


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: December 22, 2017

TO: Steven Parkinson, Assistant City Manager
Mariana Pitiriciu, Assistant Director of Public Works/City Engineer
Aqeel Abdool-Ghany, Engineer III

FROM: Andrea Lues, Procurement Director 

SUBJECT: **AWARD RECOMMENDATION MEMORANDUM: RE-BID # FY 2016-2017-009-001 – 42nd YEAR CDBG PUBLIC WORKS STORMWATER IMPROVEMENTS PROJECT**

Attached find the information for the three (3) response received for the above stated subject Bid. Responses were due **December 8, 2017 @ 11:00 AM** which is forty-fives (45) days after last advertisement of release of re-bid as required by Broward County.

Re-Bid Summary Information

Release Date of Re-Bid: October 13, 2017

The release notice for the Re-Bid was sent via email to two hundred and fourteen (214) vendors from the City's Vendor list. The Re-Bid was also re-advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City and HBCRA Social Media pages. The Re-Bid was also re-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-Bid Meeting: was held on October 25, 2017 @ 11:00 AM.

There were fourteen (14) vendors, five (5) staff members, two (2) staff members from Broward County in attendance at the Mandatory Pre-Bid Meeting.

In addition to providing the opportunity for vendors to come and ask questions during the mandatory pre-bid meeting, the re-bid allowed for additional questions to be sent in via email by no later than **November 13, 2017 11:00 am.**

Due Date: Responses to the Re-Bid were due **December 8, 2017 @ 11:00 AM.**

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Project Manager Duties and Responsibilities:

The Project Manager must ensure and review the following in order to make the determination for award of contract to the firm before an agenda is brought to Commission for recommendation to award the Agreement for this Project:

- Ensure the firm is responsible to perform the services outlined in the re-Bid based on the Minimum Qualification Requirements (MQRs), pages 9-12 of Exhibit I.
- Ensure the firm is capable of performing the scope of work and provide the services as requested by the Re-Bid
- Ensure the firm’s ability to perform the scope of work by reading the references references provided.
- Ensure the firm is able to perform the work as stated in the Re-Bid for the prices submitted.
- Ensure there are no irregularities and/or concerns with firm proposed prices.
- Ensure to review any variances submitted by the firm. City Attorney may need to be contacted for review of this information.

If the Director and/or Project Manager have any questions on any of these items please make sure you contact the Procurement Director immediately.

PROPOSING FIRM	RE-BID \$ AMOUNT	VARIANCES	MQRS	BROWARD COUNTY REQUIREMENTS	REFERENCES	LOCAL VENDOR PREFERENCE
Metro Express Inc.	\$175,942.50	Stated "None."	Verified	Page 12 and 17	4 out of 5 Verified. (Maurice Hardie not verified.)	This project contains grant funding from Broward County, therefore COHB – LVP is not allowed per Broward County.
Southeastern Engineering Contractors, Inc.	\$202,087.40	Stated "None."	Verified	Page 12 and 17	1 out of 5 Verified. 4 references not provided.	
F.H. Paschen, S.N. Nielsen & Associates, LLC	\$216,436.00	Stated "None."	Verified	Page 12 and 17	4 out of 5 Verified. (Tony O. Brown not verified.)	

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Please note:

1. This project continues to be under a Cone of Silence. There is to be no communication with the firm until such time as the date and time of the City Commission meeting when the award will be made.
2. Procurement Department has attached the following documents :
 - Award Recommendation Memorandum
 - Re-Bid Tabulation Price Sheet
 - Procurement submitted one (1) hard copy of all attached documents to the Project Manager for submission to Broward County
 - One thumb drive including all responses from each firm for this Project
3. If additional information and/or clarifications are needed please contact the Procurement Department immediately.
4. Project Manager is responsible for preparing the staff report for recommendation of award to the Commission. Please ensure that the City's Form Agreement is included with the items provided to the City Attorney for creation of the Resolution.
5. You must advise the Procurement Department if the recommended firm(s) is to be invited to the Commission meeting. You must check and ask your ACM and/or DCM about this.
6. If Re-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.
7. Ensure that you route the final, fully negotiated agreement that your Department has negotiated with the City's ARTEF (Agreement Review and Transmittal Execution Form) via email to the Procurement Department. 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.](#)



Prepared by: _____
Tom Camaj, Contracts Coordinator

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This **AWARD RECOMMENDATION MEMORANDUM: RE-BID # FY 2016-2017-009-001 – 42nd YEAR CDBG PUBLIC WORKS STORMWATER IMPROVEMENTS PROJECT**, and all its content was discussed through a face to face meeting with the Project Manager to ensure each and every item and the next steps to award the Agreement are understood and correctly followed by the Project Manager.

I _____ hereby acknowledge receipt of this Memorandum and
PRINT NAME OF PROJECT MANAGER

confirm that I have read and understand the process that must be followed after Commission passes a Resoulution awarding the Agreement for this Project 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 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 Agreement has been negotiated by following up on the status of execution of the Agreement through the Procurement Department.

Signature of Project Manager

Date