

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: March 31, 2026

TO: Dr. Joan Shen, Director of Transportation and Mobility Department

CC: Note: All parties below will only receive the award information memorandum via email.
Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager
Igor Colmenares, Assistant Director Transportation & Mobility
Paola Leon Alburjas, Project Manager

FROM: Andrea Lues, Procurement Director *Andrea Lues*

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP 25-26-07 ON-DEMAND MOBILITY SERVICE (MICRO-TRANSIT)**

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 to award the solicitation or when a rejection memo is signed.

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 Department Folders (X:)/ Common Folder/Procurement/RFP Name:

- Four (4) Proposals received in response to this RFP
- Award Information Memorandum
- Summary Rating Sheet
- RFP Solicitation
- Addendum # 1
- Word version of the Agreement released with the RFP

Responsive Firms (in order first highest ranked to lowest ranked)

	Rank	Evaluation Points	Variances	Legal Proceedings
BEEFREE, LLC dba FREEBEE	1	597.0	None	None
	MQR 1	MQR 2		
	Met	Met		

	Rank	Evaluation Points	Variances	Legal Proceedings
CIRCUIT TRANSIT INC.	2	565.4	None	None
	MQR 1	MQR 2		
	Met	Met		

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	Rank	Evaluation Points	Variances	Legal Proceedings
TIDEWATER TRANSIT FL LLC	3	492.8	Included	Included
	MQR 1	MQR 2		
	Met	Met		

Non-Responsive Firms

Firm	Explanation of Non-Responsiveness
HBSS Connect Corp. <i>on behalf of The Fitchburg Consortium</i>	As stated in the RFP under the MINIMUM QUALIFICATION REQUIREMENTS (MQRs) "2. If multiple firms submit under one proposal, all firms must provide and meet all MQRs." Two of the three members of the Fitchburg Consortium were not registered in Sunbiz to meet the requirements of MQR # 1.

Timeline of RFP

Release Date of RFP – January 22, 2026:

The release notice for the RFP was sent to over nine hundred (900) vendors including, vendors from the City’s Vendor list and pertinent vendors that have a City Business Tax License to operate in the City.

The RFP was also advertised on:

- Hallandale Beach Chamber of Commerce website,
- City’s website,
- DEMANDSTAR.com/Euna OpenBids,
- Miami Minority Business Development Agency Business Center,
- U.S. Small Business Administration,
- Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

Non-Mandatory Pre-Proposal Conference – February 3, 2026:

Three (3) firm attended the Pre-proposal Conference.

Last Day for Questions for this project – February 5, 2026 by 5:00 PM

Responses Due – February 26, 2026 by 11:00 AM

Evaluation Committee – March 31, 2026:

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

- Igor Colmenares, Assistant Director of TAM
- Adisha Francois, CRA Business & Residential Coordinator
- Jennae Graham, BTR Manager
- Faith Phinn, Deputy Executive Director CRA
- Joan Shen, Director of TAM
- Delven Patterson, Assistant Director of PROs

Duties and Responsibilities

The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the City Commission.

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:

- a) All the information provided for this Project through this award information memorandum.
- b) The Director and the Project Manager must review the variances and legal proceedings to make the determination that they recommend the vendor as they deem the bidder responsible. Responsible is defined by the Procurement Code as: “...*determining whether a vendor has demonstrated the capability, as determined by the city, in all respects to perform fully the contract requirements, and the experience, capacity, facilities, equipment, credit, integrity and reliability which will ensure good faith performance.*” If the Director has any questions and/or wishes to discuss variances and/or legal proceedings a meeting can be called with the appropriate Department, that being Procurement, City Attorney and Risk Manager, to discuss and provide clarifications.
- c) *Reference Forms.* 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.
- d) Ensure the recommended responsive, responsible firm can:
 - i. Perform the services outlined in the RFP based on the Minimum Qualification Requirements (MQRs) of the document and/or addenda, as applicable.
 - ii. Can perform the scope of work as requested by the RFP.

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Rejection of Responses to the RFP

Per Procurement Code Section 23-8, *“An invitation for bids, a request for proposals, or other solicitation may be canceled, and all responses rejected, by the City Manager when it is in the best interest of the city. The reasons therefore shall be documented in the procurement file.”*

Agenda Process

Please follow the City Clerk’s Agenda process for the timeline and documents that are required. Please see the City Clerk’s page, [here](#).

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.

Agreement Negotiation and Execution

This solicitation was released with the City Form Agreement. This agreement must be used by the department for contract execution. The agreement can be found, as detailed above, in the City Common Folder.

The Project Manager and the Department Director may proceed with contract negotiations as defined by the Procurement Code.

The Project Manager is to fill out the Agreement with the pertinent information and proceed with coordinating the execution of the agreement, from the awarded firm to the City Manager through the City Attorney’s office.