

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM


DATE: May 12 , 2020

TO: James Sylvain, Director of Public Works
Peter Kunen, Assistant Director of Public Works/City Engineer

Note: All parties below will only receive the award memorandum via email.

CC: Jeff Odoms, Assistant Director of Public Works
Mary Francis Jeannot, Assistant Director of Public Works

Greg Chavarria, City Manager
Keven Klopp, Assistant City Manager
Dr. Jeremy Earle, Assistant City Manager/CRA Executive Director
Aqeel Abdool-Ghany, Engineer

FROM: Andrea Lues, Procurement Director 

SUBJECT: **AWARD INFORMATION MEMORANDUM: (RFP) # FY 2018-2019-012
CONSULTANT COMPETITIVE NEGOTIATION ACT (CCNA) CONTINUING
PROFESSIONAL ARCHITECTURAL ENGINEERING SERVICES AND OTHER
SERVICES**

This project continues to be under a Cone of Silence. There is to be no communication with any of the Firms until the date and time of the City Commission meeting when the award or rejection of the solicitation will be made.

If you have any questions on any of the items below, please contact the Procurement Director immediately for clarification.

Due to the size of the documents for this Project the USB drive has been forwarded to you via interoffice mail with a copy of all the following documents:

1. Thirty-two (32) Proposals received in response to this RFP.
2. Award Information Memorandum.
3. City Clerk's list of receipt of proposals.
4. Summary Ranking Average Score by Discipline by Firm.
5. RFP document revised through Addendum # 7.
6. Addenda #1-#7.
7. List of Variances requested by each Firm.

TO: Peter Kunen, Assistant Director of Public Works/City Engineer

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FROM: Andrea Lues, Procurement Director

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8. **Exhibit B Hourly Billing Rates for Tasks Orders.** After award of contracts through the City Commission, the Project Manager must contact the Procurement Department. The Project Manager is to provide the executed resolution to Procurement Director for the Procurement Department to contact the awarded Firms for the submittal of Exhibit B - Hourly Billing Rates for Task Orders. This takes place after the City Commission approves the award of Contracts through the Resolution. The awarded Firms must submit Exhibit B – Hourly Billing Rates for Task Orders within five (5) business days of request. Exhibit B will be a part of the awarded Firms’ Agreements and will be utilized for the term of the Agreements by Project Managers when verifying Work Authorization costs and invoicing for each project.
9. **Exhibit C Work Authorization.** Exhibit C Work Authorization must become part of each the Firms’ Agreements. Exhibit C must be utilized by each Department when work is requested through the awarded resolution for the use of the awarded continuing services contracts within the limitations stated in the agenda cover memo as authorized by the Commission.
10. **ISR request sent via email to the City Attorney with variances and legal proceedings.** ISR requesting review of all variances requested and legal proceedings has been provided to City Attorney. The Project Manager must follow up with City Attorney to obtain status of this item prior to moving forward with agenda for recommendation of award of contracts. This is required because the outcome of the review of these items by City Attorney may impede the award of contracts to the Firms that provided the variances and legal proceedings if such firms are being recommended. The RFP stated that : ***“Variances requested to either the RFP, the Terms and Conditions and the City Form Agreement may result in the City rescinding award of Contract.”***
11. **Insurance requirements.** Some firms requested revisions to insurance requirements, and such were provided for review to Risk Manager. The email response from Risk Manager for any firm that requested revisions to the insurance requirements is provided in the thumb drive. This may impede award of contracts to firms that requested revisions to insurance if not acceptable to the Risk Manager as requested. Director must address with Risk Manager to properly address each of the Firms’ request and Risk Manager’s opinion provided with this memorandum.

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Duties and Responsibilities:

1. Variances and Legal Proceedings to be vetted by City Attorney:

Procurement submitted to the City Attorney the list of legal proceedings and variances, requested by certain Firms, for review through an ISR. Please note that Director and Project Manager must address this with City Attorney before the recommendation of award of contracts is brought to Commission. Depending on the outcome of such information administration must determine if to proceed with recommendation of award of contracts with such Firms that have requested variances. If administration is moving forward with recommendation of award of contracts prior to receiving a response from City Attorney, such information must be detailed in the agenda cover memo and request through the agenda cover memo that City Manager have the authority to negotiate accordingly.

