



**INVITATION TO BID (ITB)  
BID # FY 2015-2016-014**

**41ST YEAR COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG)  
PUBLIC WORKS IMPROVEMENTS GRADING AND STORM  
DRAINAGE BLOCK GRANT PROJECT**

**EXHIBIT I SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
PUBLIC WORKS DEPARTMENT AND  
PROCUREMENT DEPARTMENT**

SCOPE OF SERVICES

<b>TABLE OF CONTENT</b>	
<b>EXHIBIT I</b>	
COVER PAGE	1
TABLE OF CONTENT	2-4
INTRODUCTION - PURPOSE AND PROJECT SCOPE	5
FEDERAL GUIDELINES	6
MINIMUM QUALIFICATION REQUIREMENTS	7-9
PROJECT DESIGN DRAWINGS	10
MEDIA ADVERTISEMENT	11-13
ADDITIONAL BACKGROUND INFORMATION	14
SCHEDULE OF BIDDER'S PRICE SHEETS	15-17
COST PROPOSAL	18
CONTRACT TERMS	19
CONTRACT TIME	19
CONTRACT PRICE	19
CONFLICT OF INTEREST	19
INSTRUCTIONS FOR SUBMITTAL OF RESPONSES	20
REFERENCES	20
DEFINITIONS	21-24
SUBMITTAL DUE DATE	25
MANDATORY PRE-BID CONFERENCE	25
LAST DAY FOR QUESTIONS	25
BID BOND	26
PERFORMANCE BOND	26
BUDGET/FUNDING	26
INSURANCE REQUIREMENTS	26
TENTATIVE SCHEDULE	27
CITY ADMINISTRATORS	28
<b>EXHIBIT II</b>	
GENERAL TERMS AND CONDITIONS	2-14
FORMS	15-33
CONTRACT	34-79
<b>EXHIBIT A</b>	
TECHNICAL SPECIFICATIONS AND GENERAL REQUIREMENTS	
<b>EXHIBIT B</b>	
A BOILER PLATE GUIDE	

SCOPE OF SERVICES

**GENERAL REQUIREMENTS AND TECHNICAL SPECIFICATIONS – SEE EXHIBIT A**

<b>TABLE OF CONTENTS PROJECT MANUAL BROWARD COUNTY</b>	
<b>DIVISIONS 1</b>	<b>GENERAL REQUIREMENTS</b>
Section 01010 - 1	SUMMARY OF WORK
Section 01024 - 1 thru 10	MEASUREMENT AND PAYMENT
Section 01040 - 1 thru 2	COORDINATION
Section 01041 - 1 thru 4	PROJECT COORDINATION
Section 01050 - 1 thru 3	FIELD ENGINEERING
Section 01100 - 1 thru 5	SPECIAL PROJECT PROCEDURES
Section 01200 - 1 thru 3	PROJECT MEETINGS
Section 01310 - 1 thru 2	CONSTRUCTION SCHEDULE
Section 01330 - 1 thru 5	SHOP DRAWINGS, PRODUCT DATA AND SAMPLES
Section 01340 - 1 thru 4	SUBMITTALS
Section 01410 - 1 thru 3	TESTING LABORATORY SERVICES
Section 01420 - 1 thru 2	REFERENCE STANDARDS
Section 01510 - 1 thru 3	TEMPORARY UTILITIES
Section 01561 - 1 thru 6	PROTECTION OF EXISTING FACILITIES
Section 01570 - 1 thru 3	MAINTENANCE OF TRAFFIC
Section 01571 - 1 thru 4	TEMPORARY CONTROLS
Section 01600 - 1 thru 3	MATERIALS AND EQUIPMENT
Section 01630 - 1 thru 3	PRODUCT OPTIONS AND SUBSTITUTIONS
Section 01700 - 1 thru 3	CONTRACT CLOSEOUT

