

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: August 24, 2022

TO: Jeff Odoms | Director of Public Works

CC: Note: All parties below will only receive the award information memorandum via email.
 Dr. Jeremy Earle, City Manager
 Noemy Sandoval, Assistant City Manager
 Sharon Ragoonan, Assistant City Manager
 Peter Kunen, Assistant Director of Public Works/City Engineer

FROM: Andrea Lues, Procurement Director *Andrea Lues*

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP # FY 2021-2022-010 CCNA
 ENGINEERING SERVICES FOR PARKWAY DR AND LESLIE DR**

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:

- Eleven (11) Proposals received in response to this RFP
- Award Information Memorandum
- Summary Rating Sheet
- RFP Solicitation
- Addendum # 1 - # 2
- List of Proposing Firms
- Word version of the Agreement released with the RFP

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

***PLEASE NOTE:** Due to the large volume of responses to this RFP, Procurement did not submit any ISRs to the City Attorney's office. It is the project manager's responsibility to submit an ISR for the firm to be recommended for award. All legal proceedings have been extracted from the submitted proposals and are included with the Proposals in the common folder.

	Rank	Evaluation Points	Variances	Legal Proceedings	References
Kimley-Horn and Associates, Inc	1	292.50	Included	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

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Chen Moore and Associates	Rank	Evaluation Points	Variances	Legal Proceedings	References
	2	285.75	None	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

R.J. Behar & Company, Inc	Rank	Evaluation Points	Variances	Legal Proceedings	References
	3	285.25	None	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

Craig A. Smith & Associates	Rank	Evaluation Points	Variances	Legal Proceedings	References
	4	284.5	None	None	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

Keith and Associates, Inc	Rank	Evaluation Points	Variances	Legal Proceedings	References
	5	271.50	None	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

Calvin, Giordano & Associates, Inc	Rank	Evaluation Points	Variances	Legal Proceedings	References
	6	270.75	Included	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

Stantec Consulting Services, Inc	Rank	Evaluation Points	Variances	Legal Proceedings	References
	6	270.75	None	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

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Carnahan, Proctor & Cross, Inc	Rank	Evaluation Points	Variances	Legal Proceedings	References
	8	265.5	None	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

Miller Legg	Rank	Evaluation Points	Variances	Legal Proceedings	References
	9	262.70	Included	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

Craven, Thompson & Associates, Inc	Rank	Evaluation Points	Variances	Legal Proceedings	References
	10	262.45	None	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

EXP U.S. Services Inc	Rank	Evaluation Points	Variances	Legal Proceedings	References
	11	257.25	None	Included*	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

Timeline of RFP

Release Date of RFP – May 10, 2022:

The release notice for the RFP was sent via email to over thirteen hundred (1,300) 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,
- City Social Media pages,
- Miami Minority Business Development Agency Business Center,
- U.S. Small Business Administration,

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- Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

In Person Non-Mandatory Pre-Proposal Conference – May 23, 2022:

Eleven (11) firms attended the Pre-proposal Conference in person.

Last Day for Questions for this project – June 1, 2022 by 11:00 AM

Responses Due – June 27, 2022 by 11:00 AM

Evaluation Committee – July 20, 2022:

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

- Sharon Ragoonan, Assistant City Manager
- Peter Kunen, Asst. Director of Public Works/City Engineer
- Charles Casimir, Asst. Director of Public Works/ Operations

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) *Variance Form*. Address and discuss the responsive and responsible firm’s variances with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm proposed variances. **Kimley-Horn and Associates, Inc, Calvin, Giordano & Associates, Inc and Miller Legg** have provided Variances. The Variance information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution. The Variances Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed.

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- c) *Legal Proceedings Form.* Address and discuss the responsive and responsible firm’s legal proceedings with the City Attorney before requesting recommendation for award through the City Commission if such firm provided legal proceedings. **PLEASE NOTE: Due to the large volume of responses to this RFP, Procurement did not submit any ISRs to the City Attorney’s office. It is the project manager’s responsibility to submit an ISR for the firm to be recommended for award. All legal proceedings have been extracted from the submitted proposals and are included with the Proposals in the common folder.**
- d) *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.
- e) 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.

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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.