



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSALS  
(RFP) # FY 2015-2016-025  
CONSULTANT COMPETITIVE NEGOTIATION ACT  
(CCNA)**

**DESIGN HIGH SERVICE PUMPS AND  
TRANSFER PUMPS  
AT CITY OF HALLANDALE BEACH (COHB)  
WATER TREATMENT PLANT**

**EXHIBIT I SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
PUBLIC WORKS DEPARTMENT  
AND  
PROCUREMENT DEPARTMENT**

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## INTRODUCTION / INFORMATION

### **Purpose and project scope:**

In accordance with Florida Statutes, Chapter 287, Section 287.055, Consultants' Competitive Negotiation Act (CCNA), the City of Hallandale Beach is soliciting interested firms with strong back ground in Water Treatment Plant design, permitting and construction administration services. You are invited to submit a proposal to perform consultant services to design replace/ upgrade the **High Service Pumps** and **Transfers Pumps** at City of Hallandale Beach, Water Treatment Plant.

### **Minimum Qualification Requirements – MQRs:**

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated.

**Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.**

Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs are easily found and clearly addressed within your firm's response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

### **Non-Mandatory Pre-Proposal Conference:**

For this project the City is holding a 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.

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**The City:**

The City of Hallandale Beach is a vibrant coastal community located in the southeast corner of Broward County on the Atlantic Ocean. The City encompasses 4.4 square miles and has a population of 38,273 residents. The City demographics continue to change as younger families move to Hallandale Beach for its location and quality of life attributes. Tourism plays an important role in the City's economy as the population during the peak winter season increases to 50,000 within the City. Home to 11 state of the art parks, including two beach parks and two gaming venues, the City hosts visitors year round.

Two (2) primary business corridors transverse the City:

1. Federal Highway – US-1
2. Hallandale Beach Boulevard – State Road 858

Hallandale Beach is unique in that it is home to two pari-mutuel gaming facilities, Gulfstream Park Casino and Race Track and Mardi Gras Casino. Parking at each of these leisure and commercial destinations takes place within their respective development, and is currently free of charge to the public and employees. Parking at all other retail and commercial establishments along the City's business corridors also happens on-site. The City of Hallandale Beach does not have public on-street parking that services the commercial corridors.

The City also has a high concentration of mid-rise and high-rise condominiums. As required by Florida Building Code, all of the condominiums provide off-street parking for residents within the property.

**Background Information about the Project**

The City of Hallandale Beach (City) owns and operates a water treatment plant (WTP) that treats water from the Broward County Regional Wellfield Supply (BCRWS) via membrane softening along with City owned Biscayne Aquifer water supply Production Well No. 7 (PW-7) and PW-8 treated through lime softening treatment facilities. The City currently produces approximately six million gallons per day (mgd) of finished water on an annual average basis with each treatment process contributing about 50 percent of the finished water. The finished water from both treatment processes are blended at the plant prior to distribution. The City's water supply wells are permitted by the South Florida Water Management District (SFWMD) Water Use Permit (WUP) No. 06-00138-W that was issued on December 16, 2013. Withdrawal from the wellfield is currently limited to 3.5 mgd on an annual average day flow (AADF) basis.

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### **High Service Pumps (HSP)**

The existing high service pumps (HSPs) No. 1 through 4 at the City of Hallandale Beach (City) Water Treatment Plant (WTP) were installed in 1967. It has been reported by staff that the HSP Nos. 1 and 2 were replaced in the early 1980s. Hence, the pumps age range from about 30 to 47 years old. The useful life of pumps in this service generally ranges from 20 to 30 years. The pumps are at or beyond the end of their normal economic lives. Pump efficiencies and capacities have declined because of internal wear. In addition, total firm HSP capacity is insufficient to meet projected future peak hour flow capacity and provide sufficient pressure in the future for adequate fire flows and level of service in some parts of the service area.