SCOPE OF SERVICES

**GENERAL REQUIREMENTS AND TECHNICAL SPECIFICATIONS – SEE EXHIBIT A**

TECHNICAL SPECIFICATIONS	
DIVISIONS 2	SITE WORK
Section 02210 - 1	SUBSURFACE INVESTIGATION
Section 02220 - 1 thru 3	CONSTRUCTION VIDEOGRAPHY
Section 02221 - 1 thru 13	DEMOLITION
Section 02230 - 1 thru 4	SITE CLEARING
Section 02240 - 1 thru 4	DEWATERING
Section 02300 - 1 thru 28	EARTHWORK
Section 02305 - 1 thru 7	EXCAVATION AND BACKFILLING FOR UTILITIES
Section 02310 - 1 thru 4	SITE GRADING
Section 02370 - 1 thru 5	EROSION CONTROL & SLOPE PROTECTION
Section 02535 - 1 thru 4	STRUCTURES & MAINTENANCE ACCESS STRUCTURES (M.A.S.)
Section 02630 - 1 thru 9	STORM DRAINAGE FACILITIES
Section 02631 - 1 thru 3	EXFILTRATION TRENCH DRAINS
Section 02741 - 1 thru 17	ASPHALTIC CONCRETE PAVING, GENERAL
Section 02751 - 1 thru 13	PORTLAND CEMENT CONCRETE PAVING
Section 02761 - 1 thru 3	PAVEMENT MARKING AND CAR STOPS
Section 02775 – 1 thru 3	CONCRETE SIDEWALK
Section 02810 – 1 thru 18	UNDERGROUND IRRIGATION
Section 02900 – 1 thru 10	LANDSCAPE WORK
Section 02919 – 1 thru 2	TOPSOIL
Section 02922 – 1 thru 7	SODDING
APPENDICES	
APPENDIX A	PERMITS

SCOPE OF SERVICES

---

## **INTRODUCTION/INFORMATION:**

### **PURPOSE AND PROJECT SCOPE**

The respondent shall furnish all labor, materials, equipment, tools, incidentals and transportation which are necessary for the proper layout and completion of the work, as specified herein in the Bid and shown on the design plans. The work includes, but is not limited, to sections of work outlined in Exhibit A – Technical Specifications and General Requirements.

### **LOCATION OF WORK**

All work under this contract is within the City's right of way. The project improvements are located as follows:

Area bounded by:

1. South: Hallandale Beach Boulevard
2. West: NW 8<sup>th</sup> Avenue
3. East: NW 6<sup>th</sup> Avenue
4. North: NW 5<sup>th</sup> Court

### **BROWARD COUNTY REQUIREMENTS:**

#### **COUNTY BUSINESS ENTERPRISES (CBE) PROGRAM**

Broward County has established a policy relating to County Business Enterprise ("CBE") program participation in all County Contracts. Although this Agreement does NOT have assigned CBE goals, pursuant to 24 C.F.R. 85.36(e) or 84.44( b), the City shall take affirmative steps to use small firms, minority-owned firms, or labor surplus area firms when possible as the sources of supplies, equipment and services.

SCOPE OF SERVICES

---

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS:**

This is a federally funded project under Community Development Block Grant (CDBG) funding by the Department of Housing and Urban Development (HUD). All HUD Federal rules and regulations pertaining to this project are applicable.

Federal Davis-Bacon Wage Rates for work classifications are specified and must be complied with. Fringe benefits must be added to the prevailing hourly rates where applicable.

Bidders must comply with Section 3 of the Housing and Urban Development Act of 1968 which requires that economic opportunities to the greatest extent feasible be given to low and very low income persons and to businesses that provide economic opportunities for these persons. The City encourages local Contractors and sign companies who reside and/or do business within the City of Hallandale Beach to participate in the bidding process.

**REQUIREMENTS FOR CONTRACTS WITH CDBG GOALS:**

See Exhibit B - A Boiler Plate (Guide), attached, for Community Development Block Grant Projects.

**FEDERAL DAVIS BACON WAGE RATES:**

1. The Federal Davis-Bacon Prevailing Wage Rates for each different type of work are specified in the Bid and must be complied with including applicable fringe benefits. The awarded contractor will be required to provide certified payroll at regular intervals for the duration of the Contract. The Federal Davis-Bacon Prevailing Wage Rates are listed on **Page 1 OF 6, SEE EXHIBIT B.**
2. BOILER PLATE (GUIDE) for Community Development Block Grant Projects of the bid documents must be used for each of the different types of works listed on the Bid documents. The Highway wage rate **FL20150203** listed in the Prevailing Wage rates of the bid documents applies to: The most current Prevailing Wage rates are to be utilized for the entire duration of the project.

