



**INVITATION TO BID (ITB)
BID # FY 2017-2018-006**

**CITY OF HALLANDALE BEACH
S.W. DRAINAGE IMPROVEMENT PROJECT
FEMA PROJECT NUMBER 1609-75-B**

EXHIBIT I - SCOPE OF WORK

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

CITY OF HALLANDALE BEACH

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INTRODUCTION / INFORMATION:

Purpose and Project Scope:

The City of Hallandale Beach is seeking sealed bids from licensed contractor(s) for the performance of drainage improvements to the Southwest Quadrant of the City of Hallandale Beach. The work is located within portions of the right-of-way of the project area as defined by South Dixie Highway to the East, SW 11th Street to the South, SW 6th Avenue to the West, and SW 5th Street to the North, in the City of Hallandale Beach, Florida.

This project is funded through the Hazard Mitigation Grant Program (HMGP) as approved by the Florida Division of Emergency Management Division and the Federal Emergency Management Agency (FEMA).

This project consists of drainage improvements, and its purpose is to reduce the property damages caused by flooding during major storm events and also reduce the duration of street flooding conditions. This project was designed to increase the capacity of the Shaffer Canal and limiting its tidal backflow and discharge from Miami Dade County by installing a new pump station on SW 7th Street to pump into injection wells to lower the water level in the canal. This project also includes the installation of a control structure at SW 11th Street and an alternative power supply for the pump station (generator).

The scope of work of this project includes, but is not limited to, the following activities: underground pressure pipe installation, injections wells installation, storm water pump station construction, generator installation, dredging, vertical building constructions, electrical equipment installation, water main relocation, sanitary gravity sewer reconstruction, seawall construction, sheet pile installation, preparation and implementation of maintenance-of-traffic plans, coordination with franchise utilities, compliance with all permits from the regulatory agencies and all else necessary for a complete and functional project as per all bid documents that meets or exceeds all requirements of the City of Hallandale Beach.

The awarded Contractor will be governed by the City's terms, conditions and agreement, as well as the Hazard Mitigation Grant Program (HMGP) statutes and regulations and all work must be done in accordance with all exhibits and attachments.

Tax Savings Direct Purchases (TSDP):

The City of Hallandale Beach is recognized by the State of Florida as being exempt from state sales tax and use tax and is therefore, qualified for an exemption from Florida and all other state sales taxes on the purchase of tangible personal property if certain criteria are met. The City will be realizing savings of sales tax on selected material and equipment and shall have the option of

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utilizing in this Project. The City will include this project in its TSDP and the Contractor agrees to administer it.

Administrative costs incurred by the Contractor administering the purchases in the name of the City will be considered to be included in the Bid Price Sheet. No addition shall be added to the Agreement amount because of the service provided by the Contractor in the purchase of property, materials, etc., in the name of the City. All sales and use tax savings of purchase of property, materials, etc., shall be credited to the City and the amount of the Agreement will be reduced in the full amount of savings which are affected by the omission of payment of sales and use taxes.

Bid Documents:

This Bid is composed of the following Exhibits and Attachments which all vendors must review prior to submittal of your firm’s response. The Exhibits named below are found on the City’s website at www.cohb.org/solicitations.

Exhibits:

- Exhibit I – Scope of Work
- Exhibit II – General Terms and Conditions, Forms and Agreement
- Exhibit A - Technical Specifications
- Exhibit B – Construction Plans - Cover, General and Demolition Sheets
- Exhibit C – Construction Plans - Civil Sheets
- Exhibit D – Construction Plans - Structural, Architectural, and Mechanical Sheets
- Exhibit E – Construction Plans - Landscaping and Irrigation Sheets
- Exhibit F – Construction Plans - Electrical and Instrumentation Control Sheets

Attachments:

- Attachment B- Program Statues and Regulation’s
- Attachment C – Statement of Assurances
- Attachment H – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusions
- Attachment I – Certification Regarding Lobbying, Disclosure of Lobbying Activities

Note: the nomenclature of the attachments was kept as per their original nomenclature provided by the federal regulations.