The City had authorized Hazen and Sawyer to evaluate the existing HSP (***Exhibit A - High Service Pumps Evaluation***). The goals of the HSP evaluation was to maximize utilization of existing HPS infrastructure, meet projected year 2025 HSP capacity and pressure requirements (consistent with existing infrastructure) and estimate and maximize HSP energy efficiency over existing HSPs.

### **Transfer Pumps (TP)**

Based on observations and available information, two of the three transfer/backwash pumps at the City of Hallandale Beach (City) Water Treatment Plant (WTP) were installed in 1968 with the third apparently replaced at a later date. All three pumps discharge to a common transfer manifold and filter backwash water is also supplied from this manifold. The pumps are at or beyond the end of their normal economic lives (typically 20-30 years). City staff have reported that current pump capacities have decreased to approximately 80% of their original design capacities. The transfer pumping station transfers all finished water to storage, including lime softened product and nanofiltration product. Total transfer pumping capacity is currently less than the WTP's rated capacity of 16.0 MGD. Modification of transfer piping and construction of the 2.0 MG storage tank in 1980 created the current configuration in which the pressure available for filter backwashing is dependent on the level in the 2.0 MG tank. This has apparently contributed to filter backwashing deficiencies.

The City had authorized Hazen and Sawyer to evaluate the existing HSP (***Exhibit B - Transfer Pumps Evaluation***). The goals of the TP evaluation was to maximize utilization of existing transfer pumping infrastructure, increase transfer pumping capacity commensurate with the rated WTP capacity, improve transfer pumping energy efficiency and revise transfer/backwash pump station piping to provide adequate pressure for filter backwash and improve locations of electric valve actuators.

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### **Scope of Work**

The consulting services for design of new High Service Pumps (HSP) and Transfer Pumps (TP) will be divided into TWO phases.

#### **Phase 1 – HIGH SERVICES PUMPS (HSP)**

- 1a. will encompass the **Design** (100 percent plans, engineer’s cost estimate, and detailed specifications) and permitting of the HSP.
- 1b. **construction bid process**, beginning after the final 100 percent submittal of bid documents opening of bids and ending with Commission award of construction services of the HSP.
- 1c. will be **consulting services** on a requested basis during the **construction period** and will begin at the pre-construction meeting for the project.

#### **Phase 2 – TRANSFER PUMPS (TP)**

- 1a. will encompass the **Design** (100 percent plans, engineer’s cost estimate, and detailed specifications) and permitting of the TP.
- 1b. **construction bid process**, beginning after the final 100 percent submittal of bid documents opening of bids and ending with Commission award of construction services of the TP.
- 1c. will be **consulting services** on a requested basis during the **construction period** and will begin at the pre-construction meeting for the project.

The consultant shall generate a not-to-exceed cost estimate associated with each phase. Each phase will be given separate approval by City of Hallandale Beach to proceed and will be paid under each phase not to exceed cost estimate. This is not a conglomerate lump sum contract. The City anticipates to award the design services of Phase 2 during the construction phase of Phase 1. The City desire is that the construction of Phase 2 shall begin immediately upon completion of construction of Phase 1. The consultant fees are separate and inclusive for each phase. The following are minimum specifications.

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### **Phase 1a/2a –Design Services**

The consultant will provide a complete design for the new HSP and TP including existing removals and any required upgrades to any other systems (i.e., all, interior and exterior additions and modification to existing pumps, piping, building, electrical, mechanical, and structural, etc.). The consultant shall prepare plans, specification, construction cost estimate, develop prequalification criteria and prequalification form.

Plan reviews will be submitted to City of Hallandale Beach staff for review at the 50 percent and 90 percent stages of the design process. Adequate time of three (3) weeks will be given at each stage for review. Bid specifications and related documents will be prepared by the consultant but the final complete documents will be put together by City of Hallandale Beach staff and in the general standard form of City of Hallandale Beach. Three hard (3) working copies of the plans, specifications and related documents will be submitted at each stage and one digital files on a thumb drive.