The Variance Forms for the recommended firms must be addressed and discussed with the City Attorney and Risk Manager before requesting recommendation for award of contracts through the City Commission.

2. Agenda Cover Memo for Commission approval:

The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contracts to the City Commission. Contact the City Clerk if there are any questions on the agenda process.

As part of the agenda process, please provide the following items to the City Attorney's Office for creation of the Resolution:

- a. Summary Average Score by Ranking by Discipline by Firm.
- b. Agenda Cover Memo
- c. All backup required by City Attorney for the agenda process
- d. All backup required by City Manager for the agenda process

3. Process and authority of utilization of continuing services contracts:

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Project Manager and Public Works Director must address with City Administration how the process for utilization of the awarded contracts will be implemented for the contract term. In the past the City Commission allowed City Administration to award contracts under the City Manager's threshold of \$50,000 per project without requiring Commission or Board approval for the award of each project. This may be requested again, or City Manager may request a different approach and amount for the application of use of the continuing services contract and RFP scope through the agenda cover memo and resolution.

4. Rejection of Proposals:

If the proposals are to be rejected, an agenda item must be prepared for the rejection. This is in accordance with Code of Ordinances, Procurement Section 23-12, (4) Rejection of Bids.

5. Attendance of recommended Proposer(s) to the Commission meeting:

The Procurement Department will invite the recommended Firm(s) for award of contract(s) to the Commission meeting **if requested** by the Project Manager.

You **must** advise the Procurement Director via email if the Firm(s) are to be invited to the Commission meeting and advise of the date and time of the Commission meeting.

6. Negotiated Agreement:

The Project Manager and Department Director must determine if the recommendation for award of contracts will proceed without the City Attorney's opinion for Firms that requested variances and have legal proceedings if an opinion has not been provided prior to the agenda being presented to the City Commission.

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The Project Manager and Department Director are to negotiate the agreements after the Resolution for recommendation of award of contracts has been executed. All insurance and bonding requirements must be in place prior to commencement of any work.

7. Release Date of RFP: August 9, 2019

The release notice for the RFP was sent via email to seven hundred seventy-six (776) vendors from the City's Vendor list. The RFP was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City 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.

8. Non-Mandatory Pre-Proposal Conference: was held on August 22, 2019 at 11:00 a.m.

There were over twenty (20) Firms in attendance at the Non-Mandatory Pre-Proposal Conference.

In addition to providing the opportunity for Firm's to come and ask questions during the Non-Mandatory Pre-Proposal Conference, the solicitation allowed for additional questions to be sent in via email by no later than **September 3, 2019 @ 11:00 a.m.**

9. Due Date: Responses to the RFP were due **September 30, 2019 @ 11:00 a.m.**

10. Evaluation Committee:

The Evaluation Committee, appointed by the City Manager and CRA Executive Director, was composed of the following individuals:

Keven Klopp, Assistant City Manager
James Sylvain, Director of Public Works
Peter Kunen, City Engineer/Assistant Director of Public Works
Vanessa Leroy, Interim Development Services Director
Christy Dominguez, Principal Planner

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Aqeel Abdool-Ghany, Assistant City Engineer
Glendon Hall, Economic Development Manager (appointed by CRA Executive Director)
Kenneth Bowe, CRA Project Coordinator (appointed by CRA Executive Director)

The Sunshine Evaluation Committee meetings were held on the following dates:

October 8, 2019
October 21, 2019
October 23, 2019
October 24, 2019

11. Firm determined Non-responsive:

The Evaluation Committee determined Hazen & Sawyer was non-responsive for the submittal of Planning General. The firm did not meet *Minimum Qualification Requirement (MQR) # 2C. Planning: Proposing Firm must be certified and provide a valid copy of Certification from the American Institute of Certified Planners (AICP).*

<https://www.planning.org/customerservice>

Hazen & Sawyer's proposal for the Planning General discipline was not evaluated.