



400 S. Federal Highway  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	March 1, 2017		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b> <div style="text-align: center;">X</div>	<b>Ordinance</b>	<b>Other</b>
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b> N/A		<b>2<sup>nd</sup> Reading</b> N/A
	X		<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
				X		X
<b>Funding Source:</b>	490-3310W-534010 <i>(Utility Fund, Water Administration, Outside Services)</i>		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>
	490-3310W-531010 <i>(Utility Fund, Water Administration, Professional Services)</i>					X
<b>Account Balance:</b>	490-3310W-534010 (\$90,055.22)		<b>Quasi-Judicial:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>
	490-3310W-531010 (\$62,500)					X
<b>Project Number :</b>	NA		<b>RFP/RFQ/Bid Number:</b>	RFP 2015-2016-024 DEVELOPMENT OF A SUSTAINABILITY ACTION PLAN		
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <i>(Enter X in box)</i>			
	X		<b>Safety</b> <input type="checkbox"/> <b>Quality</b> <input checked="" type="checkbox"/> <b>Vibrant Appeal</b> <input checked="" type="checkbox"/>			
<b>Sponsor Name:</b>	Roger M. Carlton City Manager		<b>Department:</b> Public Works	Steven F. Parkinson, P.E., PWLF, Director		

### Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AWARDED RFP #FY 2015-2016-024, DEVELOPMENT OF A SUSTAINABILITY ACTION PLAN TO THE HIGHEST RANKED BIDDER, REYNOLDS, SMITH, AND HILLS, INC., FOR AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND (\$70,000.00) DOLLARS; AUTHORIZING THE CITY

MANAGER AND CITY ATTORNEY TO NEGOTIATE AND EXECUTE AN AGREEMENT TO EFFECTUATE THE PROJECT; AND PROVIDING AN EFFECTIVE DATE.

### **Staff Summary:**

#### **Background:**

This item recommends City Commission award of RFP # FY2015-2016-024 Development of a Sustainability Action Plan.

The City of Hallandale Beach hired a Green Initiatives Coordinator during the summer of 2015 in order to bolster its green initiatives/sustainability efforts. Historically, the City has primarily focused its efforts on water conservation; however, Public Works staff has expanded the program scope to work toward achieving wider ranging internal and external sustainability. Internal sustainability refers to in-house City operations improvement and external sustainability relates to City-wide (public, private, residential etc...) operations. Sustainability efforts within the City must be comprehensive and include all Departments in order to reduce our environmental impact and prepare for a resilient future. To accomplish this endeavor, staff recommends hiring a qualified, experienced firm to develop a cohesive, logical, impactful and cost-effective five (5) year Sustainability Action Plan that will lay the framework for the future of sustainability within the City.

The Development of a Sustainability Action Plan will involve the following Core Services:

- Collaboration with City staff and stakeholders,
- Creating preliminary sustainable policies, initiatives and strategies,
- Graphic and website design,
- Providing a detailed implementation strategy and timeline,
- Public meeting presentations and input solicitation,
- Developing a process to measure performance and progress and an outreach strategy to convey this information,
- Developing a finalized Sustainability Action Plan, Executive Summary and concise summary geared toward outreach/promotion, specifically suited to meet the needs of the City of Hallandale Beach for consideration by the City Commission.

The Core Services will focus upon the following areas:

- Energy efficiency,
- Climate resiliency,
- Energy and resource efficient land use patterns and redevelopment policies,
- Transportation analysis,
- Potential for renewable power generation and energy conservation,
- Environmentally responsible waste reduction strategies,

- Natural resource conservation (Ex: energy and water conservation and greenhouse gas education),
- Sustainable food production,
- Community education and outreach,
- External funding to implement Sustainability Action Plan strategies.

The scope of services for the SAP emphasizes requirements for community meetings as well as collaboration with City staff across the various Departments in order to solicit input and build internal capacity.

**Current Situation:**

RFP #FY2015-2016-024 Development of a Sustainability Action Plan was released on September 6, 2016 (Exhibit 2). The release notice for the RFP was sent via email to two hundred and eighty five (285) vendors from the City's Vendor's list. The RFP was advertised on the Hallandale Beach Chamber of Commerce website, City's website, DemandStar website, and City and HBCRA social media pages. The RFP 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.

The term of the Engagement will be for a period of one (1) year (Exhibit 3). A non-mandatory pre-proposal meeting took place on September 14, 2016 at 11:00am. Four (4) prospective bidders and four City staffers attended the meeting.

In addition to providing the opportunity for vendors to ask questions during the non-mandatory pre-proposal meeting, the solicitation allowed for additional questions to be sent in via email by no later than September 19, 2016.

