



**CITY OF HALLANDALE BEACH
COMMUNITY REDEVELOPMENT AGENCY
(HBCRA)**

**INVITATION TO BID (ITB)
BID # FY 2015-2016-CRA003
FLORIDA DIVISION OF EMERGENCY MANAGEMENT
(FDEM) GRANT
RESIDENTIAL WIND MITIGATION
RETROFIT IMPROVEMENTS**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
COMMUNITY REDEVELOPMENT AGENCY (HBCRA) AND
PROCUREMENT DEPARTMENT**

EXHIBIT I – SCOPE OF SERVICES

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EXHIBIT I – SCOPE OF SERVICES

SCOPE OF WORK:

The Hallandale Beach CRA has been awarded a Residential Construction Mitigation Grant from the State of Florida Division of Emergency Management (FDEM) for improvements on residential properties to reduce the risk of damage during and after a disaster. Under this grant selected single family homes will receive funding for roof improvements, installation of shutters and doors. The HBCRA is looking to engage a general contractor to perform the improvement work on the residential units following the State requirements and Building Code requirements. The work will be performed for a total of nine (9) residential homes, see Exhibit A.

See the following Exhibits which are part of this Bid:

Exhibit A - Specifications and Technical work

Exhibit B - Terms and Conditions

This project is a State funded grant project, State of Florida, Division of Emergency Management. All work provided by Contractors as a result of award of this Bid must be done in compliance with Florida Building Code and Florida Statute 553.844.

The CRA Board of Directors will award the contract to the lowest responsive, responsible firm. Should the awarded firm be unable to perform and provide the services stipulated in the bid and agreement, CRA reserves the right to move forward with the award of the contract to the 2nd lowest responsive and responsible firm.

All work for this project must be completed by May 31, 2017.

Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor and will be reimbursed by the CRA for their actual cost. <http://www.cohb.org/DocumentCenter/View/10938>

As per Code of Federal Regulations Section 200.319 (b) no local vendor preference may be utilized for this Bid.

EXHIBIT I – SCOPE OF SERVICES

MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this Bid, in order to be eligible to respond to this Bid must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this Bid.

Proposing firm must meet the (MQRs) stated below in order to be eligible for firm's submittal.

Firm must provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Your firm's non-compliance to the outline below will hinder the ability to find the responses of the MQRs to the Bid and could cost your firm to be determined non-responsive and disqualified from this MQRs evaluation bidding process and will not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm's response.

All firms within your response being proposed to do the work for this project must provide and meet the (MQRs)

Minimum Qualification Requirement # 1: Experience:

Firm must have five (5) years' experience as a General Contractor. The proposing firm must have, throughout the past five (5) consecutive years (2011 through 2016), continuous and active operation as a General Contractor providing the same scope of services as the ones outlined in this Bid. The response to this requirement must be met by providing and completing the tables below. Please note that the years of experience can be for a single/one (1) project.

Provide a response to this MQR, item 1., by completing the table below to respond to the MQR.

Make sure your firm's response to the MQR # 1 addresses similar projects related to the scope of work as stated in this Bid that your firm has provided/performed. The CRA will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this Bid.

FDEM GRANT

RESIDENTIAL WIND MITIGATION

RETROFIT IMPROVEMENTS

EXHIBIT I – SCOPE OF SERVICES

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

EXHIBIT I – SCOPE OF SERVICES

Name of the Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

Minimum Qualification Requirement # 2: Years’ in Business provision of Sunbiz.

Firm must have been incorporated through Sunbiz and provide a copy of their firm’s Sunbiz with their response showing a date filed of year of incorporation of 2011 or earlier.

Minimum Qualification Requirement # 3: Licenses

Proposing firm must be licensed and insured in the State of Florida. Firm must provide copies of all applicable licenses with their response.

All firm(s) named and providing work under your firm’s submission must also submit all forms requested in Exhibit II.

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. Each firm proposed must be incorporated for five (5) years and must meet all the MQRs.

All proposals must be submitted in accordance with the Bid document which may be obtained online at www.cohb.org/solicitations.

EXHIBIT I – SCOPE OF SERVICES

ADDITIONAL BACKGROUND INFORMATION:

The CRA was created in 1996 to redevelop and improve the City's overall aesthetics. As a result, the City has undertaken ambitious improvements to include roads and infrastructure, beautifying neighborhood streets, parks, development and restoration of a Historical Village and providing many residential and commercial programs and opportunities. The CRA Redevelopment Area is bound to the north by Pembroke Road, to the South by the Dade-Broward County line, to the west by interstate 95 and to the east by NE 14th Avenue and the 14th Avenue Canal.

