



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL
(RFP) # FY 2015-2016-008**

**COST RECOVERY SERVICES FOR MAJOR DEVELOPMENT
REVIEW, SITE PLAN REVIEW, URBAN DESIGN REVIEW AND
ZONING CODE ASSESSMENT
CONSULTANT COMPETITIVE NEGOTIATION ACT
(CCNA)**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
DEVELOPMENT SERVICES AND
PROCUREMENT DEPARTMENT**

EXHIBIT I – SCOPE OF SERVICES

INTRODUCTION / INFORMATION

In accordance with Florida Statutes, Chapter 287, Section 287.055, Consultants' Competitive Negotiation Act (CCNA), and Section 255.103, the City of Hallandale Beach is soliciting interested firms to perform technical review and analysis of development applications on a cost recovery basis. An individual project order (IPO) will describe the specific development that is proposed and the entire application and submittal items would accompany the IPO as an addendum. The steps and services required for technical review and analysis of development applications must be pursuant to Section 32-205 and Article V - Development Review Procedures, Sec. 32-781 of the City of Hallandale Beach Code of Ordinances.

The City retains the right to obtain similar services from additional firms. The City may award a Contract to one or more firms as a result of this RFP.

DEVELOPMENT APPLICATION REVIEW AND ASSESSMENT: The purpose and intent of development review is to encourage a more functional, efficient and compatible character of development, to promote logic, imagination, innovation and variety in project design, to preserve, protect and supplement the existing natural environment, to ensure that urban services delivery systems are not unduly overburdened by excessive or premature development, and to determine that all development occurs in full conformity to the county land use plan and, when adopted, the City comprehensive plan and elements of the plan.

The development process is dynamic and development applications are subject to periodic revisions as the need arises; therefore pre-application meetings, Development Review Committee (DRC) meetings, community meetings, and public hearings are an essential part of the review and approval process.

The review and approval process ensures technical analysis of the following:

- Planning And Site Design
- Engineering And Utility Issues/Opportunities
- Evaluation Of Existing Conditions
- Evaluation Of Proposed Development Activities
- Drainage Impacts, Erosion And Sedimentation Controls
- Sanitation Issues
- Adherence To Zoning And Land Development Code Regulations
- Compliance With The City's Comprehensive Plan
- Other Issues, As Required By The City Of Hallandale Beach Code Of Ordinances and Citywide Master Plan

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- Traffic Impacts, Onsite Circulation, Driveway Locations, Design Of Vehicular And Pedestrian Access (note: the traffic impact assessment(TIA)/review is completed by a separate firm; for purposes of this RFP, the respondent will merely be responsible for coordinating comments with the traffic engineer firm and City staff)

Article V and Section 32-205 establishes development review procedures to ensure that standards and guidelines used in the review of development applications is consistent for all applicants. The City of Hallandale Beach’s Development Services Department strives to provide the most responsive and efficient support to all residents, businesses, and property owners in the city to facilitate the development of private property. Our Team of experienced professionals is tasked with helping our applicants develop and improve their properties within the laws, regulations and guidelines created to protect and provide the highest standards of living.

SCOPE OF WORK:

- Firm will review and assess the entire development application and submittal documents for sufficiency and completeness, prepare DRC Comments, and serve as DRC Chair for the proposed project.
- Firm will establish and maintain a file for the development project to include final signed and sealed plans, studies, and related documents, along with meeting notes, DRC comments, staff reports, etc.
- Firm will provide a draft of each of the following: technical staff report, resolutions, ordinances, and other instruments required to process the development.
- Firm will prepare presentations for public hearings and executive staff briefings, and provide review and comments on any proposed development agreement.
- Firm will attend all DRC and Community meetings, public hearings, executive staff briefings, as requested, and other related project meetings [two (2) DRC meetings, two (2) public hearings, and one (1) executive staff briefing].
- Upon final public hearing/approval, the firm shall be responsible to ensure all related documents have been revised and/or amended to include all conditions of approval (this includes resolutions, development agreements, exhibits, attachments, plans, etc.).

DEVELOPMENT APPLICATION REVIEW AND ASSESSMENT: Firm will review and assess the entire development application and submittal documents for sufficiency and completeness, and serve as Principal Project Planner for the proposed project and oversee the review and approval process from beginning (pre-application meeting with applicant) to end (City Commission final action items).