The deadline for receipt of responses from proposers was October 14, 2016, by no later than 11:00am. Two (2) of the four (4) prospective bidders submitted proposals for the project:

- Reynolds, Smith and Hills, and
- South Florida Engineering and Consulting, LLC

The Evaluation Committee for this RFP was comprised of:

Keven Klopp, Director of Development Services,  
James Sylvain, Assistant Director of Public Works – Utilities,  
Robert Williams, Assistant Director of Parks and Recreation,  
Mary Francis Jeannot, Special Projects Coordinator – Public Works,

Susan Fassler, Green Initiatives Coordinator

The Evaluation Committee met on October 21, 2016 and all committee members came to the consensus that both proposers met the minimum qualification requirements for the RFP. Therefore, oral presentation invitations were extended to both proposers. The Oral Presentation for South Florida Engineering and Consulting was held on November 14, 2016 at 9:00am and the Oral Presentation for Reynolds, Smith and Hills occurred on November 17, 2016 at 9:00am.

Rating sheets were due from all committee members on November 18, 2016 and a final Evaluation Committee meeting was held on November 21, 2016.

Staff is recommending the award of RFP #FY2015-2016-024 to Reynolds, Smith and Hills (RS&H). RS&H will complement their in-house sustainability professionals with their sub-consultant Dewberry Consultants, LLC. Dewberry will provide consulting expertise on vulnerability and resilience for this project. RS&H has 14 years of sustainability experience successfully completing more than 50 sustainability projects, which have created substantial value for its clients. Sustainability projects create value due to the fact that they oftentimes are characterized by a return on investment through achieving cost avoidances, thus savings, in areas such as water/energy consumption and waste reduction/diversion. RS&H's sustainability programs have been recognized by the United States Secretary of Defense, NASA and the Florida Public Transit Association.

Staff believes that RS&H is best suited for this award due to its proven track record in achieving tangible sustainability benefits for clients nationally and in South Florida.

A summary of the rankings is as follows:

	REYNOLDS SMITH AND HILLS	SOUTH FLORIDA ENGINEERING AND CONSULTING
TOTAL ALL RATERS	425.1	378.7
RANK	1	2

Exhibit 4 contains a more in depth breakdown of the rating sheet.

The estimated project schedule is as follows:

- Kick-Off Meeting and Staff Interviews: Early April
- Data Gathering and Analysis: May-August
- Public Engagement and Workshops: August

- Sustainability Action Plan Drafting: Late August-Early October
- Commission Adoption/Approval of Final Plan: January 2018

**Why Action is Necessary:**

Pursuant to Chapter 23, Section 23-4, Competitive Bidding Required, all purchases of and contracts for equipment, supplies and contractual services, when the estimated cost shall exceed \$50,000.00 shall be based on competitive bids. Furthermore, pursuant to Chapter 23, Section 23-6, Award of Contract, the City Manager, shall have the authority to recommend to the City Commission award of contracts.

Staff has released RFP #FY2015-2016-024, Development of a Sustainability Action Plan, the Evaluation Committee has evaluated the proposals submitted and is recommending award to Reynolds, Smith and Hills. Therefore City Commission award of the RFP and authorization for the City Manager to execute all related documents is needed.

**Fiscal Impact**

RS&H's submitted cost proposal for the Core Services is in the amount of \$64,900.

There is currently \$70,000 budgeted for the development of a Sustainability Action Plan in the FY17 budget. In their written proposal and during Oral Presentations, RS&H discussed cost effective optional services (subscription to the Sustainability Tool for Assessing and Rating Communities (STAR) system and a bolstered internal capacity building program) that the City could choose to include within the project scope of services. City staff will be able to discuss the exact cost of these services with RS&H after this item is approved by the City Commission.

\$65,000 is budgeted in 490-3310W-534010 (Utility Fund, Water Administration, Outside Services)

\$5,000 is budgeted in 490-3310W-531010 (Utility Fund, Water Administration, Professional Services)

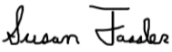
**Proposed Action:**

Staff recommends approval of the attached Resolution awarding RFP #FY2015-2016-024, Development of a Sustainability Action Plan, and authorizing the City Manager and City Attorney to negotiate and execute an agreement with the highest rated firm, Reynolds, Smith and Hills, and should negotiations with the highest ranked firm fail, authorize the City Manager and the City Attorney to negotiate with the second ranked firm, South Florida Engineering and Consulting, in an amount not to exceed \$70,000.

**Attachment(s):**

Exhibit 1 – Resolution  
Exhibit 2 – RFP #FY2015-2016-025  
Exhibit 3 – Form Agreement  
Exhibit 4 – Summary Rating Sheet

Prepared by:

  
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Susan Fassler