CRA is bound by Florida Statutes Chapter 163, Part III, and Resolution No. 2012-05.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drives are tested for this function before submission. Do not place password on the thumb drives. Provide two (2) thumb drives and one (1) hardcopy (paper) of the Bid Price Sheet only with your firm's submittal.**

CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

EXHIBIT I – SCOPE OF SERVICES

PRICE SHEET

Note: All firms must complete the pricing for each individual residential home found in Exhibit A Technical Specifications/Scope of Work per location.

Vendor must hold the unit bid prices throughout the Contract period.

Vendor must completely fill out each column below, unit price and total price. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted.

Item #	Residential address	Total Cost for work per Exhibit A
1	311 SW 10 TH TERRACE HALLANDALE BEACH FL 33009	\$
2	632 NW 9 TH COURT HALLANDALE BEACH FL 33009	\$
3	1124 NE 6 TH STREET HALLANDALE BEACH FL 33009	\$
4	924 NE 5 TH STREET HALLANDALE BEACH FL 33009	\$
5	812 NE 3 RD STREET HALLANDALE BEACH FL 33009	\$
6	925 NE 5 TH STREET HALLANDALE BEACH FL 33009	\$
7	918 NE 2 ND COURT HALLANDALE BEACH FL 33009	\$
8	214 NE 10 TH AVENUE HALLANDALE BEACH FL 33009	\$
9	1108 NE 5H STREET HALLANDALE BEACH FL 33009	\$
	TOTAL PRICE FOR NINE (9) RESIDENTIAL PROPERTIES \$	

EXHIBIT I – SCOPE OF SERVICES

COST PROPOSAL

I, _____, _____
Name of authorized Officer per Sunbiz Title

of _____
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Signature

Print Name

EXHIBIT I – SCOPE OF SERVICES

CONTRACT TERMS

The submittal responses shall be valid until such time as Board of Directors awards a contract as a result of this Bid.

Contract may be cancelled by the Hallandale Beach CRA within thirty (30) days with a written notice. Your firm's bid submission shall be valid until such time as Board of Directors awards a contract as a result of this bid.

CONTRACT TIME

A Notice to Proceed will be issued for each individual property. Final Completion of the work on each property must be completed within one hundred and twenty (120) calendar days from the date specified in the Notice to Proceed.

All work for this project must be completed by May 31, 2017.

The City of Hallandale Beach reserves the right to waive technicalities or irregularities in bids at its discretion or to reject any or all bids.

Notwithstanding anything to the contrary contained herein, the Hallandale Beach CRA reserves the right to waive formalities in any bid and further reserves the right to take any other action that may be necessary in the best interest of the City/CRA. The CRA further reserves the right to reject any or all bids, with or without cause, to waive technical errors and informalities or to accept the bid which in its judgment, best serves the City of Hallandale Beach and HBCRA.

CONTRACT PRICE

No price increase will be accepted during the contract terms including any renewals.

EXHIBIT I – SCOPE OF SERVICES

REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide five (5) verifiable references for project of similar scope as outlined in this Bid.

Do not provide more or less than five (5) references. The City will only contact the five (5) references provided.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date.

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager).
6. Updated email address for Project Manager.

EXHIBIT I – SCOPE OF SERVICES

DEFINITIONS

- Definitions: Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:
- Award: means the acceptance of a bid, offer or proposal by the proper authorized designee. The Board of Director must approve all awards over the authority of the Executive Director, with the exception of emergency purchases.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bid Prices: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Schedule of Bid Prices establishes the cash flow for the Project.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the CITY (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- CRA: means the Hallandale Beach Community Redevelopment Agency, a public body corporate and political. May be used interchangeably with HBCRA.
- CRA Contract Administrator: means the CRA's representative duly authorized by the Board of Directors and/or Executive Director, to provide direction to the Contractor regarding services provided pursuant to this Bid and the Contract.
- Contract and Contract Documents: means the agreement for Agreement for this Project to be entered into between the CRA and the Successful Proposer/Contractor.
- City: the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.
- Contract Time: The original time between commencement and completion, including any milestone dates thereof, established, as may be amended by Change Order.
- Contractor: The person, firm, qualified joint venture, or corporation with whom the CRA has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract

EXHIBIT I – SCOPE OF SERVICES

Documents to third parties under contract or control of CONTRACTOR shall be deemed to be a reference to CONTRACTOR.