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Tasks

Task 1.0 – Pre-Application Meeting with Applicant; review and assess the entire development application and submittal documents for sufficiency and completeness.

Task 1.1 - Firm will conduct the development application review and provide a draft copy of the DRC Comments to City staff within ten (10) business days of receiving written Notice to Proceed (NTP). The Firm will also receive the application, plans, and submittal documents at this time.

Task 1.2 - Final DRC comments (document the findings resulting from the review and, if necessary, a list of comments to be addressed in the next submission) will be provided within two (2) business days of the scheduled Development Review Committee Meeting. Firm shall also review consolidated comments from entire DRC, especially traffic impact analysis (TIA) review, in preparation for DRC meeting. The City relies upon the consultant to lead the DRC meeting. This task will occur for each DRC review.

Task 1.3 - The next phase includes Community meeting preparation and coordination, to include a draft advertisement, notice of hearing, and posted notice language. The firm's attendance at the community meeting is mandatory. This phase also includes preparation of a compatibility analysis draft resolutions, ordinances, and other required instruments to process the development application. The firm must also initiate a work order for the City Attorney to review draft staff report, resolutions, ordinances, and other instruments required to process the development application - pursuant to the City's Zoning and Land Development Code.

Task 1.4 - Final Phases includes final staff report and PowerPoint presentation submission to City, public hearing attendance and presentations (PowerPoint), executive staff briefings, Development Agreement Review, and other related tasks, as requested.

Task 1.5 - Firm must also amend approval instruments as specified by City Commission motion for approval.

Schedule. Firm will conduct the technical review and provide a draft copy of the DRC within ten (10) business days of receiving written Notice to Proceed (NTP). Final report will be provided within two (2) business days of the scheduled Development Review Committee Meeting.

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Deliverables. Firm will prepare a technical memorandum report that documents the findings resulting from the review and, if necessary, provides a list of revisions to be completed. Firm will also provide staff report; presentation materials; implementing instruments (resolutions, ordinances, etc.); review and provide comments for Development Agreement; attend all project related meetings, public hearings; participate in conference calls (as needed); and, address all issues, concerns, and follow-up items as directed by the Planning and Zoning Manager.

DEVELOPMENT APPLICATION REVIEW AND ASSESSMENT ANTICIPATED TASK-RELATED MEETINGS FOR FIRM TO ATTEND:		
Type of Meeting	Duration	Location
Staff Discussion with Firm Re: DRC Comments, staff reports, etc.	3.5 hours	Conference Call/ CoHB City Hall
Community Meeting (if required) DRC	2.5 hours	CoHB Cultural Center
DRC	1 hour	CoHB City Hall
DRC	2.5 hours	CoHB City Hall
Mini-DRC Review	2.5 hours	TBD
FDOT/MPO	5 hours	TBD
Broward County Plnng Cncl	2 hours	RPC
PZB Public Hearing	2 hours	CoHB Commission Chambers
City Commission Public Hearing	2 hours	CoHB Commission Chambers
RPC Public Hearing	1 hour	RPC
Broward County Commission Public Hearing	1 hour	Broward County Administration Bldg

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CITY'S RESPONSIBILITIES:

1. Designate in writing a person to act as the City's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the Firm's services for the Project.
2. Provide firm with a copy of the applicant's full application submittal and resources listed below.

REQUIRED RESOURCES TO BE PROVIDED BY THE CITY TO COMPLETE THE TASKS:

- CoHB Zoning and Land Development Code
- CoHB Comprehensive Plan
- CoHB Citywide Master Plan
- CoHB Parks Master Plan (and GO Bond Project Phasing, if needed)
- CoHB Transportation Master Plan
- Current RAC Allocation Tracking Sheet
- Broward County Land Use Plan
- Broward County Administrative Rules Document
- Broward County Traffic ways Plan
- Florida Statutes
- City's Comprehensive Plan, Transportation
Element: <http://www.hallandalebeachfl.gov/DocumentCenter/Home/View/1230>
- Zoning and Land Development Codes: 32-787 (impact evaluation report), 32-884 (traffic concurrency) found on
Municode: https://www.municode.com/library/fl/hallandale_beach/codes/code_of_or_dinances
- Administrative Parking
Standards: <http://www.hallandalebeachfl.gov/DocumentCenter/Home/View/153>
- Other Parking Information is on Municode Chapter 32-451: https://www.municode.com/library/fl/hallandale_beach/codes/code_of_ordinances
- Zoning Map is found here: <http://cohb.org/DocumentCenter/View/9581>

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STAFF/PERSONNEL DESCRIPTIONS:

Principal Planner:

The Principal Planner supervises all activities regarding the project review tasks and assures quality, accuracy, and on-time delivery of projects, reports, tasks, studies, etc. The Principal Planner ensures that task/project assignments are executed by the team, and should be regarded as the expert and Team Leader. The Principal Planner attends the DRC and project related meetings on behalf of the firm.

