



**REQUEST FOR PROPOSALS  
(RFP) # FY 2015-2016-018  
GOLDEN ISLES TENNIS CENTER OPERATIONS**

**EXHIBIT I SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
PARKS AND RECREATION DEPARTMENT AND  
PROCUREMENT DEPARTMENT**

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## INTRODUCTION / INFORMATION

### **PURPOSE AND PROJECT SCOPE**

The City of Hallandale Beach, Florida (the City) is seeking qualified and experienced professional firms to fully operate and manage the City of Hallandale Beach Golden Isles Tennis Center in accordance with the specifications, conditions, and other provisions of the RFP contract documents.

The City of Hallandale Beach is redesigning and constructing a new Tennis Center at the existing location, and requires the successful candidate to assist the City throughout the design and construction of the City's new tennis center. The selected Operator shall be part of the design team and attend all project meetings including preconstruction, construction, community, and any other meetings needed throughout the project such as City Commission meetings.

The Operator shall formulate, implement, direct manage, and control a complete and full service Municipal tennis program for persons of all ages and skill levels at the Golden Isles Tennis Center upon construction completion. The City's primary goal is to secure an Operator with experience and expertise to run a first-class public facility with reasonable rates in line with other public Tennis Centers without financial or manpower assistance from the City.

### **Two Step Award Process**

#### **Phase 1: Preconstruction Agreement**

Selection of the Operator is a two-step award process. In the first step, the City will award a preconstruction agreement, whereby the Operator will act as the subject matter expert consultant to the City, as part of the preconstruction/design phase of the project. The term for the preconstruction agreement shall run concurrent with the City's agreement with the selected Architect for the project.

#### **Phase 2: Operator and Management Agreement**

During the preconstruction phase, Operator and City will engage in negotiations of an Operation and Management Agreement for the Operation and Management of the Golden Isles Tennis Center.

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If the City and Operator cannot agree on the terms and conditions of an Agreement, City may terminate negotiations and proceed to negotiate with the next highest ranked firm or select to issue a new Request for Proposal for said services. The estimated initial term of the Agreement is for five (5) years, or as otherwise negotiated. The City is open to consider longer terms for proposals that include substantial initial investment.

#### The City of Hallandale Beach Tennis Center Background Information

The City of Hallandale Beach tennis center, located at 424 Layne Blvd, Hallandale Beach, FL 33009, currently consists of ten (10) hard courts, two (2) bocce courts, pro shop, restrooms, lockers, and showers. The tennis center current operation is year round from 7:00 am to 10:00 pm, seven days a week.

The City will be completely redesigning and construction a new tennis complex and anticipates the new complex to have hard and clay courts, bocce courts, a pro shop, restrooms, lockers, showers, concession with meeting space for camps and other programming.

#### **MINIMUM QUALIFICATION REQUIREMENTS – MQRs:**

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated. Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP. Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs, are easily found and clearly addressed within your firm's response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

#### **NON-MANDATORY PRE-PROPOSAL CONFERENCE:**

For this project, the City is holding a non-mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which makes up the RFP for this project. Firms interested in proposing and responding to this RFP are to send the appropriate person from your firm that will be responsible for preparing the response to the RFP. During this meeting the scope of work will be explained. The Non-Mandatory Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff.

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## MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this RFP, in order to be eligible to respond to this RFP, must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the (MQRs) stated below in order to be eligible to respond to this RFP.

Firm must provide a section with 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 RFP and could cost your firm to be determined non-responsive and disqualified from being eligible for evaluation and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm's response.

All firm(s) responding to do the work for this project/RFP must provide and meet all the (MQRs).

1. 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 incorporation date of five (5) years. The period of time to meet the five (5) year requirement must show a "date filed" of June 2011 or earlier.

2. Professional Licenses and Certifications:

All firms listed as part of the RFP must be certified under by the United States Tennis Association (USTA) Corporate membership listed in the corporation's name. United States Tennis Association (USTA) Certified Tennis Professional, Elite Professional, or Master Professional level membership for all instructors. Firms must provide proof with submission of proposal.

- All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

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## EVALUATION PROCESS:

An Evaluation Committee may select the highest ranked proposers for oral interviews/presentations.

Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

Oral presentations are to support what has been provided in the proposals by each firm or to exhibit or otherwise demonstrate the information contained therein for clarification purposes. No new information or material not already provided in the firm's proposal is to be presented during oral presentations.

