

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: February 28, 2018

TO: Steven Parkinson, Assistant City Manager
Manga Ebbe, Project Manager Department of Public Works

FROM: Andrea Lues, Procurement Director 

SUBJECT: **AWARD RECOMMENDATION MEMORANDUM: BID # FY 2017-2018-006 CITY OF HALLANDALE BEACH S.W. DRAINAGE IMPROVEMENT PROJECT FEMA PROJECT NUMBER 1609-75-B**

Attached find the four (4) responses received for the above stated subject Bid.

Bid Summary Information

Release Date of Bid: December 13, 2017

The release notice for the Bid was sent via email to one hundred thirty-seven (137) vendors from the City's Vendor list. The Bid was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City and HBCRA Social Media pages. The Bid 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-Bid Meeting: January 9, 2018 at 11:00 AM.

There were twenty-one (21) vendors and eight (8) staff members in attendance at the Non-Mandatory Pre-Bid Meeting.

In addition to providing the opportunity for vendors to ask questions during the Mandatory Pre-Bid meeting, the Bid allowed for additional questions to be sent via email by no later than **January 26, 2018 at 11:00 am.**

Due Date: February 23, 2018 at 11:00 AM.

City of Hallandale Beach Local Vendor Preference (LVP):

This is a Federal Emergency Management Agency (FEMA) project therefore LVP is not allowed.

Project Manager Duties and Responsibilities:

In order to make the determination for award of contract to the lowest responsive Firm before an agenda item is brought to City Commission for recommendation of an award, the Project Manager must review the following:

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- a. *Legal Proceedings form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed the lowest, responsive, responsible Firm's Legal Proceedings with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
- b. Ensure the lowest responsive Firm is responsible to perform the services outlined in the Bid based on the Minimum Qualification Requirements (MQRs), pages 8-11 of Exhibit I.
- c. Firm is capable of performing the scope of work and provide the services as requested by the Bid.
- d. Determine Firm's ability to perform the scope of work by reading the references provided.
- e. Firm is able to 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.

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

Lowest Responsive Bid:

Lanzo Construction Co., Florida: This Firm has been determined the lowest responsive Firm.

- Minimum Qualification Requirement #1 Licenses, item b. Proposing firm must provide copies of all licenses for all pre-selected sub-contractors and submit with their bid submittal. The Firm stated that they have not pre-selected sub-contractors for this Project.
- Minimum Qualification Requirement #2 Business Tax License/Receipt, item b. Firm must provide copies of all licenses associated with all pre-selected sub-contractors and submit with their bid submittal. The Firm stated that they have not pre-selected sub-contractors for this Project.

The Firm provided the Legal Proceedings form and attached lawsuits. The Project Manager must determine if Firm is responsible to be awarded the Agreement.

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Responsive Bids:

RIC-MAN International, Inc.: This Firm has been determined responsive. Firm provided the Legal Proceedings form and attached lawsuits. The Firm submitted five (5) of the five (5) requested references and four (4) were verified. The Project Manager must determine if Firm is responsible to be awarded the Agreement.

Kiewit Infrastructure South Co.: This Firm has been determined responsive.

- Minimum Qualification Requirement #1 Licenses, item b. Proposing firm must provide copies of all licenses for all pre-selected sub-contractors and submit with their bid submittal. The Firm stated they have not pre-selected sub-contractors for this Project.
- Minimum Qualification Requirement #2 Business Tax License/Receipt, item b. Firm must provide copies of all licenses associated with all pre-selected sub-contractors and submit with their bid submittal. The Firm stated they have not pre-selected sub-contractors for this Project.

Firm provided the Legal Proceedings form and attached lawsuits. The Project Manager must determine if Firm is responsible to be awarded the Agreement.

Munilla Construction Management, LLC d/b/a MCM: This Firm has been determined responsive. Firm provided the Legal Proceedings form and attached lawsuits. The Project Manager must determine if Firm is responsible to be awarded the Agreement.

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PROPOSING FIRM	BID \$ AMOUNT	VARIANCES	REFERENCE S	10% BID BOND	*LEGAL PROCEEDINGS
Lanzo Construction Co., Florida	Lowest Responsive Firm. \$11,835,000.00	Stated "None"	5 of 5 Verified.	Provided	Provided – Lawsuits must read pages 31- 62 of proposal.
RIC-MAN International, Inc.	\$12,340,415.95	Stated "None"	4 of 5 Verified.	Provided	Provided – Lawsuits must read pages 33- 43 of proposal.
Kiewit Infrastructure South Co.	\$14,710,932.00	Stated "None"	5 of 5 Verified.	Provided	Provided – Lawsuits read pages 40 and 152 of proposal.
Munilla Construction Management, LLC d/b/a MCM	\$15,084,566.76	Stated "None"	5 of 5 Verified.	Provided	Provided – Lawsuits read pages 54-55 of proposal.

Please note:

1. This Project continues to be under a Cone of Silence. There is no communication with the Firm until the date and time of the City Commission meeting when the Bid is awarded.
2. Procurement Department has attached the following documents :
 - Bid Tabulation Price Sheet.
 - One Universal Serial Bus (USB) drive including all responses from each Firm for this Project.
3. The Project Manager is responsible for preparing the Agenda Cover Memo for recommendation of award to the City Commission.
4. The Project Manager must advise the Procurement Department if the recommended Firm(s) is to be invited to the City Commission meeting. You must ask your Department Director/ACM about this.
5. 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.

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6. Ensure that you route the final, fully negotiated agreement utilizing the City's Agreement Review and Transmittal Execution Form (ARTEF) 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 CityNet, via [Link to ARTEF](#). Please contact Tom Camaj, Contract Coordinator at 954-457-1374 or www.tcamaj@cohb.org.



Prepared by: _____
Carolyn Allen-Smith, Procurement Specialist

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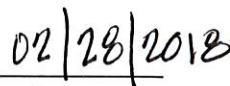
This **AWARD RECOMMENDATION MEMORANDUM: BID # FY 2017-2018-006 CITY OF
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75-B**, and all its content was discussed through a face to face meeting with the Project Manager
to ensure each and every item and the next steps to award the Agreement are understood and
correctly followed by the Project Manager.

I Manga Ebbe hereby acknowledge receipt of this Memorandum and confirm that I have
(PRINT NAME OF PROJECT MANAGER)

read and understand the process that must be followed after Commission passes a Resolution
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

Cc: Jennifer Merino, City Attorney