

SCOPE OF SERVICES



June 9, 2022

Jeffrey Odoms, Public Works Director
City of Hallandale Beach
630 NW 2nd Street
Hallandale Beach, FL 33009

transmitted electronically

**Re: Procurement Assistance and Technical Services
Utilizing City of Oakland Park Contract No. R2019-070
KCI Project No.: 99-90**

In 2018, the City of Hallandale Beach, Florida (City) approved a scope of work with Kessler Consulting, Inc. (KCI) to assist the City through the elements of the procurement process associated with the contracting out of commercial solid waste, multifamily complex solid waste and multifamily recycling. This process included the development of a Request for Proposals (RFP) document, service agreement, and associated documents for use in a competitive procurement. In 2020, this scope was expanded to include all aspects of collection currently managed by in-house services.

KCI proposes to assist the City with the final elements of the procurement process including proposal review and final contract negotiations. A detailed scope of services and budget are provided below.

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Task 1 – Procurement Assistance - \$17,500

Purpose: KCI will continue the procurement process that was started with previous work assignments to complete a successful procurement process to determine the value of using vendors for solid waste collection services.

Pre-Proposal Meeting and Addenda Preparation - \$7,200

- 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.

Proposal Review - \$10,300

- 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 2 – Additional Technical Services - \$29,500

Purpose: Additional procurement or solid waste-related services may be needed that are unknown at this time or that arise based on directives from the City Commission. Task 2 enables KCI to be responsive to potential analyses and studies needed to make appropriate business decisions as well as any unforeseen requests or service needs during the procurement process. This might include, but would not be limited to, the following activities:

Potential Work Activities:

1. *Bulk & Yard Waste Operational Efficiency Analysis – Estimated Cost - \$15,000*
This project would be a review of current collection operations of bulk and yard waste throughout the City to determine potential efficiencies to reduce cost and provide service at continued high quality.
2. *Bulk & Yard Waste Revenue Feasibility Analysis – Estimated Cost - \$20,000*
This project would review potential options for developing revenue for bulk and yard waste services to cover the cost of this service to customers.
3. *Solid Waste Enterprise Fund Rate Study – Estimated Cost - \$25,000*
This project would look at a more comprehensive cost of services analysis for solid waste functions and develop revenue sufficiency models to determine needed rate changes for service provision now and into the future.

Work performed as additional technical services would need to be agreed upon in advance of the work starting, in writing or by email, estimated costs are subject to change based upon the needs of the City.

BUDGET AND TIMELINE

KCI will provide the requested work on a time and materials basis utilizing rates set in the City of Oakland Park Contract No. R2019-070. Based on the variable nature of the potential work, we suggest an initial budget amount of \$47,000, including labor and expenses. KCI will be happy to submit any additional scope of work and budget as needed to meet the County's objectives.

Please do not hesitate to contact Chas Jordan, Senior Consultant, or myself if you have questions or would like additional information regarding this proposal.

We appreciate this opportunity to work with Hallandale Beach again!

Attachment

Sincerely,

Kessler Consulting, Inc.



Mitch Kessler
President