

CITY OF HALLANDALE
CITY MANAGER

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CITY OF HALLANDALE BEACH, FLORIDA

MEMORANDUM

2017 AUG -1 PM 1:02

2017 JUL 27 AM 11:06

DATE: July 26, 2017
TO: Roger M. Carlton, City Manager
FROM: Steven F. Parkinson, P.E., PWLF, Assistant City Manager/Public Works Director
SUBJECT: Change Authorization for Amended Service – Kessler Consulting



Background:

On May 6, 2015 the City Commission authorized the City Manager to enter into a contract under a cooperative purchase pursuant to a competitive bid of the City of Deerfield Beach with Kessler Consulting, Inc., to conduct an assessment of the solid waste and recycling operations in an amount not to exceed \$99,720; and to approve the automatic renewal of the agreement upon the executed extensions by the City of Deerfield Beach

Current Situation:

Kessler Consulting completed the evaluation and analysis of the Sanitation Services Division in May of 2016. As a result of the findings Kessler Consulting has been asked to conduct a competitive procurement process to privatize the commercial and multi-family waste collection services. A change authorization has been submitted by Kessler for the following amended scope of services (Exhibit 1):

Subtask 4.1 – Procurement Strategy	\$5,615
Subtask 4.2 – Solicitation Development	\$19,750
Subtask 4.3 – Pre-Submittal Meeting and Addenda Preparation	\$5,785
Subtask 4.4 – Submittal Review and Contract Award	\$10,245
Contingency	<u>\$10,437</u>
Total	\$41,395

Why Action is Necessary:

Initial Solid Waste and Recycling Assessment was approved by Resolution No. 2015-28 for \$99,720. Existing P.O. 20151364 has a remaining balance of \$21,832. A total of \$30,000 is needed for the change authorization of \$41,395 exceeding the amount previously approved by resolution.


Pursuant to Chapter 23, of the City Code of Ordinances, City Manager's purchasing authority for services is \$50,000. As expenses for Kessler Consulting Inc. are in excess of \$50,000, City Commission ratification is needed.

Exhibit 1: Kessler consulting Change Authorization for Amended Services/July 7, 2017

Reviewed:


Jennifer Merino, City Attorney

8/1/17
Date


Roger M. Carlton, City Manager

8/3/17
Date

2017 AUG -7 PM 12:07

CITY OF HALLANDALE BEACH
PUBLIC WORKS



TO: Roger M. Carlton, City Manager
FROM: Steven F. Parkinson, P.E., PWLF, Assistant City Manager/Public Works Director
RE: Change Authorization for Amended Service – Kessler Consulting
DATE: July 26, 2017

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☒ Approved ☐ Denied ☐ Hold for Discussion

Comments: see attachment for explanation
of amount needed for change order

cc: Andrea Lues, Procurement Director

8/1/17

8/3/17


Steven F. Parkinson, P.E.
PWLF, Assistant City Manager/Public Works Director



HALLANDALE BEACH, FL
PURCHASE ORDER: 20151364-00
SOLID WASTE AND RECYCLING SERVICES ASSESSMENT
CHANGE AUTHORIZATION FOR AMENDED SERVICES

July 7, 2017

BACKGROUND

On June 26, 2015 the City of Hallandale Beach (City) authorized Kessler Consulting, Inc. (KCI) to conduct an assessment of the City's solid waste and recycling services. Task 1, Evaluation and Analysis of Sanitation Services Division Functions was completed in May of 2016. Part of Task 2, Strategic Planning, was completed in conjunction with Task 1. After presentation of findings and recommendations to the City, the project was put on hold while the City underwent leadership changes. Task 3, Strategic Plan Implementation and Other Technical Assistance, was not formally initiated.

Since this previous work was completed, the City has decided to privatize commercial and multi-family waste collection services. Therefore, the City has requested KCI to amend its scope of services to assist with conducting a competitive procurement process for these collection services. Developing a procurement document that meets the needs and objectives of the City and assisting with the procurement process are only part of the work. KCI is also experienced in assisting with the transition of services to a private vendor.

The purpose of this change authorization is to amend the current scope to create Task 4, Privatization of Commercial and Multi-Family Collection Services. The remaining budget from Tasks 2 and 3 will be used for Task 4, with additional budget required as noted below.

KCI has extensive experience in assisting clients with service procurements and contract negotiations. In the last five years alone, KCI has completed more than 50 such projects. In 2011, KCI assisted the City in procuring disposal services.

AMENDED SCOPE OF SERVICES

Task 4: Privatization of Commercial and Multi-Family Collection Services

Subtask 4.1: Procurement Strategy - \$5,615

- Participate in a project kick-off call with City staff to discuss the City's primary objectives.
- Discuss and determine the type of procurement (i.e., Request for Proposals (RFP) versus Bid).
- Clearly define the services to be included in the procurement and any other key elements of the new service contract (e.g., sale of City-owned vehicles and containers).
- Obtain a copy of the City's RFP or Bid template, whichever is relevant.

Subtask 4.2: Solicitation Development - \$19,750

- Request and review relevant customer, service, and equipment information from City staff for inclusion in the procurement document.
- Assist in developing the solicitation document, including drafting the scope of work, evaluation criteria, and price forms.
- Develop a draft contract for inclusion in the solicitation.
- Revise the solicitation document and draft contract based comments provided by City solid waste, legal, and purchasing staff (assumes a single set of consolidated comments will be provided).
- Work interactively with City staff to finalize the solicitation document and draft contract.
- Prepare a list of vendors to be notified of the solicitation document release. KCI maintains a database of collection service providers who are in the Florida marketplace or interested in entering the marketplace, as well as regional contacts for these companies.