**END OF SECTION**

SCOPE OF SERVICES

**MINIMUM QUALIFICATION REQUIREMENTS:**

All firms responding to this Bid, in order to be eligible to respond to this Bid must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm must meet the (MQRs) stated below in order to be eligible to respond to this Bid. Firm(s) must provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Your firm's non-compliance to the outline below will hinder the ability to find the responses of the (MQRs) to the Bid and could cost your firm to be determined non-responsive and disqualified from being eligible for evaluation bidding and not be considered. Ensure the (MQRs) below are easily found and clearly addressed within your firm's response.

All named firm(s) within your response being proposed to do the work for this project/Bid must provide and meet all the (MQRs).

1. Minimum Completed Projects: The proposing firm(s) must have completed a minimum of three (3) different projects of similar size, scope and complexity performed in the last five (5) years, as referenced in this Bid.

In order to provide a response to this MQRs, item 1., firm(s) must utilize the table below to respond to the MQR.

Name of the Project #1:	
Name of location of project or building or City:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	

SCOPE OF SERVICES

---

Name of the Project #2:	
Name of location of project or building or City:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	

Name of the Project #3:	
Name of location of project or building or City:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	



SCOPE OF SERVICES

---

2. Section 3 Grant Requirements: Firm(s) proposing must complete and submit with your response Exhibit B, Broward County Community Development (CDBG) A Boiler Plate (Guide).

Forms to be submitted are as follows:

- a) Bidder's Initial Section 3 Goals (Page 12) Form.
  - b) Section 3 "Eligible Jobs Availability Form" (Page 15) OR the Section 3 "Unavailability Certification" (Page 16). NO FORMS WILL BE ACCEPTED AFTER THE BID DUE TIME. NO EXCEPTIONS. (SEE EXHIBIT B – CDBG A BOILER PLATE GUIDE).
3. Years in Business: Proof of experience must be provided by providing a copy of the firm's Sunbiz. The Sunbiz for firm must show an incorporated of five (5) years. The period of time to meet the five (5) years requirement must show a "date filed" of 2010 or earlier. The website for Sunbiz is Sunbiz.org
4. License: Proposing firm(s) must provide with submission copy(s) of applicable licenses required by all appropriate State and Local agencies. All licenses and permits that are applicable to this project must be submitted with the proposal.

**All firm(s) named and providing work under your firm's submission must also submit all forms requested in Exhibit II.**

**All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. Each firm proposed must be incorporated for five (5) years and must meet all the MQRs.**

All proposals must be submitted in accordance with the Bid document which may be obtained online at [www.cohb.org/bidnotifications](http://www.cohb.org/bidnotifications).

**END OF SECTION**

**PROJECT DESIGN DRAWINGS – EXHIBIT C:**

Copies of 100% submittal projects drawings are available as PDF files on the City's Website at no charge, see Exhibit C.

**END OF SECTION**

SCOPE OF SERVICES

---

**0010. MEDIA ADVERTISEMENT**  
**LEGAL CLASSIFIED ADVERTISING**  
**NEWS/SUN-SENTINEL**  
**333 S.W. 12TH AVENUE**  
**DEERFIELD BEACH, FL 33442**

Please insert the following Legal Notification in the MARCH 19, 2016 AND MARCH 26, 2016 issues of the NEWS/SUN-SENTINEL. Send certified copy of insertion to the City of Hallandale Beach, Procurement Department.

**INVITATION TO BID (ITB)**  
**BID # FY 2015-2016-014: 41ST YEAR COMMUNITY DEVELOPMENT**  
**BLOCK GRANT (CDBG)**  
**PUBLIC WORKS IMPROVEMENTS GRADING AND STORM DRAINAGE PROJECT**  
**CITY OF HALLANDALE BEACH**  
**400 SOUTH FEDERAL HIGHWAY**  
**HALLANDALE BEACH, FL 33009**  
[www.cohb.org/Bidnotifications](http://www.cohb.org/Bidnotifications).

---

Receipt of sealed responses will be received until Monday, April 18, 2016 at 11:00 AM by the City Clerk's Office, City of Hallandale Beach, 400 South Federal Highway, Hallandale Beach, FL 33009.

**RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:**

<p><b>CITY OF HALLANDALE BEACH</b> <b>YOUR FIRM'S NAME</b> <b>CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES</b> <b>400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR</b> <b>HALLANDALE BEACH, FL 33009</b> <b>TITLED: BID # FY 2015-2016-014</b> <b><u>41<sup>ST</sup> YEAR (CDBG) PUBLIC WORKS IMPROVEMENTS GRADING AND STORM DRAINAGE BLOCK</u></b> <b><u>GRANT PROJECT</u></b></p>
--

Late submittals will not be accepted or considered.

SCOPE OF SERVICES

---

**SCOPE OF WORK:** The scope of work includes, but is not limited roadway, drainage, pavement marking and signage, landscaping, Maintenance of Traffic, Mobilization, Utility Locations as indicated on the design plans.

Pursuant to the installation of the Infrastructure Improvements located in the public Right-of-Way, including storm drainage, landscaping, driveways, pavement, sidewalks, swales, and other miscellaneous items, shall be restored to their original condition or better.

The contractor shall furnish all labor, equipment, tools, incidentals and transportation which are necessary for the proper layout and completion of the work, as specified herein and shown on the design plans for this solicitation.

Firms **must** be advised that this Bid solicitation includes the following criteria as specified in the Bid package.

- County Business Enterprises Program (CBE)

**BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:**

**Estimated budget for this project is \$114,549.25**

**TO OBTAIN SPECIFICATIONS PACKAGE:** Bids may be obtained through the City of Hallandale Beach Website at [www.cohb.org/Bidnotifications](http://www.cohb.org/Bidnotifications) and Demand Star at [www.demandardstar.com](http://www.demandardstar.com).

**MANDATORY PRE-BID CONFERENCE:**

The Pre-Bid Conference is held to explain in detail Exhibits I-II, which makes up the Bid for this project. It is strongly encouraged that firms interested in proposing and responding to this Bid send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

MANDATORY PRE-BID CONFERENCE IS BEING HELD WEDNESDAY, MARCH 30, 2016 AT 11:30 A.M., CITY HALL COMMISSION CHAMBERS, 400 SOUTH FEDERAL HIGHWAY, HALLANDALE BEACH, FL 33009. IN ORDER FOR YOUR FIRM'S RESPONSE TO BE ACCEPTED A REPRESENTATIVE FROM YOUR FIRM MUST HAVE ATTENDED THE MANDATORY PRE-PROPOSAL CONFERENCE AND SIGNED IN FOR YOUR FIRM.

Federal Guidelines will be discussed at this Mandatory Pre-Bid meeting which is required for submitting a bid.

SCOPE OF SERVICES

---

**Drawings:** Copies 100% submittal of projects drawings are available as PDF files on the City's website at no charge, see Exhibit C.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS:**

This is a federally funded project under Community Development Block Grant (CDBG) funding by the Department of Housing and Urban Development (HUD). All HUD Federal rules and regulations pertaining to this project are applicable.

Federal Davis-Bacon Wage Rates for work classifications are specified and must be complied with. Fringe benefits must be added to the prevailing hourly rates where applicable.

Bidders must comply with Section 3 of the Housing and Urban Development Act of 1968 which requires that economic opportunities to the greatest extent feasible be given to low and very low income persons and to businesses that provide economic opportunities for these persons.

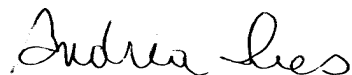
The City encourages local contractors and sign companies who reside and/or do business within the City of Hallandale Beach to participate in the bidding process.

**5% BID BOND:**

As per Procurement Code Section 23-12 (2) Security (bid bond). Each proposer must provide with the submission a Guarantee Security Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount equal to five (5%) percent payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the Bid will not withdraw the Bid for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the Bid, or awarded firm does not furnish Bid bonds as required, and does not accept a contract that is awarded, the Security Guarantee Bid Bond is forfeited.

The City of Hallandale Beach, Florida reserves the right to waive any informality in any response and to reject any or all responses. The right is reserved to reject any or all bids.

**NOTE:** All prospective respondents are hereby cautioned not to contact any member of the City of Hallandale Beach staff or officials other than the specified contact person.



This 15th Day of March, 2016  
Lues, Andrea, Procurement Director

#### **ADDITIONAL BACKGROUND INFORMATION:**

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off –season with an increase in population to approximately 50,000 during season. The City’s fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

**END OF SECTION**

SCOPE OF SERVICES

**SCHEDULE OF BIDDER'S PRICE SHEETS**

**VENDOR SHALL HOLD THE UNIT BID PRICES FIRM THROUGHOUT THE CONTRACT PERIOD.**  
**VENDOR GUARANTEES RESPONSE TIME NECESSARY TO HAVE A CREW RETURN TO CORRECT UNFINISHED OR UNSATISFACTORY SERVICES**

**Proposing vendor must completely fill out each column below, unit price and total price. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted.**

BID ITEM	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
1	Mobilization and Bonds	1	LS	\$	
2	Testing and Maintenance of Traffic	1	LS	\$	
3	Environmental Protection Plan (NPDES & SWPPP)	1	LS	\$	
	<b>ROADWAY</b>				
4	Construct Min. 4" Thick Concrete Sidewalk (including ADA Accessible Ramps)	120	SY	\$	
5	Construct Min. 6" Thick Concrete Sidewalk (Thru Driveways)	85	SY		
6	Furnish & Install Cast-in-Place Truncated Dome Detectable Warnings	36	SF		
7	Remove and Re-place 2' Type 'F' Curb & Gutter/Drop Curb	40	LF		
8	Clear and Grade Swale	321	SY		
9	Furnish and Install St. Augustine Floritam Sod	112	SY		
10	Furnish and Install Bahia Sod	209	SY		
11	Restoration of Concrete Sidewalk (6" Thick)	71	SY		
12	Restoration of Asphalt Driveways	9	SY		
13	Furnish & Place Pavement Restoration	193	SY		
14	Mill Existing Asphalt (1")	316	SY		
15	Asphalt Overlay (1" Type S-III)	316	SY		
16	Furnish & Place Clean Fill	210	CY		
17	Irrigation Restoration	7	LOTS		
	<b>ROADWAY SUBTOTAL: SECTION A</b>				

SCOPE OF SERVICES

BID ITEM	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
	<b>DRAINAGE</b>				
18	Remove & Dispose of Existing Catch Basin	2	EA		
19	Remove & Dispose of Existing Storm Drainage Piping and Exfiltration Trench	105	LF		
20	Furnish & Install "P" (42" Round or Square) Catch Basin	5	EA		
21	Construct Concrete Apron	4	EA		
22	Furnish & Install 18" HP Storm Gray Pipe (High Performance Polypropylene Pipe)	95	LF		
23	Furnish & Install Exfiltration Trench (French Drain) 18" HP Perforated Storm Gray Pipe (High Performance Polypropylene Pipe)	182	LF		
	<b>DRAINAGE SUBTOTAL: SECTION B</b>				
	<b>PAVEMENT MARKING &amp; SIGNAGE</b>				
24	Furnish & Install Solid Traffic Stripe, Thermoplastic, (6" Yellow)	126	LF		
25	Furnish & Install Solid Traffic Stripe, Thermoplastic, (24" White)	15	LF		
26	Furnish & Install Solid Traffic Stripe, Thermoplastic, (6") White	42	LF		
	<b>PAVEMENT MARKING &amp; SIGNAGE SUBTOTAL: C</b>				



SCOPE OF SERVICES

BID ITEM	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
	<b>LANDSCAPING</b>				
27	Relocate Trees and Palms	5	EA		
28	Relocate Decorative Features (at SE Intersection of NW 7 <sup>th</sup> Ave. & NW 4 <sup>th</sup> CT.)	1	LS		
	<b>LANDSCAPING SUBTOTAL D:</b>				
28	(*) Cost for Compliance with Trench Safety Act – F.S. 553.60 thru 553.64, if any	1	LS		
29	(**)Cost for Compliance with Special Shoring requirements per F.S. 553.50 thru 553.64, if any	1	LS		

<b>BASE BID: "A" "B" "C" &amp; "D" TOTAL</b>	
--	--

THE CITY RESERVES THE RIGHT TO INCREASE OR DECREASE THE ITEM QUANTITIES FOR PROJECT TO MEET ITS AVAILABLE BUDGET USING THE UNIT PRICES PROVIDED ABOVE.