Minimum Qualification Requirements – MQRs:

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This Bid contains Minimum Qualification Requirements (MQRs) which the proposing firm **must** meet in order for the firm's response to be considered responsive.

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.

All proposals must be submitted in accordance with the Bid documents.

Please read the MQRs to ensure your firm meets these requirements prior to submitting a response to this Bid. Firm(s) that do not comply with MQRs will be determined non-responsive and disqualified from the bidding process.

Mandatory Pre-Bid Conference:

For this Bid the City is holding a Mandatory Pre-Bid Conference. The Pre-Bid Conference is held to explain in detail Exhibits I through II, and all other exhibits and attachments released which makes up the Bid for this project. Firms interested in proposing and responding to this Bid **must** send the appropriate person from your firm that will be responsible for preparing the response to the Bid.

The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

Permits:

The Contractor shall obtain all necessary permits required for this project. Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City, and all County, State and Federal regulatory agencies for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees and comply with the requirements of all permits required by the City of Hallandale Beach, Broward County, State and Federal regulatory agencies. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor.

<http://cohb.org/DocumentCenter/View/16099>

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ADDITIONAL BACKGROUND INFORMATION:

The City of Hallandale Beach serves an area of approximately 4.4 square miles with a population of approximately 39,000 off season with an increase in population to approximately 50,000 during season. The City’s fiscal year begins October 1st and ends September 30th.

The City provides the following services to its residents:

- Police, Fire and Rescue
- Construction and maintenance of streets, bridges, sidewalks, storm drainage, parks, community and recreational facilities
- City planning, zoning, subdivision and building code regulation and enforcement
- Supervised recreation programs
- Redevelopment of commercial and residential neighborhoods
- Water, Sewer, Sanitation and Municipal Cemetery Services

The City of Hallandale Beach is a Commission-Manager form of government, consisting of five elected officials: a Mayor, a Vice-Mayor and three Commissioners who establish legislative policies; which are then carried out by the City Manager. The Commissioners and Mayor are elected at-large during municipal elections that are held the first Tuesday of November in even numbered years. Commission members select the Vice-Mayor from their own membership following each election.

MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this Bid must submit with firm’s response all of the Minimum Qualification Requirements (MQRs) stated below. Please read the MQRs to ensure your firm meets these requirements prior to submitting to this Bid.

Firm must provide a section with your firm’s response labeled **“Minimum Qualification Requirements” addressing all items stated below by #.**

Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the bidding process.

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.

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

The firm awarded the contract will be required to maintain the Minimum Qualification Requirements #1 through #3 during the term of the contract and any contract renewals.

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Minimum Qualification Requirement # 1: Licenses:

- a. Proposing firm must be licensed as a Certified General Contractor issued by the State of Florida Department of Business and Professional Regulations
<http://www.myfloridalicense.com/dpr/>

OR

Proposing firm must be licensed as a Certified General Contractor with Local Certificate of Competency issued by Broward County
<http://www.broward.org/Building/Contractors/Pages/RenewingYourContractorLicense.aspx>

Firm must provide copies of all applicable licenses with their response.

- b. Proposing firm must provide copies of all licenses for all pre-selected sub-contractors and submit with their bid submittal.

Minimum Qualification Requirement # 2: Business Tax License/Receipt:

- a. Proposing firm must have a current and valid occupational license/business tax receipt issued for the type of services being performed. Firm must provide copies of all applicable current and valid occupational licenses/business tax receipt with their response.
- b. Firm must provide copies of all licenses associated with all pre-selected sub-contractors and submit with their bid submittal.

Minimum Qualification Requirement # 3: Years in Business - Sunbiz:

Firms must be incorporated through Sunbiz with a status of “Active”. Provide a copy of your firm’s Sunbiz with your response showing a date filed of year 2012 or earlier.

Minimum Qualification Requirement # 4: Minimum Completed # of Projects:

Firm(s) must have completed two (2) projects of similar size and scope as referenced in this Bid that have been completed within the past five (5) years; 2012-2017.