The final submittal of 100 percent complete plans and specifications are to be as follows:

### **Final Submittal: Specifications & Plans**

- (1) Full, unbound, single sided hard copy specification set sized to 8½" x 11", with the standard City of Hallandale Beach cover identifying the CIP number.
- Electronic specification files in Microsoft Word format, and Adobe Acrobat (PDF).
- Five (5) Full size set plans (24" x 36") signed and sealed.
- One (1) Full size set scanned imaged in Adobe Acrobat (PDF).
- Electronic files in Autodesk AutoCAD DWG and DWF format.
- AutoCAD drawing files shall be exported out of AutoCAD using eTransmit function so that any special or custom font files, pen setting files, xrefs, etc. are included.
- All electronic files shall be copied to two (2) thumb drives, and the different file types (i.e., \*.dwg, \*.dwf, \*.pdf, \*.doc) shall be organized into named folders (i.e., DWGs, DWFs, PDFs, DOCs).

### **Construction Cost Estimate**

(1) Full sized to 8½" x 11"

(1) Electronic files in Microsoft Excel format; two copies on two (2) CDs

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## **Permits**

The design consultant will provide all data and facilitate obtaining all necessary approvals and permits from local, state and federal agencies.

The design work and permitting for Phase 1 should be completed within 12 months from the Notice to Proceed and the design and permitting for Phase 2 shall be completed within 12 months from the Notice to Proceed.

## **Phase 1b/2b: Bid Services**

Pre-Qualification of construction bidders: the consultant shall assist with the pre-qualification process of the constructions bidders. The consultant shall recommend a criteria for pre-qualification process, minimum qualification and experience. The consultant shall review all bidders' pre-qualifications applications and make recommendation to staff.

Pre-bid meeting: the consultant shall attend a pre-bid meeting for the construction project. The meeting will be held at the City of Hallandale Beach, Commission Chamber, 400 S. Federal Highway, Hallandale Beach, Florida 33009.

Revisions to Scope and Addendums: The consultant will be required to provide services for the answering of questions and any revisions to scope of work that may result through vendor inquiries during the bidding process.

Missing Scope during Bid Process: The Consultant will be held fiscally responsible for any change orders over the bid amount that are deemed by the City as a technical or design error on the part of the Consultant.

## **Phase 1c/2c: Construction Services**

The consultant will provide the following construction support services as a minimum:

- Host a pre-construction meeting to be held at the Public Works Department, 630 NW 2 Street, Hallandale Beach, Florida, 33009.
- Provide for review of all construction related submittals (shop drawings).
- Provide for bi-weekly related meetings and/or inspections on-site.
- The consultant will be available for City of Hallandale Beach-requested on-site reviews and inspections throughout the project.
- Provide interpretation of the contract documents, plans and specifications. Provide for review of all construction related RFIs.
- Provide determinations of whether the work is in substantial accordance with the contract documents, plans and specifications.

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- Develop and process field orders, work change directives, and construction contract change orders.
  - Review and process contractor's applications for payment.
  - Conduct Final Inspections to insure compliance with contract documents, plans and specifications.
  - Issue Certificate of Substantial Completion.
  - Provide written approval of final payments to contractors.
  - Furnish reproducible record drawings and CAD Files in AutoCad format.
  - Other necessary services that may be required or suggested by the consultant for this type of project.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm **must** meet in order for the firm's response to be considered and to be evaluated.

**Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.**

Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs are easily found and clearly addressed within your firm's response.

The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).

#### **Minimum Qualification Requirement # 1: Licenses**

Proposing firm must provide copies of all applicable licenses with their response. Firm must be certified by the Florida Board of Professional Engineers and provide a copy of the certification with their submittal.

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## EVALUATION PROCESS:

Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on pages 13-17 of this RFP. An Evaluation Committee may select no fewer than three (3) of the highest ranked proposers for oral interviews/presentations.

Oral presentations 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.

Oral presentations are to support what has been provided in the proposals by each firm and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein for clarification purposes. City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information and clarification from Proposers.

After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award an Agreement.

Oral Presentations 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.

- **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/solicitations](http://www.cohb.org/solicitations).**

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## 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 three (3) verifiable references for which the firm has designed high service pumps and transfer pumps within the last seven (7) years.