Senior Planner:

This is a responsible highly specialized professional planning position directing major work elements. Tasks assigned to this position require exercising independent, professional judgment based upon prior experience and using the best available data for determining appropriate strategies in the development and presentation of data, reports and recommendations. This position coordinates specialized planning techniques, statistics, and special studies, works independently and performs on-going planning responsibilities with virtually no supervision.

Planner I or Associate Planner:

An employee working in this capacity may be involved in any of the following: preparing staff reports, collecting and analyzing data and preparing special studies and projects.

Technical Support Personnel:

Provides assistance in the technical implementation and administration of GIS, economic or population analysis, and research. This person is typically responsible for data collection, and literature reviews.

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Administrative Support:

Performs administrative or secretarial duties in support of the project/task.
Performs a variety of complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the department staff, and assisting in the administration of the standard operating policies and procedures of the department

END OF SECTION

EXHIBIT I – SCOPE OF SERVICES

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

All firms responding to this RFP, in order to be eligible to respond to the RFP, must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm must meet the MQRs stated below in order to be eligible for evaluation of their 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 Evaluation Committee's ability to find the responses of the MQRs to the RFP and could cost your firm to be determined non-responsive and disqualified from being further evaluated. Ensure the MQRs below are easily found and clearly addressed within your firm's response. (See pages 14-19 of Exhibit I)

1. Minimum Qualification Requirement of Staff:
 - a. Principal Planner - Graduation from an accredited college or university with a Master's degree in Planning or a related field, AICP, and twelve (12) years of experience in planning, transportation analysis, code assessment, and comprehensive planning. The Principal Planner must demonstrate at least six (6) years of experience with Broward County Planning issues. Firms must provide copies of resumes to meet this MQR.
 - b. Senior Planner - Master's Degree in Urban Planning or closely related field of study and six (6) years of progressively responsible experience in urban planning; or, a Bachelor's Degree in Urban Planning or a closely related field of study and six (6) years of progressively responsible experience in Urban Planning; or, an equivalent combination of education and experience. Firms must provide copies of resumes to meet this MQR.
 - c. Planner I or Associate Planner - Master's degree in Planning or closely related field and one (1) year of experience in Urban Planning or graduation from an accredited college or university with a Bachelor's degree in Planning or a closely related field and three (3) years of experience in Urban Planning. Firms must provide copies of resumes to meet this MQR.
 - d. Technical Support Personnel - Bachelor's degree and two (2) years of experience. Firms must provide copies of resumes to meet this MQR.

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- e. Administrative Support - High School Diploma and two (2) years of experience. Firm must provide copies of resumes to meet this MQR.

2. Licenses:

All firms listed as part of the RFP must be licensed under the appropriate State and Local laws and proposing firms MUST provide proof with submission of proposal.

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm and all assigned key professional staff possess all licenses and certifications required to undertake and complete the project. Additional related certifications and licenses other than those required, should also be noted.

- **All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.**

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at www.cohb.org/solicitationnotifications.

ADDITIONAL BACKGROUND INFORMATION

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1st and ends September 30th.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. **Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide five (5) thumb drives with your firm's submittal.**

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

Section below, Submission of Proposals, outlines the format to be followed for responses to this RFP.

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 RFP must provide six (6) verifiable references with a minimum of two (2) from governmental entity experience, for which the Proposer has performed similar work within the last five (5) years.

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. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

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.