After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award an Agreement.

## INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit this information/responses only on seven (7) thumb drives that are searchable in adobe format. No hardcopy (paper) submittals or 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 seven (7) thumb drives with your firm's submittal.

Proposal Format, pages 11-18, outlines the format to follow for responses to this RFP.

## 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>.

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## 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 RFP must provide five (5) verifiable references for local or statewide issuers, which your firms served as a Tennis Center/Program Operator.

Do not provide more or less than five (5) references. The City will only contact the five (5) references provided.

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.

- a. Name of company/agency for which work was provided.
- b. Name of specific Reference contact (Project Manager) charged with managing said project. References shall be employees in senior level management positions.
- c. Type and size of Tennis Center Operated. Year started and completed.
- d. Dollar amount of contract.
- e. Phone # for Reference (Project Manager).
- f. Updated email address for Project Manager.

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.

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## DEFINITIONS

**Award** means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority of the City Manager, with the exception of emergency purchases.

**City** the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

**City's Contract Administrator** means the City's representative duly authorized by the City Commission and/or City Manager, to provide direction to the Consultant regarding services provided pursuant to this RFP and the Contract.

**Contract** and **Contract Documents** means the agreement for Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

**Consultant** the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

**Local City of Hallandale Beach Vendor** pursuant to Chapter 23, Procurement, Section 23-3 of the Code of Ordinances of the City of Hallandale Beach, Florida.

**Notice to Proceed** means the written notice given by the City to the Consultant of the date and time for work to start.

**Operator** the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

**Project Manager** means the Consultant's representative authorized to make and execute decisions on behalf of the Consultant.

**Proposal** means the proposal or submission submitted by a Proposer. The terms "Proposal" and "Bid" are used interchangeably and have the same meaning.

**Proposer** means one who submits a Proposal in response to a solicitation. The terms "Proposer" and "Bidder" are used interchangeably and have the same meaning.

**Proposal Documents** the Request for Proposals, Instructions to Proposers, Technical specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

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## **CONTRACT TERMS**

### **Two Step Award Process**

Selection of the Operator is a two-step award process

#### **Phase 1: Preconstruction Agreement**

In the first step, the City will award a preconstruction agreement, whereby the Operator will act as the subject matter expert consultant to the City, as part of the preconstruction/design phase of the project. The term for the preconstruction agreement shall run concurrent with the City's agreement with the selected Architect for the project.

#### **Phase 2: Operator and Management Agreement**

During the preconstruction phase, Operator and City will engage in negotiations of an Operation and Management Agreement for the Operation and Management of the Golden Isles Tennis Center.

If the City and Operator cannot agree on the terms and conditions of an Agreement, City may terminate negotiations and proceed to negotiate with the next highest ranked firm or select to issue a new Request for Proposal for said services. The estimated initial term of the Agreement is for five (5) years, or as otherwise negotiated. The City is open to consider longer terms for proposals that include substantial initial investment.

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

The Operator shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal 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 proposals, with or without cause, to waive technical errors and informalities or to accept the proposal, which in its judgment; best serves the City of Hallandale Beach.



## 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, Exhibit II. 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.

**PROPOSAL FORMAT:** The following format must be followed by firms submitting responses to the RFP.

The following criteria stated below is what the Evaluation Committee will utilize to rate your firm's response. Your firm's response must provide all information requested below items # 1 through # 12. Firm's non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses to the RFP and could cost your firm points for information that is not easily found. The information must be included in the thumb drives that are searchable in adobe format. No hardcopy paper submittals or CDs will be accepted.

Firms are to submit this information/responses only on seven (7) thumb drives that are searchable in adobe format. No hardcopy (paper) submittals or 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 seven (7) thumb drives with your firm's submittal.

**The outline for items # 1 through # 12 below must be followed.**

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

In order to be eligible for evaluation, all firm(s) responses to this RFP must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be eligible for evaluation of their response/submittal. If firm is proposing work to be provided by more than one (1) firm, **all proposed firms** must meet and provide the MQRs with the response/submittal.

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While additional data may be presented, the information requested in items 1 through 12, must be included. Items 1-12 represent the criteria against which proposals will be evaluated.

**1. Title Page**

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal.

