

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

**DATE:** September 23, 2024

**TO:** Dr. Jeremy Earle, Executive Director CRA  
Note: All parties below will only receive the award information memorandum via email.

**CC:** Faith Phinn, Deputy Executive Director CRA

**FROM:** Andrea Lues, Procurement Director *Andrea Lues*

**SUBJECT:** **REVISED AWARD INFORMATION MEMORANDUM RFP # FY 2023-2024-CRA03  
DISPOSAL OF REAL PROPERTY IN A COMMUNITY REDEVELOPMENT AREA AND  
DEVELOPMENT OF A MIXED USED DEVELOPMENT IN HARLEM VILLAGE**

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This revised Award Information Memorandum is to serve as clarification on the non-responsive proposal detailed in the chart below.

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:

- Four (4) Proposals received in response to this RFP
- Award Information Memorandum
- Summary Rating Sheet
- RFP Solicitation
- Addendum # 1 - # 3
- List of Proposing Firms

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

	Rank	Evaluation Points	Variances	Legal Proceedings	References
Dragonfly Investments	1	354.5	Included	None	Included
	<b>MQR 1</b>	<b>MQR 2</b>	<b>MQR 3</b>	<b>MQR 4</b>	
	Met	Met	Met	Met	

	Rank	Evaluation Points	Variances	Legal Proceedings	References
Integral Florida	2	346.0	None	None	Included
	<b>MQR 1</b>	<b>MQR 2</b>	<b>MQR 3</b>	<b>MQR 4</b>	
	Met	Met	Met	Met	

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	Rank	Evaluation Points	Variances	Legal Proceedings	References
B2J Development Group	3	339.0	None	None	Included
	<b>MQR 1</b>	<b>MQR 2</b>	<b>MQR 3</b>	<b>MQR 4</b>	
	Met	Met	Met	Met	

**Non-Responsive Firms**

<b>*The firm Frontier Development &amp; Hospitality failed to meet the requirement of MQR # 1 (a), Proposer must be incorporated through Sunbiz with a status of "Active".</b>					
	Rank	Evaluation Points	Variances	Legal Proceedings	References
Neucor Construction (Co-Developer)					
<b>NON-RESPONSIVE</b>					
Frontier Development & Hospitality* (Co-Developer)	<b>MQR 1</b>	<b>MQR 2</b>	<b>MQR 3</b>	<b>MQR 4</b>	
	Not Met				

**Timeline of RFP**

**Release Date of RFP – July 25, 2024:**

The release notice for the RFP was sent to over one thousand nine hundred (1,900) 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,
- City Social Media pages,
- 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.

**In Person Non-Mandatory Pre-Proposal Conference – August 5, 2024:**

Sixteen (16) firms attended the Pre-proposal Conference in person.

**Last Day for Questions for this project – August 8, 2024 by 11:00 AM**

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**Responses Due – August 26, 2024 by 11:00 AM**

**Evaluation Committee – September 10, 2024:**

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

- Faith Phinn, Deputy Executive Director CRA
- Steven Williams, Asst. Director of Department of Sustainable Development
- Kenneth Bowe, CRA Project Manager
- Elijah Gross, CRA Construction Manager

### **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: Responsible bidder means a person who has the capability in all respects to perform fully the contract requirements, and integrity and reliability which will assure 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**

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.

### **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**

The Project Manager and the Department Director may proceed with contract negotiations after the Resolution for recommendation of award of contract has been executed.

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.

Timely processing of the executed Agreement must be done by the Project Manager. The Agreement for this project has been provided to the Department Director/Project Manager in a word version. There are sections within the Agreement that the Project Manager must complete as required.

All insurance and bonding requirements, if any, must be in place prior to commencement of the project.