



## City of Hallandale Beach City Commission Agenda Cover Memo

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

|   |  |           |  |   |                  |                    |            |
|---|--|-----------|--|---|------------------|--------------------|------------|
| <b>Meeting Date:</b>  | March 21, 2018                           |           | <b>Item Type:</b><br><small>(Enter X in box)</small>   | <b>Resolution</b><br><br>X  | <b>Ordinance</b> | <b>Other</b>       |            |
| <b>Fiscal Impact:</b><br><small>(Enter X in box)</small>          | <b>Yes</b>                               | <b>No</b> | <b>Ordinance Reading:</b><br><small>(Enter X in box)</small>   | <b>1st Reading</b>  |                  | <b>2nd Reading</b> |            |
|   | X  |           |  | <b>Public Hearing:</b><br><small>(Enter X in box)</small>           | <b>Yes</b>       | <b>No</b>          | <b>Yes</b> |
| <b>Funding Source:</b>  | <i>Parks General<br/>Obligation Bond</i> |           | <b>Advertising Requirement:</b><br><small>(Enter X in box)</small>   | <b>Yes</b>  |                  | <b>No</b>          |            |
|   |  |           |  |   |                  | X                  |            |
| <b>Account Balance:</b>   | <i>FY 17/18 Funding<br/>\$3,156,520</i>  |           | <b>Quasi Judicial:</b><br><small>(Enter X in box)</small>  | <b>Yes</b>  |                  | <b>No</b>          |            |
|   |  |           |  |   |                  | X                  |            |
| <b>Project Number :</b>   | PA157                                    |           | <b>RFP/RFQ/Bid Number:</b>   | <i>RFP # FY 2017-2018-001 CCNA<br/>ARCH. ENG. SVCS SUNRISE PARK</i> |                  |                    |            |
| <b>Contract/P.O. Required:</b><br><small>(Enter X in box)</small> | <b>Yes</b>                               | <b>No</b> | <b>Strategic Plan Priority Area:</b> <small>(Enter X in box)</small>   |   |                  |                    |            |
|   | X  |           | <b>Cohesive Visual Appeal</b> <input type="checkbox"/><br><b>Civil &amp; Respectful Government</b> <input type="checkbox"/><br><b>Create Local JO.B.s</b> <input type="checkbox"/><br><b>Economic Development</b> <input type="checkbox"/><br><b>Improve City Infrastructures</b> <input type="checkbox"/><br><b>Improve Safety, Security &amp;</b><br><b>Comfort of Residents</b> <input type="checkbox"/><br><b>Operational Excellence</b> <input type="checkbox"/><br><b>Quality of Life</b> <input type="checkbox"/><br><b>Vibrant Destination</b> <input checked="" type="checkbox"/> |   |                  |                    |            |
| <b>Sponsor Name:</b>  | <i>Roger Carlton,<br/>City Manager</i>   |           | <b>Department:</b><br><i>Office of Capital Improvements</i>  | <i>Gregg Harris,<br/>Capital Projects Manager</i>                   |                  |                    |            |

**Short Title:**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AWARDED RFP # FY 2017-2018-001, ARCHITECTURAL AND ENGINEERING SERVICES FOR SUNRISE PARK TO THE HIGHEST RANKED RESPONSIBLE FIRM, SAVINO & MILLER DESIGN STUDIO, INC; AUTHORIZING THE CITY MANAGER TO NEGOTIATE A CONTRACT PRICE NOT TO EXCEED \$350,000; FURTHER AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE WITH THE SUCCEEDING RANKED FIRM SHOULD NEGOTIATIONS WITH SAVINO & MILLER DESIGN STUDIO, INC NOT BE SUCCESSFUL; AND PROVIDING AN EFFECTIVE DATE.**

## Staff Summary:

### **CURRENT SITUATION**

As an outcome of the November 4, 2014 Parks GO Bond, the Sunrise Park Project Request For Proposal (RFP) # FY 2017-2018-001 CCNA Architectural Engineering Services Sunrise Park, was released on October 24, 2017. This RFP is for the master plan, design and construction administration for Sunrise Park. The development of this park will be in accordance with the City-wide Master Parks Plan; however, no detailed master plan was developed specifically for Sunrise Park.