- Final Completion: The date certified by HBCRA that any documents and all required by the Contract Documents have been received by HBCRA; any other documents required to be provided by CONTRACTOR have been received by HBCRA; and to the best of HBCRA's knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.
- Notice to Proceed: Written notice to CONTRACTOR authorizing the commencement of work as provided for by the Contract.
- Project: The construction project described in the Contract Documents, including the Work described therein.
- Project Initiation Date: The date upon which the Contract Time commences.
- Subcontractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
- Substantial Completion: The date certified by HBCRA when all the Work is sufficiently complete in accordance with the Contract Documents so the Project is available for beneficial occupancy.
- Surety: The surety company or person which is bound by the performance bond and payment bond with and for CONTRACTOR who is primarily liable, and which surety company or person is responsible for CONTRACTOR's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.
- Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by CONTRACTOR to fulfill CONTRACTOR's obligations. The Work may constitute the whole or a part of the Project.

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SUBMITTAL DUE DATE:

REPONSES ARE DUE: SEPTEMBER 15, 2016 BY NO LATER THAN 11:00 A.M.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
Your Firms Name Here
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: BID # FY 2015-2016-CRA003
FDEM GRANT RESIDENTIAL WIND MITIGATION RETROFIT IMPROVEMENTS

NON-MANDATORY PRE-BID CONFERENCE:

The Pre-Bid Conference is held to explain in detail Exhibits I-II, which makes up the Bid for this project. It is strongly encouraged that firms interested in proposing and responding to this Bid attend the Pre-Bid Conference. The Conference will explain the scope of work. The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Bid Conference as a tool to be successful in responding to this project.

Non-Mandatory Pre-Bid Conference is being held **August 12, 2016, 2 pm**; Cultural Community Center, 410 S.E. 3rd Street, Hallandale Beach, FL 33009, Room 107.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamaj@cohb.org no later than **AUGUST 18, 2016 NO LATER THAN 11:00 A.M.**

10% BID BOND: FIRM MUST PROVIDE ORIGINAL HARDCOPY (PAPER) WITH SUBMISSION:

As per Procurement Code Section 23-12 (2) Security (Bid Bond). Each proposer must provide with the submission a proposal Guarantee/Bid Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount equal to ten (10%) percent payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Board of Directors provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm

EXHIBIT I – SCOPE OF SERVICES

withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:

A Performance and Labor Materials Payment Bond in an amount equal to one Hundred (100%) percent of total Contract amount awarded must be submitted by the Awarded Contractor within fifteen (15) days after receipt of Notification of Award. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Contractor shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

FDEM Grant funds/budget for this project is \$174,000.00

QUESTIONS REGARDING BID

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum. City's website, www.cohb.org/solicitations.

FIRMS ARE RESPONSIBLE TO CHECK THE CITY'S WEBSITE PRIOR TO SUBMITTING A RESPONSE TO ENSURE THAT THE BIDDER HAS A COMPLETE BID PACKAGE, INCLUDING ANY ADDENDUM.

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TENTATIVE SCHEDULE

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

BID ADVERTISING DATE	JULY 28 , 2016
BID DOCUMENT RELEASED	JULY 28 , 2016
MANDATORY PRE-PROPOSAL CONFERENCE	AUGUST 12, 2016 AT 2PM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN AUGUST 18, 2016 BY NO LATER THAN 11 AM
BID DEADLINE FOR RECEIPT OF PROPOSALS	<u>SEPTEMBER 15, 2016</u> <u>BY NO LATER THAN 11 AM</u>
CONTRACT AWARD BY CRA BOARD OF DIRECTORS – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

EXHIBIT I – SCOPE OF SERVICES

LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS

1.	CITY MANAGER/CRA EXECUTIVE DIRECTOR
	Daniel Rosemond, City Manager
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	PROJECT MANAGER
	Diana Scarpetta
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1303
3.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1332
4.	SENIOR PROCUREMENT SPECIALIST
	Joann Wiggins
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1331
	PROCUREMENT SPECIALIST
5.	Tom Camaj
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1374