**2. Table of Contents**

Include clear identification of the material by section and by page number.

**3. Cover Letter**

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses and telephone numbers.

**4. Executive Summary**

The Proposer shall submit an executive summary, which outlines its Proposal, including the proposed general management philosophy. The executive summary shall, at a minimum, include an identification of the proposed Services team, responsibilities of the Service team, and a summary of the proposed Services. This section should highlight aspects of this Proposal, which make it superior or unique in addressing the needs of the City.

**5. Minimum Qualification Requirements (MQR)**

**Ensure that within this section your firm includes and addresses all of the MQRS requested below.**

**All firms responding to perform the work for this project/RFP must provide and meet all the (MQRs).**

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1. 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 incorporation date of five (5) years. The period to meet the five (5) year requirement must show a "date filed" of June 2011 or earlier.

2. Professional Licenses and Certification:

All firms listed as part of the RFP must be certified under by the United States Tennis Association (USTA) Corporate membership listed in the corporation's name. United States Tennis Association (USTA) Certified Tennis Professional, Elite Professional, or Master Professional level membership for all instructors. Firms must provide proof with submission of proposal.

6. **Program Design/Approach to the Project**

Describe your approach to performing the contracted work. This should include the following points:

- a. Operator support in the design and construction of a complete tennis complex.
- b. Services or programs proposed, including instruction/ lessons, tournaments, league play, junior tennis, school age programs.
- c. Number of hours and participants planned for each program or service.
- d. Approach to scheduling. Proposed hours of operation, including holidays.
- e. Staffing plan including involvement of principal(s) and/or owner(s) in operations including verification that all staff, volunteers, and instructors will abide by the City's requirement that they successfully complete a Level 2 background screening prior to performing services.
- f. Names, qualifications, and certifications of operator's current teaching and management staff.
- g. Safety plan covering the various types of programs and activities included in the proposal.
- h. Concessions plan including food service, pro shop services, and merchandising plan including model inventory summary.

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- i. Maintenance plan for the center including courts, building, and support facilities. Including the plan for the frequency and description of custodial and basic maintenance of the buildings and courts at the Tennis Center.
  - j. Proposed agreement terms, such as five years with an opportunity to extend in five year increments if both parties agree. The City is open to consider longer terms for proposals that include substantial initial investment.
  - k. Yearly operations summary plan including proposed financial return to the City, budget plan, financial stability, financial transparency.
  - l. Marketing plan.
  - m. Startup strategy including but not limited to:
    - a. Furnishings
    - b. Expendable equipment
    - c. Supplies and materials for the operation of services and programs
    - d. Staffing level including all required positions, qualifications, functions, and pay rates
    - e. Proposed marketing plan
    - f. Proposed revenue handling procedures and policies
    - g. Proposed written safety procedures and policies
    - h. Proposed reservation/point of sale system and related equipment
    - i. Customer service plan, plan for establishing and maintaining positive relationships with tennis and community groups including current members and the United States Tennis Association.
    - j. Other information as necessary to fully describe start up strategy.
    - k. Other information, as necessary, to fully describe proposed services.

## **7. Past Performance (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 RFP must provide five (5) verifiable references for local or statewide issuers, which your firms served as a Tennis Center/Program Operator.

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- a. Name of company/agency for which work was provided.
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#### **8. Proposer's Qualifications**

- a. State whether your organization is national, regional or local as well as the location of the office from which your work is performed.
- b. Describe the firm, including the size, range of activities, etc. Particular emphasis should be given as to how the firm-wide experience and expertise in the area addressed by this Request for Proposal, will be brought to bear on the proposed work. Supply your firm's federal ID number and Dun and Bradstreet number.

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- c. Provide the legal structure of the entity submitting proposal; i.e.: sole proprietor, partnership, corporation, etc. If a partnership or corporation, indicate the ownership, rights and roles of each member of the partnership or corporation. Single proposers, consisting of consortiums, joint ventures, or other partnership ventures must clearly establish that all license negotiation responsibilities will rest solely with one individual, firm or legal entity. All principals of entity submitting proposal, and a contact person with contact address, phone number, and email.
  - d. Have you been involved in litigation within the last five (5) years or is there any pending litigation arising out of your performance? Provide a list of litigation within the last five (5 ) years.
  - e. Describe the organization of the proposed project team, detailing the level of involvement, field of expertise and estimated hours for each member of the team.
  - f. Provide related experience of principals including number of years, type of business, positions held, special training, education, certifications, level of authority, etc.
  - g. Describe your most recent experience in managing and operating a municipal tennis complex. Provide evidence of a verifiable track record of success in similar or related business operations.
  - h. Provide the name and location of all existing operations and any operations managed in past five years.
  - i. Has your firm ever failed to complete any work awarded to you? If so, where and why?
  - j. Has your firm ever been terminated from a contract? If so, where and why?