Your firm must provide the information for MQR #4 on the following charts:

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Name of the project # 1:	
Location of the project:	
Size of project:	
Was your firm the Prime General Contractor for this project?	
Budget for project:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was complete:	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in the scope of work required and addressed in this Bid.	

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EXHIBIT I – SCOPE OF WORK

Name of the project # 2:	
Location of the project:	
Size of project:	
Was your firm the Prime General Contractor for this project?	
Budget for the Project:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was complete:	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed the scope of work required and addressed in this Bid.	

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.

All proposals must be submitted in accordance with the Bid document which may be obtained online at www.cohb.org/solicitations

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BID PRICE SHEET

Firms must use this Price Sheet to submit your firm’s Bid Price for this Project.

Firms shall hold the unit Bid prices firm throughout the contract period. Firms guarantees response time necessary to have a crew return to correct unfinished or unsatisfactory services.

The City reserves the right to increase, decrease, and/or choose the items and quantities below for the project to meet its available budget using the unit prices provided below.

Proposing firm must completely fill out each column below, unit price and total amount.

Not applicable or “N/A” is not acceptable and will cause your firm’s response to be determined non-responsive.

An authorized officer of the firm per the firms Sunbiz, must sign the bid price sheet.

The award will be to the lowest responsive responsible bidder for Total Base Bid Price.

BID ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
I. GENERAL ITEMS					
Note: The percentages are only for items II thru VI.					
1.01	General Requirements - Max. 4% of Subtotal base bid	1	LS	\$	\$
1.02	Mobilization/Demobilization - 2% of Subtotal base bid	1	LS	\$	\$
1.03	Maintenance of Traffic - 0.5% of Subtotal base bid	1	LS	\$	\$
1.04	Testing and Survey - 0.5% of Subtotal base bid	1	LS	\$	\$
1.05	Prevention, Control and Abatement of Erosion and Water Pollution - 0.5% of Subtotal base bid	1	LS	\$	\$
1.06	Permitting Allowance	1	AL	\$60,000.00	\$60,000.00
1.07	Record Drawings - 0.5% of Subtotal base bid	1	LS	\$	\$

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1.08	Trench Safety, Shoring, and Security Fencing - 1% of Subtotal base bid	1	LS	\$	\$
Subtotal GENERAL ITEMS					\$
II. ASPHALT OVERLAY					
2.01	1" Asphalt Type SP 9.5 Overlay	8,222	SY	\$	\$
2.02	4' Asphalt Milling	5,293	SY	\$	\$
2.03	Adjust Existing Manhole Rims	20	EA	\$	\$
2.04	Adjust Existing Valve Boxes	40	EA	\$	\$
Subtotal ASPHALT					\$
III. PAVING, GRADING, AND DRAINAGE					
3.01	15" RCP Storm Pipe (Including Backfilling, Compaction and Full-Depth Pavement Reconstruction)	213	LF	\$	\$
3.02	24" DIP Stormwater Force Main (Including Backfilling, Compaction and Full-Depth Pavement Reconstruction)	2,225	LF	\$	\$
3.03	30" DIP Stormwater Force Main (Including Backfilling, Compaction and Full-Depth Pavement Reconstruction)	616	LF	\$	\$
3.04	36" DIP Stormwater Force Main (Including Backfilling, Compaction and Full-Depth Pavement Reconstruction)	357	LF	\$	\$
3.05	48" DIP Stormwater Force Main (Including Backfilling, Compaction and Full-Depth Pavement Reconstruction)	1,392	LF	\$	\$
3.06	60" DIP Stormwater Force Main (Including Backfilling, Compaction and Full-Depth Pavement Reconstruction)	95	LF	\$	\$

