

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: June 1, 2018

TO: Manga Ebbe, Project Manager
Jeanine Athias, Assistant Director of Public Works/City Engineer
Steven Parkinson, Assistant City Manager/Director of Public Works
Mary Francis Jeannot, Assistant Director of Public Works Administration

FROM: Andrea Lues, Procurement Director 

SUBJECT: **Award Recommendation Memorandum: RFP # FY 2017-2018-010
CONSTRUCTION ADMINISTRATION AND ENGINEERING INSPECTION SERVICES
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT SOUTHWEST
(SW) DRAINAGE PROJECT**

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 of the agreement will be made.

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

Duties and Responsibilities:

1. Project Manager is responsible for preparing the agenda cover memo for recommendation of award to the City Commission. Contact the City Clerk if there are any questions about the agenda process.
2. As part of the agenda process, provide the following items to the City Attorney for creation of the Resolution:
 - a. RFP document
 - b. Agenda Cover Memo
 - c. All backup referenced in the Agenda Cover Memo
3. **Legal Proceedings form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
4. If the RFP 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.
5. The Procurement Department will invite the recommended Firm(s) to the City Commission meeting if requested. You must email Carolyn Allen-Smith csmith@cohb.org, if the Firm(s) are to be invited and advise of the date of the City Commission meeting.

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6. Ensure that you route the final, fully negotiated agreement and resolution that your Department has negotiated with the City's ARTEF (Agreement Review and Transmittal Execution Form) promptly to Tom Camaj, Contract Coordinator, via email tcamaj@cohb.org to ensure processing. Please note that the ARTEF and the explanation of the process for routing of the Agreement is found on the City's CityNet, under City Docs, Reference Docs, Procurement, Contract Routing Documents. [Link to ARTEF.](#)

Summary Information

Attached is the Summary Rating Sheet for the three (3) Evaluation Committee member's for the three (3) Firms that responded to this RFP which met the Minimum Qualification Requirements.

Find below the information for the Award Recommendation for RFP # FY 2017-2018-010 CONSTRUCTION ADMINISTRATION AND ENGINEERING INSPECTION SERVICES FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT SOUTHWEST (SW) DRAINAGE PROJECT.

Release Date of RFP: May 1, 2018

The release notice for the RFP was sent via email to four hundred and seventeen (417) 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.

Mandatory Pre-Proposal Conference: was held on March 7, 2018 at 11:00 a.m.

There were twenty-one (21) vendors in attendance at the Mandatory Pre-Proposal Conference and five (5) staff members.

In addition to providing the opportunity for vendors to come and ask questions during the Mandatory Pre-Proposal Conference, the solicitation allowed for additional questions to be sent in via email by no later than **May 8, 2018 @ 11:00 a.m.**

Due Date: Responses to the RFP were due **May 21, 2018 @ 11:00 a.m.**

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Proposals Received:

Four (4) proposals were received from the following vendors in order of highest ranked:

NO.	PROPOSING FIRM	REFERENCES	LEGAL PROCEEDINGS	VARIANCES
1	CALVIN, GIORDANO & ASSOCIATES, INC. 1800 Eller Drive, Suite 600 Fort Lauderdale, FL 33316 Bob McSweeney, PE BMcSweeney@cgasolutions.com (954) 766-2764 (954) 921-7781	3 of 3 Verified.	**Lawsuits stated see pages 26-27 of proposal	Stated "None"
2	AE ENGINEERING 300 NE 30 th Place, Suite 309-310 Fort Lauderdale, FL 33306 Roderick Myrick, PE President rod@aeengineeringinc.com (561) 632-5185	3 of 3 Verified.	Stated "None"	Stated "None"
3	KING ENGINEERING ASSOCIATES, INC. 4921 Memorial Highway, Suite 400 Tampa, FL 33634 ckuzler@kingengineering.com (813)880-8881	2 of 3 Verified.	**Arbitrations, Lawsuits, and Settlements stated see pages 25-26.	Stated "None"
4	CIMA ENGINEERING CORP. 3313 W. Commercial Blvd., Suite #113 Fort Lauderdale, FL 33309 Jose A. Gonzalez, P.E. joseagonzalez@cimaemail.com (954) 581-1881 (305) 219-3324	*FIRM DETERMINED NON-RESPONSIVE FOR MINIMUM QUALIFICATION REQUIREMENT (MQR) #3.		

***Non-Responsive:**

One (1) Firm, CIMA Engineering Corp., was determined non-responsive. The Firm did not meet Minimum Qualification Requirement MQR #3: Previous Experience. The Evaluation Committee determined the Firm did not show or have FEMA Drainage Experience as required by MQR #3.

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Evaluation Committee:

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

- Steven Parkinson, Assistant City Manager/ Director of Public Works
- Ana Vega, Assistant Director of Human Resources
- Jose Campa, Code Compliance Official

On May 25, 2018, at 9:00 a.m., a Sunshine Evaluation Committee meeting was held with the Evaluation Committee to discuss the proposals. At this meeting, all committee members came to a consensus that three (3) of the four (4) Firms met the minimum qualification requirements of the RFP and would continue through the evaluation process.

On May 31, 2018, starting at 9:00 a.m., Oral Presentations were held for three (3) Firms. An Evaluation Committee Sunshine meeting was held immediately after, at approximately 12:30 p.m.

On June 1, 2018, the Evaluation Committee submitted rating sheets for three (3) Firms.



Prepared by: _____
Carolyn Allen-Smith, Procurement Specialist

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All the information included in this memorandum was discussed through a face to face meeting with the following Project Manager to ensure that each item is understood and the next step process after the Resolution is awarded is correctly followed by the Project Manager.

I _____, hereby acknowledge receipt of this Memorandum and confirm that I have read and understand the process that must be followed; after the Board of Directors pass a Resolution awarding the contract to a Firm. I agree to comply with the process outlined in this Memorandum and if I am not clear about a particular process; I will contact the Procurement Department for guidance. I further acknowledge that I am responsible, as the Project Manager for this Project, to ensure that I manage negotiations for this Project and as soon as a fully negotiated Agreement is completed through me; I will process the ARTEF for execution of the Agreement through the Procurement Department. I further acknowledge that it is my responsibility to ensure a fully executed Agreement is received by me in a timeline manner after the contract has been negotiated by following up on the status of execution of the Agreement through the Procurement Department.

Signature of Project Manager or designee

Date

cc: City Attorney Jennifer Merino