**BIDDER NOTE:**

- **LINE 28 (\*) AND LINE 29 (\*\*) VENDOR MUST COMPLETE ONLY IF APPLICABLE TO THIS PROJECT AND IN ACCORDANCE WITH F.S. 553.60 THROUGH F.S. 553.64**

SCOPE OF SERVICES

---

**COST PROPOSAL:**

I, \_\_\_\_\_,

Name of authorized Officer per Sunbiz

Title

of \_\_\_\_\_

Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**END OF SECTION**

SCOPE OF SERVICES

---

**CONTRACT TERMS:**

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

Contract may be cancelled by the City of Hallandale Beach within thirty (30) days with a written notice. Your firm's bid submission shall be valid until such time as City Commission awards a contract as a result of this bid.

**CONTRACT TIME:**

The work shall be substantial completed within fifty (50) calendar days from the Project initiation specified in the Notice to Proceed, and completed and ready for final payment in accordance with Article 22 within eighty (80) calendar days from Project initiation date specified in the Notice to Proceed.

The City of Hallandale Beach reserves the right to waive technicalities or irregularities in bids at its discretion or to reject any or all bids.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any bid and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all bids, with or without cause, to waive technical errors and informalities or to accept the bid which in its judgment, best serves the City of Hallandale Beach.

**CONTRACT PRICE:**

No price increase will be accepted during the contract terms including any renewals.

**CONFLICT OF INTEREST:**

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

SCOPE OF SERVICES

## INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide two (2) thumb drives and one (1) hardcopy (paper) with your firm’s submittal.

## REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide five (5) verifiable references for project of similar scope as outlined in this Bid.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm’s proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm’s full receipt of the reference points as outlined.

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager).
6. Updated email address for Project Manager.

SCOPE OF SERVICES

---

**DEFINITIONS:**

- Definitions: Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:
- As Built: or record drawings are the official graphic representation of the construction project depicting the work as it was constructed.
- Bid Takeoff: The final estimate, tabulation, or worksheet prepared by the Contractor in anticipation of the bid submitted, and which shall reflect the final bid price.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the CITY (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- Change Order: A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
- City: the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.
- CITY or Owner: City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed. In all respects hereunder, CITY'S performance is pursuant to CITY'S capacity as the owner of a construction project. (In the event CITY exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances shall be deemed to have occurred pursuant to City's regulatory authority as a governmental body and shall not be attributable in any manner to CITY as a party to this Contract.)
- City Commission: The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.
- City Engineer: The City Engineer or designee employed full time by the City and assigned to specific aspects of the project.

SCOPE OF SERVICES

---

- Claim: Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Contractor, grantee, or other recipient  
  
if any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.
- Consultant: To be determined on a project basis.
- Contract: The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
- Contract Administrator: The City Engineer or Designee expressly designated as Contract Administrator in writing by the Director of Public Works, Utilities and Engineering.
- Contract Documents: The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the Bid Tender Form, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.
- Contract Price: The original amount established in the bid submittal and award by the City, as may be amended by Change Order.
- Contract Time: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
- Contractor: The person, firm, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of CONTRACTOR shall be deemed to be a reference to CONTRACTOR

SCOPE OF SERVICES

---

- Final Completion: The date certified by CITY ENGINEER that any documents and all required by the Contract Documents have been received by CITY ENGINEER; any other documents required to be provided by CONTRACTOR have been received by CITY ENGINEER; and to the best of CITY ENGINEER's knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.
- Notice to Proceed: Written notice to CONTRACTOR authorizing the commencement of work as provided for by the Contract.
- Plans and/or Drawings: The official graphic representations of this Project, which are a part of the Bid Documents.
- Project: The construction project described in the Contract Documents, including the Work described therein.
- Project Initiation Date: The date upon which the Contract Time commences.
- County Business Enterprise (CBE) Program: COUNTY has been established a policy relating to County Business Enterprise ("CBE") program participation in all County Contracts. Although this Agreement does NOT have assigned CBE goals, pursuant to 24 C.F.R. 85.36(e) or 84.44( b), CITY shall take affirmative steps to use small firms, minority-owned firms, or labor surplus area firms when possible as the sources of supplies, equipment and services.
- Schedule of Bid Prices: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Schedule of Bid Prices establishes the cash flow for the Project.
- Subcontractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
- Substantial Completion: The date certified by CITY ENGINEER when all the Work is sufficiently complete in accordance with the Contract Documents so the Project is available for beneficial occupancy by CITY.

SCOPE OF SERVICES

---

- Surety: The surety company or person which is bound by the performance bond and payment bond with and for CONTRACTOR who is primarily liable, and which surety company or person is responsible for CONTRACTOR's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.
- Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by CONTRACTOR to fulfill CONTRACTOR's obligations. The Work may constitute the whole or a part of the Project.

