

EXHIBIT 5
CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: January 11, 2024

TO: Jeffrey 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
 Jeffrey Towne, Asst. Director of Public Works/Operations
 Fernando Paiva, Project Manager

FROM: Andrea Lues, Procurement Director *Andrea Lues*

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP # FY 2023-2024-02 CONSULTANTS' COMPETITIVE NEGOTIATION ACT (CCNA) DESIGN OF GOLDEN ISLES SAFE NEIGHBORHOOD DISTRICT (GISND) VISION PLAN**

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:

- Two (2) 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)

	Rank	Evaluation Points	Variances	Legal Proceedings	References
Stantec Consulting Services, Inc	1	290.5	None	Included	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

	Rank	Evaluation Points	Variances	Legal Proceedings	References
Marlin Engineering, Inc	2	271.0	None	Included	Included
	MQR 1	MQR 2	MQR 3		
	Met	Met	Met		

Timeline of RFP

Release Date of RFP – November 2, 2023:

The release notice for the RFP was sent to over one thousand (1,000) 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 – November 14, 2023:

Five (5) firms attended the Pre-proposal Conference in person.

Last Day for Questions for this project – November 20, 2023 by 11:00 AM

Responses Due – December 11, 2023 by 11:00 AM

Evaluation Committee – January 11, 2024:

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

- Robert Williams, Assistant Director of Parks and Recreation
- Kenneth Bowe, Project Manager CRA
- Fernando Paiva, Project Manager DPW

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:

EXHIBIT 5

- 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. **Stantec Consulting Services, Inc and Marlin Engineering, Inc have provided Legal Proceedings.**
- 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.

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.