The release notice for RFP # FY 2017-2018-001 CCNA Architectural Engineering Services Sunrise Park was sent via email to three hundred and fifty-five (355) vendors from the City's Vendor list. The RFP was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, Demandstar website, and City and HBCRA Social Media pages. The RFP 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.

In response to the solicitation, five (5) proposals were received on December 5, 2017. The Evaluation Committee reviewed the proposals to determine which firms met the Minimum Qualification Requirements (MQRs) stipulated in the RFP. Upon review, one (1) firm, The Tamara Peacock Company Architects of Florida, was determined not to have met the Minimum Qualification Requirements (MQR) #3 which requires proposing firm(s) to have completed two (2) projects of similar size and scope as the Architect of Record. The Tamara Peacock Company Architects of Florida was determined non-responsive. The remaining four (4) firms were invited to give an oral presentation.

Upon completion of the oral presentations, the Evaluation Committee reviewed and rated the four (4) firms. The purpose of the evaluation was to determine the qualifications, competence, capacity and proposed approach of the firms seeking to undertake the work for the City of Hallandale Beach in conformity with the requirements of the specifications as set forth in the RFP.

The Evaluation Committee, appointed by the City Manager, included the following individuals:

1. Steven Parkinson, Assistant City Manager/Director of Public Works
2. Jeremy Earle, Assistant City Manager
3. Maggie Gouin, Director Office of Budget and Program Monitoring
4. Susan Fassler, Green Initiatives Coordinator
5. Kenneth Bowe, Recreation Aide I

The evaluation committee reviewed and rated all proposals. A summary is as follows:

| COMPANY NAME                    | POINTS | RANK |
|---------------------------------|--------|------|
| Savino & Miller Design Studio   | 407    | 1    |
| Bermello Ajamil & Partners, Inc | 391    | 2    |
| Bea Architects, Inc.            | 338    | 3    |
| Walters Zackria Associates      | 326    | 4    |

### **Variances and Legal Proceedings – Savino & Miller Design Studio**

As required by the RFP, if any firm has Variances or prior Legal Proceedings, the firm must submit this information within their proposal and the City Attorney will address the indemnification language with the Firm to her satisfaction. Savino & Miller Design Studio Inc., requested a change to the indemnification clause in the City’s Form Agreement which is released with the RFP, as well as, disclosed a previous lawsuit, see Exhibit 4. Firms must be both “responsive”, which means that the firm has met the requirements of the RFP and “responsible”, which means the firm is able to complete the work. City staff reviewed the lawsuit and has determined that the firm is responsible to proceed with the award of the Project through City Commission.

Therefore, staff is recommending that RFP # FY 2017-2018-001 CCNA Architectural Engineering Services Sunrise Park be awarded to Savino & Miller Design Studio, Inc., and for the City Commission to authorize the City Manager to negotiate with the highest ranked responsible firm for a design contract not to exceed \$350,000 (Three Hundred and Fifty Thousand dollars).

### **WHY ACTION IS NECESSARY**

Pursuant to Chapter 23, Section 23-4, Competitive Bidding Required, all purchases of and contracts for equipment, supplies and contractual services, when the estimated cost shall exceed \$50,000 shall be based on competitive bids. Furthermore, pursuant to Chapter 23, Section 23-6, Award of Contract, the City Manager, shall have the authority to recommend to the City Commission award of contracts.

The City released RFP # FY 2017-2018-001 CCNA Architectural Engineering Services Sunrise Park. Responses to the subject RFP have been received and evaluated by the Evaluation Committee and a recommendation is being provided for City Commission consideration and approval.

**Proposed Action:**

Staff recommends the City Commission award RFP # FY2017-2018-001, Architectural and Engineering Services Sunrise Park, to the highest responsible ranked firm, Savino & Miller Design Studio, Inc., and authorize the City Manager to negotiate an agreement with Savino & Miller Design Studio, Inc. in an amount not to exceed \$350,000 (Three Hundred and Fifty Thousand dollars).

**Attachment(s):**

Exhibit 1 – Resolution

Exhibit 2 – RFP # FY2017-2018-001 CCNA Architectural and Engineering Services  
Sunrise Park

Exhibit 3 – Summary Rating Sheet

Exhibit 4 – Savino & Miller Design Studio Variances and Legal Proceedings

Prepared by:

  
Gregg Harris

Approved by:

  
Steve Parkinson

Approved by:

  
Cathie Schanz