

**CITY OF HALLANDALE BEACH, FLORIDA**  
**MEMORANDUM**

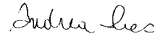
**DATE:** June 21, 2021

**TO:** Sonia Quinones, Police Chief

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

**CC:** Dr. Jeremy Earle, City Manager  
Noemy Sandoval, Assistant City Manager  
Terence Thouez, Deputy Police Chief  
Michel Michel, Deputy Chief  
Aaron Smith, Captain Support Services

**FROM:** Andrea Lues, Procurement Director



**SUBJECT:** **AWARD INFORMATION MEMORANDUM RFP # FY 2020-2021-005 POLICE  
DEPARTMENT MANAGEMENT STUDY**

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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 make sure you contact the Procurement Director immediately for clarification.

Due to the size of the documents for this Project the following documents have been saved in the City Common Folder/ Procurement/ RFP Name/ Award Information Memo:

1. Summary Rating Sheet
2. One (1) Proposal received in response to this RFP
3. Award Information Memorandum
4. RFP Solicitation
5. Addendum #1
6. Non-Mandatory Pre-Proposal Conference sign-in sheet, which was held on May 20, 2021 at 11:00 AM
7. Evaluation Committee Meeting sign-in sheet, which was held on June 16, 2021 at 9:30 AM
8. Word version of the Agreement released with the RFP for Project Manager to route to City Attorney for execution after the Resolution of award of contract has passed
9. City Clerk's List of proposing Firm on June 8, 2021

**Duties and Responsibilities:**

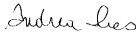
- a. The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the City Commission. Contact the City Clerk if there are any questions on the agenda process.

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- b. In order to make the determination for award of contract to the highest ranked, responsive and responsible Firm, the Project Manager and Department Director must review the following:
- i. All the information provided for this Project through this award information memorandum.
  - ii. The Variance form for the highest ranked recommended Firm to ensure you address and discuss ranked 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.
  - iii. The Legal Proceedings form to ensure you address and discuss the highest ranked, responsive and 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.
  - iv. Ensure the highest ranked, responsive, responsible Firm can:
    - Perform the services outlined in the RFP based on the Minimum Qualification Requirements (MQRs) of RFP the document and/or addenda, as applicable.
    - Can perform the scope of work as requested by the RFP.
  - v. Review all references provided to ensure the Firm's ability to perform the scope of work.

1. **Agenda Process:**

As part of the agenda process, provide the following items to the City Attorney for creation of the Resolution:

- a. Award Information Memorandum
- b. RFP
- c. Highest ranked Firm's proposal
- d. Highest ranked Firm's variances, if any
- e. Recommended Firm's Legal Proceedings, if any
- f. All backup required by City Attorney to prepare the resolution

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- g. Agenda Cover Memo
- h. All backup referenced in the Agenda Cover Memo
- i. Any documents requested by the City Attorney

2. **Rejection of responses to the RFP:**

If the RFP 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.

3. **Attendance of recommended Firm(s) to the City Commission meeting:**

The Procurement Department will invite the recommended Firm(s) to the City Commission meeting **if requested** by the Department Director and/or the Project Manager. You **must** email the Procurement Director if the Firm(s) are to be invited and advise of the date of the City Commission Meeting.

4. **Negotiation of Agreement:**

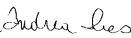
The Project Manager and the Department Director may proceed with contract negotiations **after** the Resolution for recommendation of award of contract has been executed. **All insurance and bonding requirements, if any, must be in place prior to commencement of the project.**

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 constrains, 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.

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6. **Variance Form:**

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 constrains, 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.

7. **References:**

With the Firm's proposal 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.

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 in a word version. There are sections within the Agreement that the Project Manager must complete as required.

9. **Release Date of the RFP: May 13, 2021:**

The release notice for the RFP was sent via email to over thirty-five (35) vendors from the City's Vendor list. The RFP was also advertised in:

- a. Hallandale Beach Chamber of Commerce website,
- b. City's website,
- c. DEMANDSTAR.com,
- d. City Social Media pages,
- e. Miami Minority Business Development Agency Business Center,

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- f. U.S. Small Business Administration,
- g. Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

10. **In Person and Virtual Non-Mandatory Pre-Proposal Conference held on May 20, 2021:**

No firms attended the Pre-proposal Conference in person, however three (3) firms attended virtually. The last day for questions for this project was May 21, 2021 by 11:00 AM.

11. **Responses due date June 8, 2021:**

The proposals due date was June 8, 2021 by no later than 11:00 a.m.

12. **Evaluation Committee met on June 16, 2021:**

The Evaluation Committee, appointed by the City Manager, was composed of the following individuals:

- Michel, Michel, Deputy Police Chief
- Smith, Aaron, Police Sergeant
- Williams, Robert, Parks, Recreation, and Open Spaces Assistant Director

13. **Hallandale Beach Local Vendor Preference (HBLVP):**

Proposer did not apply for the City of Hallandale Beach Local Vendor Preference.

14. **Proposal Received:**

	PROPOSING FIRM	HBLVP	LEGAL PROCEEDINGS	VARIANCES	REFERENCES
1	Matrix Consulting Group Richard Brady, President 1650 S. Amphlett Blvd., Suite 213 San Mateo, CA 94402 650.858.0507 f.650.397.4050 <a href="mailto:rbrady@matrixcg.net">rbrady@matrixcg.net</a>	Firm did not apply for HBLVP	None	None	To be reviewed by Project Manager/Department Director to make responsibility determination.

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Prepared by: *Genesis Cuevas*

Genesis Cuevas, Senior Procurement Specialist