheet
4. RFP
5. City Clerk's List of proposing Firm
6. Addendum # 1
7. CMAR Agreement. Per Project Manager Fernando Paiva this RFP was released without a CMAR agreement. The Project Manager must request drafting of such agreement to City Attorney

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 highest ranked responsive, responsible Firm, the Project Manager and Department Director must review the following:

TO: James Sylvain, Public Works Director

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

CC: Dr. Jeremy Earle, CRA Executive Director/Interim City Manager
Keven Klopp, Assistant City Manager
Noemy Sandoval, Assistant City Manager
Peter Kunen, Assistant Director Engineering
Fernando Paiva, CIP Projects Manager

FROM: Andrea Lues, Procurement Director

SUBJECT: AWARD INFORMATION MEMORANDUM: RFP # FY 2019-2020-009 CMAR SUNRISE PARK

- i. The one (1) proposal/response received for this Project.
- ii. The Summary Rating Sheet.
- iii. The Variance form for the lowest responsive, responsible recommended Firm to ensure you address and discuss 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.

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 Information Memorandum
- b. RFP
- c. Highest ranked Firm's proposal
- d. Highest ranked Firm's variances
- e. Recommended Firm's Legal Proceedings
- f. All backup required by City Attorney to prepare the resolution
- g. Agenda Cover Memo
- h. All backup referenced in the Agenda Cover Memo
- i. Any documents requested by the City Attorney

3. Rejection of Proposals:

If the proposals are 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.

TO: James Sylvain, Public Works Director

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

CC: Dr. Jeremy Earle, CRA Executive Director/Interim City Manager
Keven Klopp, Assistant City Manager
Noemy Sandoval, Assistant City Manager
Peter Kunen, Assistant Director Engineering
Fernando Paiva, CIP Projects Manager

FROM: Andrea Lues, Procurement Director

SUBJECT: AWARD INFORMATION MEMORANDUM: RFP # FY 2019-2020-009 CMAR SUNRISE PARK

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, if the Firm(s) is to be invited to the Commission meeting and advise of the date and time of the City Commission meeting.

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 constraints, 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. Variances:

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 constraints, 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

TO: James Sylvain, Public Works Director

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

CC: Dr. Jeremy Earle, CRA Executive Director/Interim City Manager
Keven Klopp, Assistant City Manager
Noemy Sandoval, Assistant City Manager
Peter Kunen, Assistant Director Engineering
Fernando Paiva, CIP Projects Manager

FROM: Andrea Lues, Procurement Director

SUBJECT: AWARD INFORMATION MEMORANDUM: RFP # FY 2019-2020-009 CMAR SUNRISE PARK

Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed.

8. Agreement for execution:

For this RFP the Project Manager did not provide a CMAR Agreement to be released with the RFP. A CMAR Agreement must be negotiated after the Resolution for recommendation of award of contract has been executed. All insurance and bonding requirements must be in place prior to commencement of any work.

Timely processing of the executed Agreement through the City Attorney must be done by the Project Manager.

9. Release Date of the RFP: August 24, 2020:

The release notice for the RFP was sent via email to over nine hundred (900) vendors from the City's Vendor list. The RFP was also advertised in:

- a. Hallandale Beach Chamber of Commerce website,
- b. City's website,
- c. DEMANDSTAR.com,
- d. Sun-Sentinel,
- e. City and HBCRA Social Media pages,
- f. Miami Minority Business Development Agency Business Center,
- g. U.S. Small Business Administration,
- h. Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

10. Virtual Non-Mandatory RFP Conference September 10, 2020:

The virtual Non-Mandatory RFP Conference was held September 10, 2020. The last day for questions for this project was September 15, 2020.

11. Responses due date September 30, 2020:

Responses to the RFP were due September 30, 2020.

TO: James Sylvain, Public Works Director

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

CC: Dr. Jeremy Earle, CRA Executive Director/Interim City Manager
Keven Klopp, Assistant City Manager
Noemy Sandoval, Assistant City Manager
Peter Kunen, Assistant Director Engineering
Fernando Paiva, CIP Projects Manager

FROM: Andrea Lues, Procurement Director

SUBJECT: AWARD INFORMATION MEMORANDUM: RFP # FY 2019-2020-009 CMAR SUNRISE PARK

12. Evaluation Committee:

The Evaluation Committee, appointed by the City Manager, was composed of the following individuals:

Peter Kunen - DPW Assistant Director Engineering
Fernando Paiva – CIP Project Manager
Alyssa Wood-Jones -DPW Green Coordinator
Denton Lewis- IT Interim Director
Robert Williams - PROS Assistant Director

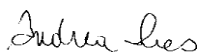
13. Hallandale Beach Local Vendor Preference (HBLVP):

Please see chart below for information on proposer's local vendor preference, if any.

14. Proposal Received:

One (1) proposal was received. Below is the synopsis of proposal received from the highest ranked firm:

	PROPOSING FIRM	REFERENCES	HBLVP	LEGAL PROCEEDINGS	VARIANCES
1	Burkhardt Construction, Inc. 1400 Alabama Avenue West Palm Beach, FL 33401 Marc Kleisley, Vice President marc@burkhardtconstruction.com 561-659-1400	To be reviewed by Project Manager/Department Director to make responsibility determination.	None requested.	Stated none.	None.

Prepared by: 
Andrea Lues, Procurement Director