



HALLANDALE BEACH, FL

SOLID WASTE AND RECYCLING COLLECTION PROCUREMENT ASSISTANCE

CHANGE AUTHORIZATION FORM

To: Jeff Odoms, Public Works Director
City of Hallandale Beach, Florida

From: Chas Jordan, Senior Consultant
Kessler Consulting, Inc.

Date: April 6, 2021

Subject: **Authorization of Revision and Addition to Project Scope**

Scope: Attached to this authorization is a detail of work performed/to be performed beyond the previous Scope of Work.

Fee: Estimated additional fee for change authorization is \$17,090, for a project total of \$39,650 and will be charged based upon rates approved in City of Oakland Park Contract No. R2019-070.

AUTHORIZATION:

Jeff Odoms, Public Works Director
City of Hallandale Beach, Florida

Date

Mitch Kessler, President
Kessler Consulting, Inc.

April 6, 2021

Date



HALLANDALE BEACH, FL

SCOPE OF WORK

SOLID WASTE AND RECYCLING COLLECTION PROCUREMENT ASSISTANCE

April 6, 2021

BACKGROUND

In 2018, the City of Hallandale Beach, Florida (City) approved a scope of work with Kessler Consulting, Inc. (KCI) to assist the City through the elements of the procurement process associated with the contracting out of commercial solid waste, multifamily complex solid waste and multifamily recycling. This process included the development of an Request for Proposals (RFP) document, service agreement, and associated documents for use in a competitive procurement.

The City has requested KCI to propose an expansion of this scope to be performed for all collection services, including those in Residential lines of business. The following Scope of Work amendment represents additional funding necessary to expand the scope and perform the work as required.

ADDITIONAL SCOPE OF SERVICES

The tasks described in the scope of services fall under the first bullet point of page 10 of the contract: Collection Service & Facility Development Procurements (DPW)

Task 1 – Procurement Strategy - \$4,000

- Participate in a project kick-off meeting with City Administration, Public Works, Purchasing, and Legal staff to discuss and clearly define a strategy for the procurement process.
- Review all relevant information provided by the City, including up-to-date tonnage, current residential customer list and counts, current commercial customer list and service levels, route information, agreements that grandfather private haulers to service certain multifamily and commercial customers, and other supporting documentation that will assist in developing the RFP and contract.
- Clearly define the services to be provided, any grandfathered services, and other specific terms and provisions to be included in the RFP and contract.
- Obtain current City templates for RFPs and contracts, if applicable.

Task 2 – RFP and Contract Development - \$6,000

- Revise currently proposed RFP, including drafting technical specifications, price form, evaluation criteria, and draft contract.
- Revise the RFP documents based on 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 RFP.
- Prepare a list of vendors to be notified of the RFP release.

Task 3 – Pre-Proposal Meeting and Addenda Preparation - \$5,000

- Work with City staff to coordinate and facilitate a pre-proposal 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.

Task 4 – Proposal Review - \$10,200 – *Already provided in Original Scope.*

Task 5 – Contract Negotiation - \$9,450 – *Already provided in Original Scope.*

Task 6 – Additional Technical Services - \$5,000 – *Already provided in Original Scope.*

Deliverables (Updated)

- Draft technical specifications, price form, evaluation criteria, and contract for inclusion in RFP
- Revised technical specifications, price form, evaluation criteria and draft contract, as requested
- List of potential vendors
- Draft language for addenda
- Summary of financial proposals
- Final contract language, as needed
- Participation in up to four meetings, including the pre-proposal meeting, evaluation committee meeting, and up to two contract negotiation meetings, with additional telephone or videoconference calls as needed

BUDGET AND TIMELINE

Because of the potential variables that can be encountered when conducting a procurement process, KCI proposes to conduct this additional work on a time-and-materials basis for an amount not to exceed \$39,650 which includes the previously approved Purchase Order (20200749-00) which currently has \$22,560 remaining, without the City's prior approval. The remainder of \$17,090 is requested in an additional PO to complete this change authorization.

The budget breakdown is as noted above with each task. Labor will be billed at the hourly rates approved in the existing Purchase Order using City of Oakland Park Contract No. R2019-070 and expenses will be invoiced at cost without markup. KCI will initiate work upon notice to proceed and will work with City staff to develop an acceptable timeline for project work.