## **9. Financial Resources**

Submit Evidence of financial ability to fulfill probable commitments, including the ability to provide start up needs. Specifically, respondents shall submit business profit & loss statements detailing sources of revenue and detailed expenses for the prior two calendar years. Additionally, during negotiations with the successful respondent but prior to City Commission approval, the respondent shall be required to submit for review two years of signed business tax returns including all pages to the City which are materially consistent with the Profit & Loss statements submitted as part of the response to the RFQ.

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During negotiations, the successful respondent will also be required to provide an executed IRS Form 4506-T (Request for Transcript of Tax Return) to the City with the City listed as the third party to receive the transcript.

**10. Business Plan/ Pro Forma**

- a. Provide a business plan with financial projections and pro forma to include but not be limited to:

I Methodology for determining fees, proposed fee schedule for court usage and instructional programs as well as general pricing strategy for food/beverage and merchandise sales.

II Anticipated income from all revenue sources.

III Proposed rent structure/revenue sharing plan.

IV Proposed Resident Discount.

- 11. Local City of Hallandale Beach Vendor Preference (LVP): See Exhibit III for further details.**

- 12. Community Benefit Plan – BONUS POINTS See Exhibit III for further details.**

## **PROPOSAL EVALUATIONS:**

**Criteria.** Proposal packages will be evaluated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	MINIMUM QUALIFICATION REQUIREMENTS (MQRs) – this criteria has no points. If your firm does not provide all the required MQRs information, your firm’s proposal will not be reviewed/evaluated and your firm’s submission will be disqualified.	Ensure your firm provides all the MQRs within your firm’s submittal
2.	Program Design/Approach to the Project	25
3.	Past Performance (References)	15
4.	Proposer’s Qualifications	25
5.	Financial Resources	10
6.	Business Plan/ Pro Forma	15
7.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
	TOTAL POINTS **	100
BONUS	Community Benefit Plan Bonus Points	(0-15)

\*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III)

\*\*Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference. (See Exhibit III)

The criteria stated above will be utilized to rank proposer(s).

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

City reserves the right, where it may serve the City of Hallandale Beach’s best interest, to request additional information or clarification from Proposers.



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**SUBMITTAL DUE DATE:**

**REPOSSES ARE DUE: JULY 18, 2016 NO LATER THAN 11:00AM.**

**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 Firm's Name Here  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: RFP NO. FY 2015-2016-018  
GOLDEN ISLES TENNIS CENTER OPERATIONS

**NON-MANDATORY PRE-PROPOSAL CONFERENCE:**

For this project the City is holding a non-mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which makes up the RFP for this project. Firms interested in proposing and responding to this RFP are to send the appropriate person from your firm that will be responsible for preparing the response to the RFP. During this meeting the scope of work will be explained. The Non-Mandatory Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff.

Non-Mandatory Pre-Proposal Conference is being held **June 23, 2016 at 2:00 pm**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

**LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [jwiggins@cohb.org](mailto:jwiggins@cohb.org) by no later than **June 30, 2016 no later than 11:00 A.M.**

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

This is a revenue-generating contract. There is no budget.

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## **INSURANCE REQUIREMENTS:**

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the attached agreement, 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.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated in Exhibit II, Article 5.

## **QUESTIONS REGARDING RFP:**

For information pertaining to this Request for Proposals (RFP), 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.

## REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

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

RFP ADVERTISING DATE VIA CITY SITE AND DEMAND STAR	JUNE 13, 2016
RFP DOCUMENT RELEASED	JUNE 13, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	JUNE 23, 2016 2:00 PM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN JUNE 30, 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>JULY 18, 2016</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	JULY 25 THROUGH AUGUST 11, 2016
ORAL INTERVIEWS – (IF REQUIRED)	AUGUST 1 THROUGH AUGUST 5, 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED