


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: December 29, 2020

TO: James Sylvain, Director Department of Public Works

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
Jeff Odoms, Assistant Public Works Director
Peter Kunen, City Engineer
Joselaine Pateau, Engineer I

FROM: Andrea Lues, Procurement Director 

**SUBJECT: AWARD INFORMATION MEMORANDUM: BID # FY 2020-2021-001 – 45TH YEAR
CDBG PUBLIC WORKS DRAINAGE IMPROVEMENT BLOCK GRANT PROJECT**

This project continues to be under a Cone of Silence. There is to be no communication with any of the proposing 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 documents have been placed in the common folder/Procurement/name of this project:

1. Eight (8) proposals received in response to this Bid
2. Award Information Memorandum
3. Bid Summary Tabulation Price Sheet
4. Bid document
5. Mandatory Pre-Bid Conference Sign-In Sheet 11-18-2020
6. City Clerks List of Firm's Proposing 12-14-2020
7. Addenda # 1 - #3. Note, Bid Price Sheet was revised through Addendum #2, 12-3-2020.
8. Word version of the Agreement released with the Bid for Project Manager to route to City Attorney for execution after the Resolution of award of contract has passed

1. Duties and Responsibilities:

- a. Project Manager must email Broward County appropriate staff the required documents for determination of responsiveness of the lowest Firm before the agenda is prepared.

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- b. 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.
 - c. 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 eight (8) proposals/responses received for this Project.
 - ii. The Bid Summary Tabulation 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:
 - Is reviewed by the County and approved prior to being brought to the City Commission for recommendation of award of contract.
 - Perform the services outlined in the Bid based on the Minimum Qualification Requirements (MQRs) of Bid the document and/or addenda, as applicable.
 - Can perform the scope of work as requested by the Bid.

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- 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 Information 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, 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

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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 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:

After the Resolution has been approved by City Commission the Project Manager is to fill out the Agreement with the pertinent information, send the Agreement to the vendor for execution and then route the Agreement to the City Attorney. Timely processing of the executed Agreement must be done by the Project Manager. The Agreement for this project has been provided in a word version. There are sections within the Agreement that the Project Manager must complete as required.

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9. **Bid Summary Information**

Release Date of Bid: November 7, 2020

The release notice for the Bid was sent via email to over 500 vendors from the City's Vendor list and pertinent vendors that have a City Business Tax License to operate in the City.

The Bid was also advertised in:

- a. Hallandale Beach Chamber of Commerce website,
- b. City's website,
- c. DEMANDSTAR.com,
- d. Sun-Sentinel, (as required from CDBG Grants the Bid was advertised on 12-7-2020 and 12-14-2020,
- 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. Mandatory Pre-Bid Conference November 18, 2020: Mandatory Meeting was held at City Hall Commission Chambers and Virtual using communications media technology ("CMT". Bid allowed for additional questions to be sent via email by no later than **November 23, 2020.**

11. Due Date Monday, December 14, 2020: no later than 11:00 a.m.

12. City of Hallandale Beach Local Vendor Preference: Grantor does not want the City to include the City's Local Vendor Preference in the bid.

13. Proposals Received:

Eight (8) proposals were received. Below is the synopsis of **the three (3) lowest** proposals received.

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KAILAS CORP.: The Project Manager must address with Broward County and Broward County review the Firm's submission and make the determination of responsiveness based on CDBG Guideline Requirements Form pages 12, 16, or 17.

MQR #1. Minimum Qualification Requirement (MQR) # 1: Exhibit B – Section 3 CDBG Grant Requirements. Project Manager must provide to Grantor to ensure MQR # 1 is accepted.

- a. MQR #1a and #1b. Yes, information provided. The Project Manager must send to Broward County appropriate staff the required documents for MQR #1a. and 1b. in order for Broward County to confirm that MQR#1 has been met by this firm.

MQR #2. Minimum Qualification Requirement (MQR) # 2: Years in Business – Sunbiz:

MQR #2. Yes, information provided. Project Manager to review and confirm.

MQR #3. Minimum Qualification Requirement (MQR) #3: Proposing Firm Contractors License:

- a. MQR #3. Yes, information provided. Project Manager to review and confirm.
- b. MQR #3. Yes, information provided. Project Manager to review and confirm.
- c. MQR #3. Yes provided. Project Manager to review and confirm.

MQR #4. Minimum Qualification Requirement (MQR) #4: Prime Contractor Previous Experience and Projects:

MQR # 4. Prime Contractor previous experience and completed projects. Proof of completed 3 projects/contracts within the last 5 years, 2015 to 2020. Information provided. Project Manager to review and confirm.

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IMECO, INC: The Project Manager must address with Broward County and Broward County review the Firm's submission and make the determination of responsiveness based on CDBG Guideline Requirements Form pages 12, 16, or 17.

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MQR #2. Minimum Qualification Requirement (MQR) # 2: Years in Business – Sunbiz:

MQR #2. Yes, information provided. Project Manager to review and confirm.

MQR #3. Minimum Qualification Requirement (MQR) #3: Proposing Firm Contractors License:

- a. MQR #3. Yes, information provided. Project Manager to review and confirm.
b. MQR #3. Yes, information provided. Project Manager to review and confirm.
c. MQR #3. Yes provided. Project Manager to review and confirm.

MQR #4. Minimum Qualification Requirement (MQR) #4: Prime Contractor Previous Experience and Projects:

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METRO EXPRESS INC: The Project Manager must address with Broward County and Broward County review the Firm's submission and make the determination of responsiveness based on CDBG Guideline Requirements Form pages 12, 16, or 17.

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- a. MQR #1a and #1b. Yes, information provided. The Project Manager must send to Broward County appropriate staff the required documents for MQR #1a. and 1b. in order for Broward County to confirm that MQR#1 has been met by this firm.

MQR #2. Minimum Qualification Requirement (MQR) # 2: Years in Business – Sunbiz:

MQR #2. Yes, information provided. Project Manager to review and confirm.

MQR #3. Minimum Qualification Requirement (MQR) #3: Proposing Firm Contractors License:

- a. MQR #3. Yes, information provided. Project Manager to review and confirm.
b. **MQR #3. No, information not provided.**
c. MQR #3. Project Manager to review and confirm.

MQR #4. Minimum Qualification Requirement (MQR) #4: Prime Contractor Previous Experience and Projects.

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Synopsys Information of eight (8) proposals received from the following Firms in order of Lowest Bid Amount:

#	PROPOSING FIRM	BID \$ AMOUNT	BID BOND 10%	VARIANCES	LEGAL PROCEEDINGS	REFERENCES
1	*KAILAS CORP.	\$150,015.00	Provided	Stated None	Stated not applicable	Provided
2	IMECO, INC.	\$175,843.00	Provided	Stated None	Stated not applicable	Provided
3	**METRO EXPRESS, INC.	\$195,632.50	Provided	Stated None	Stated not applicable	Provided
4	SOUTHEASTERN ENGINEERING CONTRACTORS INC.	\$211,459.10	Provided	Stated None	Stated not applicable	Provided
5	***UNITEC INC.	\$232,100.00	Provided	Stated None	Stated not applicable	Provided
6	****THE STOUT GROUP LLC.	\$259,135.00	5%	Stated None	Stated not applicable	Provided
7	DP DEVELOPMENT LLC.	\$286,378.35	Provided	Stated None	Yes.	Provided
8	HINTERLAND GROUP INC.	\$298,680.00	Provided	Stated None	Stated not applicable	Provided

***Kailas Corp:** The Firm's Total Bid for item #10 is calculated incorrectly.
The Total Base Bid amount is \$150,015.00.

**** Metro Express Inc.:** The Firm's did not include the Total Alternate Bid Price Items 22-25.

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*****Unitec, Inc.**: The Firm did not include the Total Alternate Price Items 22-25. Total Bid Amount for Total Base Bid Items 1-21 and Total Alternate Bid Items 22-25 Has the incorrect amount. The correct amount is \$232,100.

******The Stout Group LLC.**: The Firm's Total Bid for Item #6 is calculated incorrectly. The Firm did not include the Total Alternate Price Items 22-25. The Total Bid Amount for Total Base Bid Amount Items 1-21 and Total Alternate Bid Item 22-25 is \$259,135.00



Prepared by Andrea Lues, Procurement Director
Joann Wiggins, Procurement Specialist