



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>8/5/2020</b>		<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>N/A</b>	<b>N/A</b>
File No.:			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
<b>20-206</b>			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):	Funding Source:	Project Number :	
			Various Accounts Allocated to Various Departments		
Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>RFP # FY 2018-2019-012 CONSULTANT COMPETITIVE NEGOTIATION ACT (CCNA) CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES AND OTHER SERVICES</b>	<b>James Sylvain, PE Public Works Director</b>	<b>Public Works</b>	
Strategic Plan Focus Areas:					
<input type="checkbox"/> <b>Financial</b>		<input type="checkbox"/> <b>Organizational Capacity</b>	<input checked="" type="checkbox"/> <b>Infrastructure</b>	<input type="checkbox"/> <b>Development, Redevelopment and Economic Development</b>	
Implementation Timeline					
Estimated Start Date: 10/1/2020    Estimated End Date: 10/1/2025					

### SHORT TITLE:

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA AUTHORIZING CONTINUING SERVICE AGREEMENTS TO BE AWARDED IN ACCORDANCE WITH THE CONSULTANTS COMPETITIVE NEGOTIATION ACT; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.**

## **STAFF SUMMARY:**

### **Summary:**

The City utilizes professional project planning, design, and engineering services, as might be needed, through the Continuing Services Agreements awarded under a Request for Proposals (RFP). Following best practices, the City released a new RFP to test the industries, and after reviewing and ranking the proposals staff is requesting City Commission authorization to award Continuing Services Agreements to the selected firms.

### **Background:**

To meet the demands of the Community and City departments for prompt professional services, the assistance of outside qualified professional services is often necessary. The areas of expertise utilized include architecture, engineering, transportation consulting, surveying services, construction management, and planning. Professional Services Agreements are awarded after the release of a Request for Proposals (RFP) and subsequent evaluation of responses. Having Continuing Services Agreements in place provides flexibility in the selection of services as the need occurs, while decreasing the selection time as services and vendors retained through these agreements have already been evaluated by staff during the RFP process.

On November 19, 2014 the City Commission adopted Resolution No. 2014-138 approving RFP #2013-2014-006 – Continuing Services Agreements to qualify a list of twenty-eight (28) firms to provide professional services in the area of architecture, engineering, landscape architecture, surveying and mapping. This agreement is in effect until superseded by the agreement that will result from this RFP # FY 2018-2019-012.

### **Current Situation:**

The City issued a Request for Proposals (RFP) in accordance with the Consultants' Competitive Negotiations Act (CCNA), Florida Statute 287.055, as all acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services must be processed in accordance with aforementioned document.

The RFP requested professional services to assist staff with a wide variety of professional services. Thirty-two (32) proposals were received. The evaluation committee reviewed and evaluated all of the proposals.

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. In addition, the RFP was 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.

A non-mandatory pre-proposal conference was held August 22, 2019, with representatives of twenty firms in attendance. During the pre-proposal conference questions were answered, and those questions which needed further research were answered once research was completed, and then released as addenda to the RFP. 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  
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)

A total of 16 disciplines of award are included in the recommendation: Architectural Services, Civil Engineering, Construction Project Management, Electrical Engineering, Engineering Services, Environmental Engineering, Façade Improvement Services, Geotechnical, Landscape Architecture, Materials Testing, Mechanical Engineering, General Planning, Urban Planning & Design, Surveying, Transportation & Traffic Engineering, and Water, Wastewater, & Stormwater Design. Following are the names of the firms that are being recommended for award of contract, listed in alphabetical order. Each firm's recommended discipline or disciplines of award are listed in Exhibit 4:

- 2 PLUS ARCHITECTS, INC.
- ACAI ASSOCIATES, INC.
- AECOM TECHNICAL SERVICES, INC.
- ARCADIS U.S. INC.
- BERMELLO AJAMIL & PARTNERS
- THE BETAJONES GROUP, INC.
- CALTRAN ENGINEERING GROUP
- CALVIN, GIORDANO & ASSOCIATES
- CDM SMITH, INC.
- CHEN MOORE AND ASSOCIATES
- CRAIG A. SMITH & ASSOCIATES
- CRAVEN THOMPSON & ASSOCIATES
- ENGENUITY GROUP, INC.
- GFA INTERNATIONAL, INC.
- HAZEN AND SAWYER, P.C.
- KCI TECHNOLOGIES, INC.
- KEITH AND ASSOCIATES, INC.
- KIMLEY-HORN & ASSOCIATES
- LAKDAS YOHALEM ENGINEERING

- MARLIN ENGINEERING, INC.
- MICHAEL MILLER PLANNING ASSOCIATES
- NUTTING ENGINEERS OF FLORIDA, INC.
- NV5, INC.
- R.J. BEHAR & COMPANY, INC.
- SAVINO & MILLER DESIGN STUDIO
- STANTEC CONSULTING SERVICES, INC.
- STEPHEN H. GIBBS LAND SURVEYORS
- SYNALOVSKI ROMANIK SAYE, LLC.
- TERRACON CONSULTANTS, INC.
- THE CORRADINO GROUP, INC.
- THE TAMARA PEACOCK COMPANY
- TIERRA SOUTH FLORIDA, INC.

These firms are capable of providing services under the outlined disciplines. Once the form agreements have been executed, and as the need arises, the City (or CRA) will choose the best suited firm within the needed discipline to perform services for a particular Project/Task/Service. Each Project/Task/Service will be approved by either the City Manager (the Executive Director in the case of the CRA) or the City Commission (the Board of Directors in the case of the CRA) in accordance with the city's Procurement Code. The *current* limit for administrative approval of a CCNA task order is \$50,000.

The attached Resolution awards the RFP to all the qualified firms and authorizes the City Manager to execute a Form Agreement outlining insurance and performance requirements. The following is in accordance with the Form Agreement:

Performance:7-7-2020

The Firm will respond to a request for services within seven (7) business days from request; and,

Duration of Agreements:

The contract term shall be for a period of five (5) years.

**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.

The Evaluation Committee has reviewed and ranked all responses and, accordingly, a recommendation is being made to the City Commission for their consideration and approval.

**Cost Benefit:**

Adopted by the Florida Legislature in 1973, Florida Statute 287.055 (CCNA) requires state government agencies, municipalities or political subdivisions, school boards and school districts, to select a consulting firm based on qualifications rather than on a “lowest bid” basis. It is modeled after a Federal law commonly known as The Brooks Act - a Qualifications Based Selection (QBS) process required by law, 40 USC 1101, and implemented in the Federal Acquisition Regulation (FAR) under Title 48 CFR 36.6 - Architect-Engineer Services.

Qualifications-Based Selection (QBS) elevates this competitive process to its proper plane - qualifications, competence, track record and availability. Bidding professional consulting services causes disadvantages to the owner as the firm attempts to make a profit despite their “lowest bid” fee and may undermine the quality of the finished product or increase the total cost of the project. Successful projects warrant the time and expense of:

- Hiring qualified staff paid at competitive wages
- Giving technical matters the scrutiny that they deserve
- Estimating crucial data that the firm should collect, refine, and crosscheck to ensure accuracy
- Applying situation specific answers to technical questions
- Thoroughly evaluating applicability of “Standards”
- Considering the long-term cost-benefits to the owner/ operator of various options and emerging technologies

#### **PROPOSED ACTION:**

Staff recommends approval of the attached Resolution awarding RFP# FY 2018-2019-012, Continuing Professional Architectural and Engineering Services, and authorizing the City Manager to execute all related documents.

#### **ATTACHMENT(S):**

- Exhibit 1 - Proposed Resolution
- Exhibit 2 - RFP# FY 2018-2019-012
- Exhibit 3 - Award Information Memorandum
- Exhibit 4 - Summary Average Score by Ranking by Discipline by Firm