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3.07	24" DIP Forcemain Fittings (Bends, Valves, etc.)	14	TN	\$	\$
3.08	30" DIP Forcemain Fittings (Bends, Valves, etc.)	13	TN	\$	\$
3.09	36" DIP Forcemain Fittings (Bends, Valves, etc.)	8	TN	\$	\$
3.10	48" DIP Forcemain Fittings (Bends, Valves, etc.)	135	TN	\$	\$
3.11	60" DIP Forcemain Fittings (Bends, Valves, etc.)	16	TN	\$	\$
3.12	4' Diameter Storm Manhole	3	EA	\$	\$
3.13	4' Diameter Storm Catch Basin	2	EA		
3.13	24" x 37" FDOT Type C Structure	1	EA	\$	\$
3.15	Pollution Retardant Baffle	4	EA	\$	\$
3.16	48" Flap Gates	4	EA	\$	\$
3.17	72" x 90" SS Multi Disc Slide Gate	1	EA	\$	\$
3.18	Core Existing Drainage Structures	2	EA	\$	\$
3.19	Brick and Mortar Existing Manhole Connection	2	EA	\$	\$
3.20	Remove Existing Drainage Pipes (All Types)	243	LF	\$	\$
3.21	Removal and Disposal of Unsuitable Soils	2,282	CY	\$	\$
3.22	Pressure Relief Valve	1	EA	\$	\$
3.23	Control Structure (Including connection to existing culvert, guardrail, sidewalk, fences, and concrete revetment)	1	LS	\$	\$

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3.24	Control Structure Electrical & Standby Power System	1	LS	\$	\$
3.25	Monitoring Wells	4	EA	\$	\$
3.26	Drainage Wells (Drill Depth up to 128', BGS)	17	EA	\$	\$
3.27	Well Drilling and Casing Depth Exceeding 128'	850	VF	\$	\$
3.28	Adjust Sewer Laterals within ROW	40	EA	\$	\$
3.29	4" Concrete Sidewalk	31	SY	\$	\$
3.30	Adjust Potable Water Services within ROW	40	EA	\$	\$
3.31	4" DIP Water Main	27	LF	\$	\$
3.32	6" DIP Water Main	28	LF	\$	\$
3.33	10" DIP Water Main	341	LF	\$	\$
3.34	Desilting / Water Jetting Existing Drainage Pipe	3,470	LF	\$	\$
Subtotal PAVING, GRADING, AND DRAINAGE					\$
IV.	PUMP STATION				
4.01	Pump Station Site Work	1	LS	\$	\$
4.02	Pump Station Structural Work	1	LS	\$	\$
4.03	Pump Station Mechanical Work	1	LS	\$	\$
4.04	Pump Station Raker Assembly (Funiss & Install)	1	LS	\$	\$
4.05	Pump Station Electrical Work	1	LS	\$	\$
4.06	Pump Station Instrumentation Work	1	LS	\$	\$
4.07	Pump Station Standby Power System (Including 3M Wrap)	1	LS	\$	\$

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Subtotal PUMP STATION					\$
V.	PAVEMENT MARKINGS AND SIGNAGE				
5.01	Pavement Markings and Signage	1	LS	\$	\$
Subtotal PAVEMENT MARKINGS AND SIGNAGE					\$
VI.	LANDSCAPING				
6.01	Existing Tree Protection & Disposition	1	LS	\$	\$
6.02	Planting & Sod Restoration	1	LS	\$	\$
6.03	Irrigation System	1	LS	\$	\$
Subtotal LANDSCAPING					\$
TOTAL BASE BID PRICE - Items I thru VI					\$
WRITTEN TOTAL BID PRICE:					

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 of Authorized Officer per Sunbiz Print Name

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CONTRACT TERMS:

The term of the Agreement shall be concurrent with the construction of the Project.

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

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

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated.

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

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 TIME:

This contract shall have two (2) Notice to Proceed letters issued as follows:

1. **Administrative Notice to Proceed (NTP No.1) for NINETY (90) CALENDAR DAYS** - The Contractor is required to complete all activities necessary to mobilize and commence the construction for the drainage wells, force main, control structure and the pump stations within 90 calendar days from the initiation date specified in NTP No. 1. These activities shall include, but not be limited to, obtain all permits required for starting the construction from the City of Hallandale Beach, and all regulatory permitting agencies (County, State and Federal agencies); procure all material and secure all equipment needed for starting the construction of the pump station, control structure, drainage wells and force main; submit all necessary shop drawings and obtain all approvals from the Engineer of Record necessary to start the construction of the pump station, drainage well and force main.

