

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: June 25, 2025

TO: Marc Gambrill, City Engineer

CC: Note: All parties below will only receive the award information memorandum via email.
Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager
Jeffrey Towne, Interim Director of Public Works/Operations
Troy Gies, Assistant Director of Public Works/Internal Operations

FROM: Andrea Lues, Procurement Director *Andrea Lues*

**SUBJECT: AWARD INFORMATION MEMORANDUM RFP # FY 2024-2025-14 CONSULTANT
COMPETITIVE NEGOTIATION ACT (CCNA) CONTINUING PROFESSIONAL
ARCHITECTURAL AND ENGINEERING SERVICES**

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:

- Fifty-Five (55) Proposals received in response to this RFP
- Award Information Memorandum
- Summary Rating Sheet
- Summary Ranking Sheet (also included in notification email)
- RFP Solicitation
- Addendum # 1
- List of Proposing Firms
- Word version of the Agreement released with the RFP

Responsive Firms (alphabetical)

Proposing Firm	MQRs	Variances, if submitted	Legal Proceedings, if submitted	References
2 Plus Architects, Inc	Met			Included
A.D.A. Engineering, Inc.	Met			Included
AECOM Technical Services, Inc	Met		Included	Included
Arcadis U.S., Inc.	Met		Included	Included
Ardurra Group, Inc	Met		Included	Included

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Avirom & Associates, Inc	Met			Included
Brooks + Scarpa Architects Inc	Met			Included
CALTRAN Engineering Group, Inc	Met			Included
Calvin, Giordano & Associates, Inc.	Met	Included	Included	Included
Carnahan, Proctor, and Cross, Inc.	Met			Included
CDM Smith Inc	Met	Included	Included	Included
Chen Moore and Associates	Met			Included
Choice Engineering Consultants, Inc	Met		Included	Included
Conemco Engineering, Inc dba Conemco Consultants	Met			Included
Craig A. Smith & Associates, LLC	Met			Included
Craven, Thompson & Associates, Inc.	Met		Included	Included
Currie Sowards Aguila Architects, Inc	Met		Included	Included
EAC Consulting, Inc.	Met		Included	Included
Florida Technical Consultants, LLC	Met			Included
GFA International, Inc dba Universal Engineering Sciences	Met		Included	Included
Hazen and Sawyer, P.C	Met		Included	Included
HDR Engineering, Inc.	Met	Included	Included	Included
Hitchcock Design, Inc dba Hitchcock Design Group	Met			Included
Johnson, Mirmiran, & Thompson, Inc	Met	Included	Included	Included
Jorge Gutierrez Architect LLC	Met			Included
Justin Architects, P.A.	Met		Included	Included
KCI Technologies, Inc.	Met		Included	Included
Keith and Associates, Inc dba KEITH	Met		Included	Included
Kezlo Group, LLC	Met			Included
Kimley-Horn and Associates, Inc	Met	Included	Included	Included
Langan Engineering and Environmental Services, LLC	Met	Included	Included	Included
Longitude Surveyors, LLC	Met			Included
Marlin Engineering, Inc.	Met			Included
Netta Architects, LLC	Met		Included	Included
Nutting Engineers of Florida Inc	Met			Included
O&S Associates, Inc.	Met		Included	Included
PLUS, LLC	Met			Included
Premiere Design Solutions, Inc	Met			Included

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R.E. Chisholm Architects. Inc	Met		Included	Included
R.J. Behar & Company, Inc.	Met		Included	Included
RES Florida Consulting, LLC	Met			Included
Robayna and Associates, Inc	Met			Included
Savino & Miller Design Studio, P.A	Met			Included
SGM Engineering, Inc	Met			Included
Stantec Consulting Services, Inc	Met	Included	Included	Included
Synalovski Romanik Saye, LLC	Met		Included	Included
Terracon Consultants, Inc.	Met		Included	Included
Tetra Tech, Inc	Met			Included
The Corradino Group, Inc	Met		Included	Included
The Tamara Peacock Company Architects of Florida, Inc	Met		Included	Included
Tierra South Florida, Inc.	Met			Included
TLC Engineering Solutions, Inc	Met		Included	Included
Walters Zackria Associates, PLLC	Met	Included		Included
West Architecture + Design, LLC	Met			Included
WSP USA Inc	Met	Included	Included	Included

Timeline of RFP

Release Date of RFP – March 10, 2025:

The release notice for the RFP was sent to over two thousand three hundred (2,300) 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,
- 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 – March 25, 2025

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Last Day for Questions for this project – March 31, 2025 by 5:00 PM

Responses Due – April 17, 2025 by 11:00 AM

Evaluation Committee – June 3, 2025 and June 9, 2025:

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

- Marc Gambrill, City Engineer
- Troy Gies, Assistant Director of Public Works, Internal Operations
- Delven Patterson, Assistant Director Parks
- Kenneth Bowe, Project Manager CRA
- Jairus Brown, Grants Management Analyst

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.

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- 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.

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.