**Do not provide more or less than three (3) references. The City will only contact the three (3) 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.

- a. Client name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Date project commenced and current status.
- e. Size of project by contract amount.
- f. Present status of the project.
- g. Phone # for Reference (Project Manager).
- h. Updated email address for Project Manager.

**The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form via email 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.**

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## 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 purchasing authority of the City Manager, with the exception of emergency purchases.

**“City”** 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 Consultant 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/Contractor.

**“Consultant”** 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 23-3 of the Code of Ordinances of the City of Hallandale Beach, Florida.

**“Notice to Proceed”** means the written notice given by the City to the Consultant of the date and time for work to start.

**“Project Manager”** means the Consultant’s representative authorized to make and execute decisions on behalf of the Consultant.

**“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).

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## CONTRACT TERMS

The term of the Agreement shall be for a period of five (5) year.

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.

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.

## 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.

## 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 one (1) thumb drive with your firm's submittal.

Section below, Proposal Format, outlines the format to be followed for responses to this RFP.

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

**The following criteria stated below is what the Evaluation Committee will utilize to rate your firm's response. Your firm's response must provide all information requested below items # 1 through # 13. 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.** The information must be included in the thumb drives that are searchable in adobe format. No hardcopy paper submittals or CDs will be accepted.

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 one (1) thumb drive with your firm's submittal.

**The outline for items # 1 through # 13 below must be followed by your firm's written proposal.**

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 should 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.

In order to be eligible for evaluation, all firm(s) responses to this RFP must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be eligible for evaluation of their response/submittal. If firm is proposing work to be provided by more than one (1) firm, **all proposed firms** must meet and provide the MQRs with the response/submittal.

While additional data may be presented, the information requested in items 1 through 13, **must be included**. Items 1-13 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.

**2. Table of Contents**

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

**3. Cover Letter**

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 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.

All documents and transmittal letter must be executed by a duly authorized officer of the firm. If you do business as a corporation, partnership, or limited liability company (LLC), you must register with the Florida Secretary of State. For more information, visit the Division of Corporations website at: [www.sunbiz.org](http://www.sunbiz.org). Your firm must provide a copy your firm's Sunbiz following the transmittal letter. The officer signing on behalf of the firm must be listed on the Sunbiz. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

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

**4. Executive Summary**

The Proposer shall submit an executive summary, which outlines its Proposal, including the proposed general management philosophy. The executive summary shall, at a minimum, include a recap detailing the description of the scope of work to be performed by the consultant on all phases of the project. The scope must include meeting with the Commission at appropriate times to review aspects of the design, specifications, and permitting issues.

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**5. Minimum Qualification Requirements (MQRs)**

Ensure that within this section your firm includes the MQRs portion outlined and requested below.

All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).

**Minimum Qualification Requirement # 1: Licenses**

Proposing firm must provide copies of all applicable licenses with their response. Firm must be certified by the Florida Board of Professional Engineers and provide a copy of the certification with their submittal.

**6. See Exhibit II – Required Forms – Pages 15-23:**

- a. Variance Form
- b. Proposal Submitted by Form
- c. Payment Terms
- d. Public Entity Crime Form
- e. Domestic Partnership Certification Form
- f. Conflict Of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form

**7. Firm's Qualifications and Past Experience**

- a. The Proposer shall describe the composition and structure of the firm (sole proprietorship, corporation, partnership, joint venture) and include names of persons with an interest in the firm.
- b. Identify the Project Manager and all key members of the project team and their anticipated roles for this project, and provide a summary of their previous experience, educational background, certifications, work history, percentage time commitments for this project, areas of responsibility and a statement of their particular expertise and experience related to all phases of this type of project

- c. Include a list and description of all sub-consultants that will have key roles in the team organization chart. Include a description of tasks, qualifications, and responsibilities of any sub-consultant that may be hired for this project.
- d. Describe firm’s experience and provide specific example of designing, permitting and providing engineering services during construction for water treatment plant high service pumps and transfer pumps in State of Florida. Provide three examples with evidence of completed projects, both on time and budget, for the past 7 years, using the grid below.