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2. **Construction Notice to Proceed (NTP No.2) for a total of FIVE HUNDRED and FORTY (540) CALENDAR DAYS** - The work shall be substantially completed within Four Hundred and Fifty (450) calendar days from the Project Initiation Date specified in NTP No. 2 and final completion and ready for final payment within Five Hundred and Forty (540) calendar days from the Project Initiation Date specified in NTP No. 2.

The City’s Project Manager will coordinate the contract start time through the Notice to Proceed letters.

The Total Contract Time for this project is Six Hundred and Thirty (630) calendar days.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:

Firms are to submit responses **only on a thumb drive** that is searchable in adobe format (.pdf file). No CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drive is tested for this function before submission. Do not place a password on the thumb drive.**

Provide one (1) thumb drive with your firm’s submittal.

BID SUBMITTAL FORMAT:

Items 1-8 represent the format which firms must follow when submitting responses to the Bid.

1. **Title Page:** Provide the Bid # and title, the firm(s) name(s); the name, address, telephone number and email of the contact person; and the date of the proposal. Only one (1) contact person is to be provided as the contact and will be contacted by the City. If the proposed submittal is made up of more than one (1) firm, provide only one (1) contact person for the entire response.
2. **Minimum Qualification Requirements – Pages 7-10**
3. **Bid Price Sheet – Pages 11-16**
4. **Security Bid Bond 10% – Page 24**
5. **Attachment H - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
6. **Attachment I – Certification Regarding Lobbying Disclosure of Lobbying Activities**
7. **Exhibit II - Required Forms – Pages 16-31:**
 - a. Proposal Submitted by Form

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- b. Variance Form
- c. Legal Proceedings Form
- d. Public Entity Crime Form
- e. Domestic Partnership Certification form
- f. Conflict of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form
- h. Anti-Kickback Affidavit
- i. Reference Check Form

8. All addenda (if applicable) – must be signed

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.

<http://fiche.hallandalebeach.org/WebLink/0/doc/5274/Page1.aspx>

REFERENCES:

References will be required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. Your firm must send the Reference Check Form provided on Pages 26-31 of Exhibit II to the number of references requested and submit with your firm’s response.

Each firm responding to this Bid must provide five (5) verifiable references for project of similar scope as outlined in this Bid. Your firm must send and obtain a completed Reference Check Form as found on pages 26-31 of Exhibit II for each of your firm’s five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm’s thumb drive.

Do not provide more or less than five (5) references.

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of bids. If the references is not available or unable to respond within two (2) business days from email request, the reference will not be considered valid.

Please make sure that the references listed in your firm’s Bid are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which

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was submitted with the firm's bid.

Each firm must also list the following information for each of the references provided.

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).

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:

- 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:
- Addenda or Addendum: means additional directions modifications and alternations to solicitation which is issued as separate document prior to the time of receipt of bids or proposals
- 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 OF HALLANDALE BEACH

S.W. DRAINAGE IMPROVEMENT PROJECT

FEMA PROJECT NUMBER 1609-75-B

EXHIBIT I – SCOPE OF 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.
- 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.

CITY OF HALLANDALE BEACH

S.W. DRAINAGE IMPROVEMENT PROJECT

FEMA PROJECT NUMBER 1609-75-B

EXHIBIT I – SCOPE OF WORK

- 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
- 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.
- Prime General Contractor: a person or business entity that contracts to be in charge of a building project usually involving the use of subcontractors called also original contractor, prime, prime contractor.
- 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.
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CITY OF HALLANDALE BEACH

S.W. DRAINAGE IMPROVEMENT PROJECT

FEMA PROJECT NUMBER 1609-75-B

EXHIBIT I – SCOPE OF WORK

- 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.
- 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.