**END OF SECTION**



SCOPE OF SERVICES

**SUBMITTAL DUE DATE:**

**RESPONSES ARE DUE: MONDAY, APRIL 18, 2016 BY NO LATER THAN 11:00 A.M.**

**RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH  
Your Firms Name Here  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: BID NO. FY2015-2016-014  
41<sup>ST</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC WORKS  
IMPROVEMENTS GRADING AND STORM DRAINAGE PROJECT

**MANDATORY PRE-BID CONFERENCE:**

The Pre-Bid Conference is held to explain in detail Exhibits I-II, which makes up the Bid for this project. It is strongly encouraged that firms interested in proposing and responding to this Bid send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff

**Mandatory Pre-Bid Conference is being held Wednesday, March 30, 2016 at 11:30 A.M., City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009. In order for your Firm's response to be accepted a representative from your firm must have attended the Mandatory Pre-Proposal Conference and signed in for your firm.**

Please review the City's Bid and Broward County requirements and bring your questions to the Mandatory Pre-Bid Meeting.

**LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [jwiggins@cohb.org](mailto:jwiggins@cohb.org) by no later than **APRIL 5, 2016 BY NO LATER THAN 11:00 A.M.**

SCOPE OF SERVICES

---

**5% BID BOND: FIRM MUST PROVIDE ORIGINAL HARDCOPY (PAPER) WITH SUBMISISON:**

As per Procurement Code Section 23-12 (2) Security (Bid Bond). Each proposer must provide with the submission a proposal Guarantee/Bid Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount equal to five (5%) percent payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

**PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:**

A Performance and Labor Materials Payment Bond in an amount equal to one Hundred (100%) percent of total Contract amount awarded must be submitted by the Awarded Contractor within fifteen (15) days after receipt of Notification of Award. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Contractor shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

**BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:**

**BUDGET:** Estimated budget for this project is \$114,549.25

**INSURANCE REQUIREMENTS:**

The awarded firm(s) will be required to obtain and maintain the following insurance requirements for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission. See Exhibit II, Terms and Conditions, Forms and Agreement, Article 5 for information on the required insurance.

SCOPE OF SERVICES

**TENTATIVE SCHEDULE:**

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

BID ADVERTISING DATE	MARCH 19, 2016 AND MARCH 26, 2016
BID DOCUMENT RELEASED	
MANDATORY PRE-PROPOSAL CONFERENCE	MARCH 30, 2016 AT 11:30 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN APRIL 5, 2016 BY NO LATER THAN 11 AM
BID DEADLINE FOR RECEIPT OF PROPOSALS	<u>APRIL 18, 2016</u> <u>BY NO LATER THAN 11 AM</u>
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

**QUESTIONS REGARDING BID:**

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum. City's website, [www.cohb.org/bidnotifications](http://www.cohb.org/bidnotifications).

**FIRMS ARE RESPONSIBLE TO CHECK THE CITY'S WEBSITE PRIOR TO SUBMITTING A RESPONSE TO ENSURE THAT THE BIDDER HAS A COMPLETE BID PACKAGE, INCLUDING ANY ADDENDUM.**

SCOPE OF SERVICES

**LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS:**

<b>1.</b>	<b>CITY MANAGER</b>
	Daniel Rosemond, City Manager
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
<b>2.</b>	<b>DIRECTOR OF PUBLIC WORKS</b>
	Steven Parkinson, P.E.
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, Florida 33009
	(954) 457-1623
<b>3.</b>	<b>ASSISTANT DIRECTOR OF PUBLIC WORKS/CITY ENGINEER</b>
	Mariana Pitiriciu, P.E.
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, FL 33009
	(954) 457-3042
<b>4.</b>	<b>PROJECT MANAGER</b>
	Beatriz Alvarez, E.I., LEED
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, FL 33009
	(954) 457-3040
<b>5.</b>	<b>PROCUREMENT DIRECTOR</b>
	Andrea Lues
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1332
<b>6.</b>	<b>SENIOR PROCUREMENT SPECIALIST</b>
	Joann Wiggins
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1331
	<b>PROCUREMENT SPECIALIST</b>
<b>7.</b>	Tom Camaj
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1374