


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: June 29, 2020

TO: James Sylvain, Director of Public Works

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

CC: Greg Chavarria, City Manager
Dr. Jeremy Earle, CRA ExecutiveDirector/Assistant City Manager
Keven Klopp, Assistant City Manager
Mary Francis Jeannot, Assistant Director of Public Works
Peter Kunen, Assistant Director of Public Works, City Engineer
Aqeel Abdool-Ghany, Assistant City Engineer, Assistant Engineer/Project Manager

FROM: Andrea Lues, Procurement Director 

SUBJECT: **AWARD INFORMATION MEMORANDUM: BID # FY 2019-2020-002**
RAW WATER WELL # 9

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, a USB drive has been forwarded to you via interoffice mail with a copy of all the following documents:

1. One (1) Proposal received in response to this Bid.
2. Award Information Memorandum
3. Bid Summary Tabulation Price Sheet
4. Addenda #1-#7
5. Bid document with revised due date released through Addendum # 5
6. Mandatory Pre-Bid Conference and Mandatory Site Visit Sign-In Sheet
7. City Clerks List of Firm's Proposing 6/29/2020

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1. Duties and Responsibilities:

- a. The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the City Commission. Contact the City Clerk if there are any questions on the agenda process.
- b. In order to make the determination for award of contract to the lowest responsive, responsible Firm, the Project Manager and Department Director must review the following:
 - i. The USB drive containing one (1) proposal/response received for this Project.
 - ii. The Bid Summary Tabulation Price Sheet.
 - iii. The Variance form for the lowest responsive, responsible recommended Firm to ensure you address and discuss the lowest, responsive, responsible Firm's variance form with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, **if such firm proposed variances.**
 - iv. The Legal Proceedings form to ensure you address and discuss the lowest, responsive, responsible Firm's Legal Proceedings with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, **if such firm provided legal proceedings.**
 - v. Ensure the lowest responsive, responsible Firm can:
 - Perform the services outlined in the Bid based on the Minimum Qualification Requirements (MQRs) of Bid the document and/or addenda, as applicable.
 - Can perform the scope of work as requested by the Bid.

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- Can perform the work as stated in the Bid for the prices submitted and ensure there are no irregularities and/or concerns with Firm's proposed prices.

- vi. Review all references provided to ensure the Firm's ability to perform the scope of work.

2. **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. Award Information Memorandum
- b. Bid document released through Addendum # 5
- c. Agenda Cover Memo
- d. All backup referenced in the Agenda Cover Memo
- e. Any documents requested by the City Attorney

3. **Rejection of Proposals:**

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

4. **Attendance of Recommended Firm to Commission meeting:**

The Procurement Department will invite the recommended Firm(s) to the City Commission meeting **if requested by the Project Manager and/or Department Director**. You **must** email Andrea Lues, alues@cohb.org, if the Firm(s) is to be invited to the Commission meeting and advise of the date and time of the City Commission meeting.

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5. **Legal Proceedings Form:**

The Legal Proceedings Form for the Firm recommended for award of contract must be addressed, if any were provided, by the Project Manager/Department Director prior to recommending award of contract through the City Commission. This is recommended to be done through the City Attorney and Risk Manager, if applicable, prior to the recommendation of award being brought to the City Commission. If the directive from the City Manager, due to time constraints, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Legal Proceedings Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed. The information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution.

6. **References:**

With the Firm's proposals there are references provided. The Project Manager and Department Director must review the references provided for the Firm that is recommended for award of contract prior to bringing a recommendation for award to the City Commission.

7. **Variances:**

The Project Manager and Department Director must review the Variance Form for the recommended Firm, if any was provided, prior to writing the agenda item for recommendation of award of contract. Ensure you have addressed and discussed with the City Attorney before requesting recommendation for award of contract through the City Commission. The Variance information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution. If the directive from the City Manager, due to time constraints, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Variances Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed.

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8. **Bid Summary Information**

Release Date of Bid: February 10, 2020

The release notice for the Bid was sent via email to over thirty (30) vendors from the City's Vendor list. The Bid was also advertised in:

- a. Hallandale Beach Chamber of Commerce website,
- b. City's website,
- c. DEMANDSTAR website,
- d. Sun-Sentinel,
- e. City and HBCRA Social Media pages,
- f. Miami Minority Business Development Agency Business Center,
- g. U.S. Small Business Administration,
- h. Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

9. **Mandatory Pre-Bid Conference and Mandatory Site Visit: February 24, 2020.**

There were five (5) vendors in attendance at the Mandatory Pre-Bid Conference and Mandatory Site Visit.

In addition to providing the opportunity for vendors to ask questions during the Mandatory Pre-Bid Conference, the Bid allowed for additional questions to be sent via email by no later than June 11, 2020.

10. **Due Date:** Due to COVID19 the City did not resume the formal solicitation process until late May 2020. Responses to this Bid were due June 29, 2020 no later than 11:00 a.m.

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11. Proposal Received:

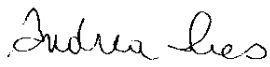
One (1) proposal was received. Below is the synopsis of proposal received from lowest cost.

Florida Design Drilling, Corp.: Project Manager must review the Firm's submission and make the determination of responsiveness.

- a. MQR #1. Yes, information provided. Project Manager to review and confirm.
- b. MQR #2 Yes information provided. Project Manager to review and confirm.
- c. MQR #3 Yes provided. Project Manager to review and confirm.
- d. MQR # 4 a, b & c. Yes provide. Project Manager to review and confirm.
- e. References. See chart below. Project Manager to determine Firm's responsibility to perform the Project.

Synopsys Information of proposal received:

NO.	PROPOSING FIRM	BID \$ AMOUNT	SECURITY BID BOND 10%	VARIANCES	LEGAL PROCEEDINGS	REFERENCES	COHB LOCAL VENDOR PREFERENCE
1	Florida Design Drilling Corp. 7733 Hooper Road West Palm Beach, FL 33411	\$1,563,000.00	Provided.	None.	State not applicable.	Provided.	Not requested.

Prepared by: 
Andrea Lues, Procurement Director