CITY OF HALLANDALE BEACH
 S.W. DRAINAGE IMPROVEMENT PROJECT
 FEMA PROJECT NUMBER 1609-75-B

EXHIBIT I – SCOPE OF WORK

SUBMITTAL DUE DATE:

RESPONSES ARE DUE: FEBRUARY 9, 2018 BY NO LATER THAN 11:00 A.M.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE 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 – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: BID # FY 2017-2018-006
CITY OF HALLANDALE BEACH S.W. DRAINAGE IMPROVEMENT PROJECT
FEMA PROJECT NUMBER 1609-75-B

LATE PROPOSALS WILL NOT BE ACCEPTED

MANDATORY PRE-BID CONFERENCE:

A representative from your firm must attend this Mandatory Pre-Bid Conference and sign in on behalf of your firm. The Pre-Bid Conference is held to explain in detail Exhibits I, II, A through F and Attachments B, C, H, and I which make up the Bid for this project. The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

The Mandatory Pre-Bid Conference is being held **January 9, 2018 at 11:00 A.M.** City Hall, City Commission Chambers at 400 S. Federal Highway, Hallandale Beach, FL 33009.

This meeting will be recorded and available as a public record if requested.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to csmith@cohb.org no later than **January 19, 2018 BY NO LATER THAN 11:00 A.M.**

Answers to questions received before the deadline will be released via addendum.

CITY OF HALLANDALE BEACH

S.W. DRAINAGE IMPROVEMENT PROJECT

FEMA PROJECT NUMBER 1609-75-B

EXHIBIT I – SCOPE OF WORK

SECURITY BID BOND 10%:

As per Procurement Code Section 23-12 (2) Security Bonds, each proposer must provide with the submission of their Proposal a Security Bid Bond issued by a surety company licensed to do business in the state in an amount equal to ten percent (10%) of the bid price submitted.

A firm shall forfeit the Security Bid Bond if the firm refuses or fails to execute the Agreement within fifteen (15) calendar days from the Notice of Award.

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. An original 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. The performance and payment bond must be recorded with Broward County prior to submitting to the City.

QUESTIONS REGARDING BID:

For information pertaining to this Bid, contact Carolyn Allen-Smith at the Procurement Department (954) 457-3073 or via email csmith@cohb.org. 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/solicitations.

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.

CITY OF HALLANDALE BEACH
 S.W. DRAINAGE IMPROVEMENT PROJECT
 FEMA PROJECT NUMBER 1609-75-B

EXHIBIT I – SCOPE OF WORK

TENTATIVE SCHEDULE:

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

BID DOCUMENT RELEASED	DECEMBER 13, 2017
MANDATORY PRE-BID CONFERENCE	JANUARY 9, 2018 AT 11:00 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY JANUARY 19, 2018 BY NO LATER THAN 11:00 AM
BID DEADLINE FOR RECEIPT OF PROPOSALS	<u>FEBRUARY 9, 2018</u> <u>BY NO LATER THAN 11:00 AM</u>
CONTRACT AWARD BY CITY COMMISSION	FEBRUARY – MARCH 2018
PROJECT START DATE –NOTICE TO PROCEED	TBD

CITY OF HALLANDALE BEACH
 S.W. DRAINAGE IMPROVEMENT PROJECT
 FEMA PROJECT NUMBER 1609-75-B

EXHIBIT I – SCOPE OF WORK

LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS

1.	CITY MANAGER
	Roger M. Carlton
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	ASSISTANT CITY MANAGER/ PUBLIC WORKS DIRECTOR
	Steven Parkinson
	630 NW 2 nd Street
	Hallandale Beach, FL 33009
	(954) 457-1611
3.	ASSISTANT DIRECTOR OF PUBLIC WORKS / CITY ENGINEER
	Mariana Pitiriciu
	630 NW 2nd Street
	Hallandale Beach, FL 33009
	(954)-457-3042
4.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1332
	CONTRACTS COORDINATOR
5.	Tom Camaj
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1374
	PROCUREMENT SPECIALIST
6.	Joann Wiggins
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1331
	PROCUREMENT SPECIALIST
7.	Carolyn Allen-Smith
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-3073