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I. DEFINITIONS

- **Award** means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the authority of the City Manager, with the exception of emergency purchases.
- **City** means the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.
- **City's Contract Administrator** means the City's representative duly authorized by the City Commission and/or City Manager, to provide direction to the Firm regarding services provided pursuant to this RFP and the Contract.
- **Contract and Contract Documents** means the agreement for Agreement for this Project to be entered into between the City and the Successful Proposer/Firm.
- **Firm** the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.
- **Local City of Hallandale Beach Vendor** pursuant to Chapter 23, Procurement, Section 23-6 of the Code of Ordinances of the City of Hallandale Beach, Florida.
- **Project Manager** means the Firm's representative authorized to make and execute decisions on behalf of the Firm.
- **Proposal** means the proposal or submission submitted by a Proposer. The terms Proposal and Bid are used interchangeably and have the same meaning.
- **Proposer** means one who submits a Proposal in response to a solicitation. The terms Proposer and Bidder are used interchangeably and have the same meaning.
- **Proposal Documents** the Request for Proposals, Instructions to Proposers, Technical Specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).
- **Successful Proposer** means the qualified, responsible and responsive Proposer to whom City (on the basis of City's evaluation as hereinafter provided) makes an award.

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CONTRACT TERMS

The term of the Agreement shall be for a period of five (5) years with two (2) renewable terms of one (1) year each, or as otherwise negotiated with the City.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this RFP.

Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

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

The City will evaluate proposals and may conduct discussions with, and may require presentations by firms.

Oral presentations may be required from the responsive proposers by the Evaluation Committee to provide an oral presentation in support of what has been provided in the proposals by each firm or to exhibit or otherwise demonstrate the information contained therein for clarification purposes. **No new information or material not already provided in the firm's proposal is to be presented during oral presentations.**

The City retains the right to obtain similar services from additional firms. The City may award a Contract to one or more firms as a result of this RFP.

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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, Exhibit II. 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.

II. PROPOSAL FORMAT: The following format must be followed by firms submitting responses to the RFP.

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. **Firms must make sure that the thumb drive is tested before submission.** Do not place password on the thumb drives. Provide five (5) thumb drives with your firm's submittal.

The outline for items # 1 through # 10 below must be followed. Your firm's non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses to the RFP and could cost your firm points for information that is not easily found.

Upon review of the proposals by the evaluation committee oral presentations may be required. After ranking the evaluation committee will select and short list no less than the three (3) top ranked firms.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal **must** address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 10, **must be included**. Items 1-10 represent the criteria against which proposals will be evaluated.

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1. Title Page

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal. The City will only contact one (1) person for this RFP. Therefore, if your firm is providing a response which is made up of more than one (1) firm the contact person provided must be able to answer all questions/clarifications requested from the City for all firms.

2. Table of Contents

Include clear identification of the material by section and by page number.

3. Transmittal Letter (limit 3 pages)

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the work, and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses and telephone numbers.

4. Minimum Qualification Requirements (MQRs)

Please provide proof of MQRs as listed on pages 9-10 of Exhibit I.

1. Minimum Qualification of Staff – Please provide Resumes for the following staff:

- a. Principal Planner - Graduation from an accredited college or university with a Master's degree in Planning or a related field, AICP, and twelve (12) years of experience in planning, transportation analysis, code assessment, and comprehensive planning. The Principal Planner must demonstrate at least six (6) years of experience with Broward County Planning issues. Firms must provide copies of resumes to meet this MQR.
- b. Senior Planner - Master's Degree in Urban Planning or closely related field of study and six (6) years of progressively responsible experience in urban

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planning; or, a Bachelor's Degree in Urban Planning or a closely related field of study and six (6) years of progressively responsible experience in Urban Planning; or, an equivalent combination of education and experience. Firms must provide copies of resumes to meet this MQR.

- c. Planner I or Associate Planner - Master's degree in Planning or closely related field and one (1) year of experience in Urban Planning or graduation from an accredited college or university with a Bachelor's degree in Planning or a closely related field and three (3) years of experience in Urban Planning. Firms must provide copies of resumes to meet this MQR.
 - d. Technical Support Personnel - Bachelor's degree and two (2) years of experience. Firms must provide copies of resumes to meet this MQR.
 - e. Administrative Support - High School Diploma and two (2) years of experience. Firm must provide copies of resumes to meet this MQR.
- 2. Licenses:** All firms listed as part of the RFP must be licensed under the appropriate State and Local laws and provide proof with submission of proposal.

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm and all assigned key professional staff possess all licenses and certifications required to undertake and complete the project. Additional related certifications and licenses other than those required, should also be noted.

