

**HALLANDALE BEACH, FL****SCOPE OF WORK****SOLID WASTE AND RECYCLING COLLECTION PROCUREMENT ASSISTANCE****October 23, 2018**

BACKGROUND

The City of Hallandale Beach (City) wishes to privatize residential and commercial solid waste and recycling collection services. Kessler Consulting, Inc. (KCI) proposes to assist the City with conducting a competitive procurement for these services. KCI has unsurpassed procurement and contracting experience. In the past five years alone, KCI has assisted with more than 40 solid waste service procurements or contract negotiations.

KCI proposes to assist the City with all elements of the procurement process, from developing a procurement strategy and the procurement documents through proposal review and final contract negotiations. A detailed scope of services and budget are provided below.

SCOPE OF SERVICES**Task 1 – Procurement Strategy - \$8,440**

- Participate in a project kick-off meeting with City Public Works, Purchasing, and Legal staff to discuss and clearly define a strategy for the procurement process.
- Review all relevant information provided by the City, including up-to-date tonnage, current residential customer list and counts, current commercial customer list and service levels, route information, agreements that grandfather private haulers to service certain multifamily and commercial customers, and other supporting documentation that will assist in developing the Request for Proposals (RFP) and contract.
- Clearly define the services to be provided, any grandfathered services, and other specific terms and provisions to be included in the RFP and contract.
- Obtain current City templates for RFPs and contracts, if applicable.

Task 2 – RFP and Contract Development - \$19,140

- Assist in developing the RFP, including drafting technical specifications, price form, evaluation criteria, and draft contract.
- Revise the RFP documents based on comments provided by City Solid Waste, Legal, and Purchasing staff (assumes a single set of consolidated comments will be provided).
- Work interactively with City staff to finalize the RFP.

- Prepare a list of vendors to be notified of the RFP release.

Task 3 – Pre-Proposal Meeting and Addenda Preparation - \$7,160

- Work with City staff to coordinate and facilitate a pre-proposal meeting.
- Review any written questions or comments received by the City from vendors.
- Work jointly with City Solid Waste, Purchasing, and Legal staff to assist in drafting any necessary addenda in response to vendor questions.

Task 4 – Proposal Review - \$10,200

- Review the technical aspects of up to four proposals and assist in determining whether any minimum technical qualifications have been met.
- Prepare a comparative summary of the financial proposals submitted by the vendors.
- Provide technical assistance to the evaluation committee including participation in one evaluation committee meeting and additional conference calls as required.

Task 5 – Contract Negotiation - \$9,450

- Assist in negotiating with the highest-ranked vendor(s).
- Participate in up to two contract negotiation meetings, as requested.
- Draft additional contract language as needed.
- Assist in preparing the final recommendation for presentation to City Management or elected officials.

Task 6 – Additional Technical Services - \$5,000

Additional procurement-related services may be needed that are unknown at this time or that arise based on directives from the City Commission. Task 6 enables KCI to be responsive to any unforeseen requests or service needs during the procurement process. This might include, but would not be limited to, the following activities:

- Attend additional meetings or vendor presentations.
- Conduct additional analysis.
- Assist with service transition and implementation.
- Other technical services as requested.

Deliverables

- Draft technical specifications, price form, evaluation criteria, and contract for inclusion in RFP
- Revised technical specifications, price form, evaluation criteria and draft contract, as requested
- List of potential vendors
- Draft language for addenda
- Summary of financial proposals
- Final contract language, as needed
- Participation in up to four meetings, including the pre-proposal meeting, evaluation committee meeting, and up to two contract negotiation meetings, with additional telephone or videoconference calls as needed

BUDGET AND TIMELINE

Because of the potential variables that can be encountered when conducting a procurement process, KCI proposes to conduct this work on a time-and-materials basis for an amount not to exceed \$59,390, without the City's prior approval. The budget breakdown is as noted above with each task. Labor will be billed at the hourly rates indicated below and expenses will be invoiced at cost without markup. KCI will initiate work upon notice to proceed and will work with City staff to develop an acceptable timeline for project work.

POSITION	RATE
Project Director	\$210/hour
Project Manager	\$170/hour
Senior Consultant II	\$165/hour
Senior Consultant I	\$135/hour
Consultant II	\$105/hour
Consultant I	\$95/hour
Research Analyst II	\$85/hour
Research Analyst I	\$75/hour
Administrative / Technical Support	\$65/hour