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	
Was project completed on time and on budget?	
Identify your firm’s role as a prime consultant or as a sub-consultant	
Identify what your firm’s role was in the project, i.e. discipline, expertise, and work element.	

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	
Was project completed on time and on budget?	
Identify your firm’s role as a prime consultant or as a sub-consultant	
Identify what your firm’s role was in the project, i.e. discipline, expertise, and work element.	

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	
Was project completed on time and on budget?	
Identify your firm's role as a prime consultant or as a sub-consultant	
Identify what your firm's role was in the project, i.e. discipline, expertise, and work element.	

**8. Staffing Plan and Project Approach**

- a. Indicate the total number of projects that will be managed by the designated project manager during the period consultant is managing this project.
- b. Attach an organizational chart of the office that will be providing the services for this project. Identify any projects that your proposed project team will work on concurrently.
- c. Describe your approach in managing these projects.
- d. Were there or will there be any challenges for any of these projects: If so describe how your firm dealt or will deal with the challenges.

**9. Project Schedule**

- a. Provide a detailed schedule of all phases of the project.
- b. The design work and permitting for Phase 1 should be completed within 12 months from the Notice to Proceed.
- c. The design and permitting for Phase 2 shall be completed within 12 months from the Notice to Proceed.

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**10. Past Performance (References)**

The City will conduct reference checks as 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 three (3) verifiable references for which the firm has designed high service pumps and transfer pumps within the last seven (7) years.

Do not provide more or less than three (3) references. The City will only contact the three (3) 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.

- a. Client name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Date project commenced and current status.
- e. Size of project by contract amount.
- f. Present status of the project.
- g. Phone # for Reference (Project Manager). Updated email address for Project Manager.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides 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.

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**11. Location (Broward County)**

Identify the exact office location of the Primary Proposer, responsible for this project and provide exact address. Only firms with an office located in Broward County responsible for this project, will receive 5 points.

**12. Local City of Hallandale Beach Vendor Preference (LVP)**

*See Exhibit III for further details.*

**13. Community Benefit Plan**

*BONUS POINTS, See Exhibit III for further details.*

**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 the 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 MQRs information, your firm’s proposal will not be reviewed/evaluated and your firm’s submission will be disqualified.	Ensure your firm provides all the MQRs within your firm’s submittal
2.	Firm’s Qualifications and Past Experience	30
3.	Staffing Plan and Project Approach	30
4.	Project Schedule	16
5.	Past Performance (References)	9
6.	Location (Broward County)	5
7.	Local Vendor Preference*	2.5-10
	TOTAL POINTS **	100
BONUS	Community Benefit Plan	(0-15)

\*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 presentations 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:**

**RESPONSES ARE DUE: OCTOBER 25, 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  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
**PLACE THE NAME OF YOUR FIRM HERE**  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: RFP # FY 2015-2016-025  
CCNA DESIGN HIGH SERVICE PUMPS AND  
TRANSFER PUMPS COHB WATER TREATMENT PLANT

**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 **October 3, 2016 at 11:00 am**, City Hall, City Commission Chambers, 400 S. Federal Highway, Hallandale Beach, FL 33009.

**LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [alues@cohb.org](mailto:alues@cohb.org) no later than **October 7, 2016 no later than 11:00 A.M.**

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**BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:**

The budget for Design, bid process and consulting services during the construction period is \$400,000.00 for Phase 1.

The budget for Phase 2 will be requested for Fiscal Year 2017-2018 in the amount of \$300,000.00.

**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	SEPTEMBER 21, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	OCTOBER 3, 2016 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN OCTOBER 7, 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>OCTOBER 25, 2016 BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	OCTOBER THROUGH NOVEMBER , 2016
ORAL INTERVIEWS – (IF REQUIRED)	OCTOBER THROUGH NOVEMBER , 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

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## **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.

## **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.