5. Firm's Qualifications and Experience

- a. Provide a summary of the firm's background, size, and locations, including any legal or organizational changes in progress or that have occurred in the past five (5) years, such as mergers, acquisitions, consolidations, bankruptcy, or downsizing.
- b. Describe your firm's capacity to meet multiple completion deadlines.

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6. Qualification of Staff

a. Principal Planner/ Team Leader (limit 2 pages)

Identify individual responsible for coordinating all components of the scope of services that will serve as the key point of contact to work with City of Hallandale Beach Planning and Zoning Division staff. This person will be considered the Team Leader for this contract.

Provide a resume of the Team Leader qualifications. Focus on experience in planning and the management of contract support under this type of contract.

b. Development Application Review and Assessment Team (limit 5 pages) (see Staff/Personnel Descriptions on page 7-8 of Exhibit I)

1. Provide an organization chart that lists all staff assigned to this contract, the reporting hierarchy of staff and sub-consultants, the percentage of time available to work on this contract for each staff member, probable role(s), and their location.
2. Please address whether or not the members of the team have previous experience working together and provide resumes of up to one (1) page each for each team member who will be assigned to the project.
3. Provide resumes of up to one page each for each team member who will be assigned to the project.

4. Development Application Review and Assessment

a. List all team members that will work on:

- i. Task 1.0
- ii. Task 1.1
- iii. Task 1.2
- iv. Task 1.3
- v. Task 1.4
- vi. Task 1.5

b. Describe the member's level of understanding, experience and expertise with each task.

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- c. List the specific team member that will be responsible for quality control and quality assurance for each task and describe the QA/QC plan for these tasks.

7. Past Performance (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 RFP must provide six (6) verifiable references with a minimum of two (2) from governmental entity experience, for which the Proposer has performed similar work within the last five (5) years.

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. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

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.

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8. Technical Approach (limit 5 pages)

- a. Provide a brief description of the Proposer's approach to the project tasks.
- b. Develop a management plan that describes the firm's approach to providing professional planning services, and identifies the methods and estimated time required to complete tasks in the General Scope of Services.

9. Local City of Hallandale Beach Vendor Preference (LVP): *See Exhibit III for further details.*

10. Community Benefit Plan – BONUS POINTS *See Exhibit III for further details.*

END OF SECTION

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III. PROPOSAL EVALUATIONS:

Criteria. Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	Minimum Qualification Requirements (MQRs) – this criteria has no points. If your firm does not provide all the required stated MQRs your firm’s proposal will not be reviewed/evaluated and your submission disqualified.	Must be provided. If not, firm will not be evaluated
2.	Firm’s Qualifications and Experience	20
3.	Qualifications of Staff	25
4.	Past Performance (References)	15
5.	Technical Approach	30
6.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
	TOTAL POINTS **	100
BONUS	Community Benefit Plan Bonus Points	(2.5-10)

*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III)

**Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference. (See Exhibit III)

The criteria stated above will be utilized to rank proposer(s).

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

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SUBMITTAL DUE DATE:

REPOSSES ARE DUE: MARCH 4, 2016 NO LATER THAN 11:00AM.

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 FIRM'S NAME
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP NO. FY2015-2016-008
COST RECOVERY SERVICES FOR MAJOR DEVELOPMENT REVIEW, SITE PLAN REVIEW, URBAN
DESIGN REVIEW, AND ZONING CODE ASSESSMENT- CCNA

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, the City's Local Vendor Preference and Community Benefit Plan. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

Non-Mandatory Pre-Proposal Conference is being held **February 17, 2016 at 11:00 A.M.**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamaj@cohb.org by no later than **February 19, 2016 no later than 11:00 A.M.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

Each applicant that submits a major development application to the Planning and Zoning Division, establishes an escrow account to pay for the services outlined in this proposed RFP.

EXHIBIT I – SCOPE OF SERVICES

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

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

RFP DOCUMENT RELEASED	JANUARY 29, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	FEBRUARY 17, 2016 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN FEBRUARY 19, 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>MARCH 4, 2016</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	MARCH THROUGH APRIL 2016
ORAL INTERVIEWS – (IF REQUIRED)	MARCH THROUGH APRIL 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

EXHIBIT I – SCOPE OF SERVICES

QUESTIONS REGARDING RFP:

For information pertaining to this Request for Proposals (RFP), 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.

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the attached agreement, for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated in Exhibit II, Article 5.