


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: September 30, 2020

TO: James Sylvain, Director Department of Public Works

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

CC: Dr. Jeremy Earle, CRA Executive Director/Interim City Manager
Keven Klopp, Assistant City Manager
Noemy Sandoval, Assistant City Manager
Peter Kunen, Assistant Director Engineering
Jeff Odom, Assistant Director of Department of Public Works

FROM: Andrea Lues, Procurement Director 

**SUBJECT: AWARD INFORMATION MEMORANDUM: BID # FY 2019-2020-008
INFILTRATION AND INFLOW REMOVAL PHASE 2A LATERAL REPAIRS**

This project continues to be under a Cone of Silence. There is to be no communication with any of the proposing 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. Three (3) proposals received in response to this Bid
2. Award Information Memorandum
3. Bid Summary Tabulation Price Sheet
4. Bid document
5. Non-Mandatory Pre-Bid Conference Sign-In Sheet 8/17/2020
6. City Clerks List of Firm's Proposing 9/28/2020
7. Addenda # 1 - # 6. Note, Bid Price Sheet was revised through Addendum # 6, 9-24-2020.
8. Word version of the Agreement released with the Bid for Project Manager to route to City Attorney for execution after the Resolution of award of contract has passed

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:

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- i. The USB drive containing the three (3) proposals/responses 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.
 - 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

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- 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.

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.

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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.

8. Agreement for execution:

After the Resolution has been approved by City Commission the Project Manager is to fill out the Agreement with the pertinent information, send the Agreement to the vendor for execution and then route the Agreement to the City Attorney. Timely processing of the executed Agreement must be done by the Project Manager. The Agreement for this project has been provided within the USB drive in a word version. There are sections within the Agreement that the Project Manager must complete as required.

9. Bid Summary Information

Release Date of Bid: August 11, 2020

The release notice for the Bid was sent via email to over six hundred (600) vendors from the City's Vendor list and pertinent vendors that have a City Business Tax License to operate in the City.

The Bid was also advertised in:

- a. Hallandale Beach Chamber of Commerce website,
- b. City's website,
- c. DEMANDSTAR.com,
- d. Sun-Sentinel,
- e. City and HBCRA Social Media pages,

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- 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.

10. Non-Mandatory Pre-Bid Conference August 17, 2020: In addition to providing the opportunity for vendors to ask questions during the Non-mandatory Pre-Bid Conference, the Bid allowed for additional questions to be sent via email by no later than August 19, 2020.

11. Due Date September 28, 2020: Due to many questions received the due date had to be extended to September 28, 2020 no later than 11:00 a.m.

12. City of Hallandale Beach Local Vendor Preference: Florida Water Pollution Loan # WW061721 agreement for this project requires adherence to Florida Department of Environmental Protection State Revolving Fund Program Supplementary Conditions. This requires the adherence to Chapter 62-552, Florida Administrative Code, which prohibits local geographical preferences.

13. Proposals Received:

Three (3) proposals were received. Below is the synopsis of proposals received in order from the lowest responsive, responsible apparent bidders.

National Water Main Cleaning Co.:

The Project Manager must review the Firm's submission and make the determination of responsiveness.

- a. **MQR #1. Minimum Qualification Requirement (MQR) # 1: Exhibit B – Florida Department of Environmental Protection State Revolving Fund Program Supplementary Conditions for Formally Advertised Construction Procurement:**

Project Manager must provide to Grantor to ensure MQR # 1 is accepted.

Appendix A provided.

Appendix D provided.

- b. **MQR #2. Sunbiz 2015 or earlier.** Yes provided. Project Manager to review and confirm.

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- c. **MQR #3. Proposing Firm General Contractor License.** Yes provided. Project Manager to review and confirm.
- d. **MQR # 4. Prime Contractor previous experience and completed projects. Proof of completed 5 projects/contracts within the last 5 years, 2015 to 2020.** Yes provided. Project Manager to review and confirm.

BLD Services, LLC.:

The Project Manager must review the Firm's submission and make the determination of responsiveness.

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*** LMK Pipe Renewal LLC.** LMK Pipe Renewal, LLC. Is determined non-responsive. The Firm did not submit the correct bid price sheet which was released through Addendum #6.

Synopsys Information of proposals received from the lowest bid price:

| # | PROPOSING FIRM | BID \$ AMOUNT | BID BOND 10% | VARIANCES | LEGAL PROCEEDINGS | REFERENCES |
|---|---|------------------------------|-----------------------------------|-----------|--|------------|
| 1 | National Water Main Cleaning Co. 1806 Newark Turnpike Kearny, NJ 07032 Mr. Salvatore F. Perri, President 973-483-3200 | \$1,749,550.00 | Yes. | None. | Yes provided. Project Manager must address with City Attorney and Risk Manager. | Provided. |
| 2 | BLD Services LLC. 2424 Tyler Street Kenner, LA 70062 Mr. Jacob Trapani, Vice President 504-466-1344 | \$1,827,500.00 | No. Provided a 5% Bid Bond. | None. | None. | Provided. |
| 3 | LMK Pipe Renewal LLC 1131 NW 55 th Street Fort Lauderdale, FL 33309 954-772-0075 | * NON- RESPONSIVE | NA | NA | NA | NA |

Note 1: * LMK Pipe Renewal LLC.: is determined non-responsive. The Firm did not submit the correct bid price sheet which was released through Addendum #6.

Prepared by: 
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