Subtask 4.3: Pre-Submittal Meeting and Addenda Preparation - \$5,785

- Work with City staff to coordinate and facilitate a pre-submittal meeting.
- Review any written questions or comments received by the City from vendors.
- Work jointly with City solid waste, purchasing, and legal staff to assist in drafting any necessary addenda in response to vendor questions.

Subtask 4.4: Submittal Review and Contract Award - \$10,245

- Review the technical aspects of all submittals received.
- Prepare a price summary sheet of all submittals.
- Provide technical assistance to the evaluation committee.
- Assist in finalizing the contract with the selected vendor.
- Assist in presenting the final contract to the City Commission for award.

Deliverables for Subtasks 4.1-4.4

- Information regarding RFP versus Bid.
- Draft scope of work, evaluation criteria, and price forms for inclusion in the solicitation document, as well as a draft contract.
- Final scope of work, evaluation criteria, price forms, and draft contract based on City staff comments.
- List of potential vendors and contacts.
- Draft and final addenda.
- Price summary sheet.
- Technical assistance to evaluation committee.
- Presentation materials for City Commission meeting, as appropriate.
- Participation in up to three meetings, with additional calls (by telephone or Skype) as needed.

Subtask 4.5: Additional Technical Assistance – TBD if needed

Additional procurement-related services may be needed that are uncertain or difficult to estimate the level of effort that might be required at this time. Such assistance might include, but is not limited to, the items listed below. Should the City determine that any of these services are desired as the procurement process progresses, KCI will provide an estimated budget for those services.

- Prepare for and participate in additional onsite meetings (in excess of the three meetings included in Subtasks 4.1-4.4).
- Coordinate and facilitate presentations by short-listed vendors as identified by the evaluation committee.
- Assist City staff should a procurement protest be lodged by a vendor.
- Participate in contract negotiations with the top-ranked vendor.
- Draft additional or modified contract language as needed based on negotiations.
- Assist with the transition in service, including meetings and calls with City staff and the selected vendor (contractor).
- Review and provide comments on the contractor's mobilization plan and monitor compliance with the plan.
- Assist in developing and monitoring a schedule for meetings/calls and a punchlist for activities leading up to and following the service start date.

PROPOSED BUDGET

KCI proposes to conduct Subtasks 4.1-4.4 of this scope of work on a time-and-materials basis for an amount not to exceed \$41,395 without the City's prior approval. KCI has initiated Subtask 4.1 work as part of Task 3 (Strategic Plan Implementation) of the existing work order. As of June 1, 2017, KCI's existing work order had \$21,832 remaining in the budget. That budget is sufficient for completion of Subtask 4.1 and partial completion of Subtask 4.2. KCI is requesting an additional \$19,563 to complete the remainder of Subtask 4.2, as well as Subtasks 4.3-4.4. This budget is based on timely receipt of requested information and review of draft documents.

The level of effort required to successfully complete a procurement process can be highly variable based on a number of factors. Subtask 4.5 (Additional Technical Services) includes a variety of services that may or may not be needed. If the City determines that any of these services are desired as the procurement process progresses, KCI would be happy to assist and would provide a budget estimate based on the assistance requested.

PROPOSED TIMELINE

A proposed timeline is provided on the following page. This timeline is subject to changes based upon timely receipt of information, timely review of all documents, coordination of meeting dates, and other factors.

Hallandale Beach Proposed Procurement Timeline
(subject to change based on all parties meeting due dates)

Activities/Milestones	Responsibility	Procurement Process		Approximate Time	
		Start Date	Due Date		
Kick-off call	KCI/City		6/21/2017		
Decision regarding RFP vs. ITB	City	6/26/2017	7/7/2017	8	BD
Request and receive relevant information	KCI/City	6/21/2017	7/13/2017	15	BD
Draft solicitation and contract	KCI	7/10/2017	8/14/2017	25	BD
Review of draft solicitation and contract	Solid Waste/Purchasing/Legal	8/15/2017	8/29/2017	10	BD
Brief City Manager	City		8/29/2017		
Revise solicitation and contract	KCI	8/30/2017	9/7/2017	5	BD
Final solicitation and contract approval	Solid Waste/Purchasing/Legal	9/8/2017	9/15/2017	5	BD
Purchasing prepare to advertise	Purchasing	9/18/2017	9/26/2017	6	BD
Publish procurement	Purchasing		9/26/2017		
Pre-bid meeting	KCI/City		10/10/2017	14	CD
Deadline for questions	Purchasing		10/24/2017	14	CD
Draft/publish addendum	KCI/City		10/31/2017	7	CD
Vendor submittal deadline	Purchasing		11/7/2017	6	WK
Submittal evaluation	KCI/City	11/8/2017	11/20/2017	7	BD
Evaluation Committee meeting	City/KCI	11/21/2017	11/22/2017	1	BD
Finalize contract	City/KCI	11/27/2017	12/11/2017	10	BD
Prepare Commission Packet	City	12/12/2017	12/19/2017	5	BD
Commission Approval	City/KCI		1/3/2018		
Transition	City/KCI				
Commencement			TBD		

* CD = Calendar days; BD = Business days; WK = Weeks

Kessler Consulting Change Order Cost Breakdown

Subtask 4.1 – Procurement Strategy	\$5,615.00
Subtask 4.2 – Solicitation Development	\$19,750.00
Subtask 4.3 – Pre-Submittal Meeting and Addenda Preparation	\$5,785.00
Subtask 4.4 – Submittal Review and Contract Award	<u>\$10,245.00</u>
Subtotal	\$41,395.00
Contingency	<u>\$10,437.00</u>
Total	\$51,832.00
P.O. 20151364 Remaining Balance	<u>\$21,832.00</u>
Total Amount Needed.	\$30,000.00