



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

**REQUEST FOR PROPOSALS  
(RFP) # FY 2017-2018-001**

**CONSULTANT COMPETITIVE NEGOTIATION ACT  
(CCNA)  
ARCHITECTURAL & ENGINEERING SERVICES  
SUNRISE PARK**

**EXHIBIT I - SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
OFFICE OF CAPITAL IMPROVEMENTS  
PROCUREMENT DEPARTMENT**

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## **INTRODUCTION / INFORMATION**

### **Purpose**

The City of Hallandale Beach is seeking proposals from qualified firms, hereinafter referred to as the Consultant, to provide Design Development Services and Construction Administration for Sunrise Park located at 850 NE 5<sup>th</sup> Street, Hallandale Beach, FL 33009.

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 substantial experience and capabilities to provide architectural and engineering services, including but not limited to, conceptual design, design development, preparation of construction documents, permitting services, and provide construction administration services.

All work shall be in compliance with the current Florida Building Code in addition to City Zoning requirement codes and City and County Ordinances. The selected firm shall prepare all documents in the formats required by the City of Hallandale Beach and adhere to all City project deadlines.

Architectural firms must be familiar with the development of parks and recreation areas, as well as, indoor space planning and design. The design professionals are encouraged to be progressive in their planning and design approach.

### **Community Benefit Plan (CBP)**

The City of Hallandale Beach Community Benefit Program (CBP) requires all new eligible public capital construction projects and private development projects to provide a fixed amount of 5 % of the total project cost for the Community Benefit Plan contribution. Details of the Community Benefit Plan for each project will be negotiated by the City Manager after award of contract.

### **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 responsive.

Please read the MQRs to ensure your firm meets these requirements prior to submitting a response to this RFP

**Firm(s) that do not comply with MQRs will be determined non-responsive and disqualified from the bidding process.**

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### **Project Background**

This project is funded through the Parks General Obligation Bond which was approved by voters in November 2014.

### **Background Information for the City of Hallandale Beach**

The City of Hallandale Beach serves an area of approximately 4.4 square miles with a population of approximately 39,000 off –season with an increase in population to approximately 50,000 during season. The City’s fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

The City provides the following services to its residents:

- Police, Fire and Rescue;
- Construction and maintenance of streets, bridges, sidewalks, storm drainage, parks, community and recreational facilities;
- City planning, zoning, subdivision and building code regulation and enforcement;
- Supervised recreation programs;
- Redevelopment of commercial and residential neighborhoods; and
- Water, Sewer, Sanitation and municipal cemetery services.

The City of Hallandale Beach is a Commission-Manager form of government, consisting of five elected officials: a Mayor, a Vice-Mayor and three Commissioners who establish legislative policies; which are then carried out by the City Manager. The Commissioners and Mayor are elected at-large during municipal elections that are held the first Tuesday of November in even numbered years. Commission members select the Vice-Mayor from their own membership following each election.

## **SCOPE OF WORK**

### **Phase I - Design Development Phase**

Consultant shall provide all associated Design Development Services necessary to bring the project to a successful completion, including but not limited to:

- Perform Charrette(s) to seek input from the Community, City Commission and City Administration. These interactive sessions shall be presented in a workshop format, and Consultant shall incorporate agreed upon revisions in the next progress review presentation. Charrette may include multiple and/or individual meetings, if necessary. Recommendations are to be presented by Consultant at a Community meeting with final approval at a City Commission public meeting.

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- Provide comprehensive professional architectural and engineering services for the project. Disciplines shall include, but not be limited to, mechanical, electrical, fire protection, telecommunications, interior design, landscape, irrigation, civil, structural (to provide threshold inspections), minimum LEED Silver Certification and commissioning. Any specialty disciplines necessary to complete the project scope of service such as sound engineering consultant, as needed, and any other specialty sub consultants necessary to complete the project with all components for the operations of the facility and park amenities.
- Consultant shall coordinate and schedule pre-application meetings with applicable permitting agencies to ensure that the proposed design complies with applicable regulations, codes and standards including City's own codes and ordinances. Meeting minutes shall be documented and submitted to the City. This includes the coordination and facilitation of the Major Development Approval process including application, Development Review Committee, Planning and Zoning Board, and City Commission approvals, as required.
- Progress reviews shall be required at the 30%, 60%, 90% and 100% design stage for evaluation and approval by City staff. During schematic design and design development, but prior to construction design phase, the Consultant must solicit input from City staff.
- Select, retain and supervise LEED Consultant during the design phase to assure a minimum of a LEED silver certification or other applicable green building certification.
- Prepare and submit signed and sealed construction drawings to the City of Hallandale Beach Building Division and all other applicable agencies for review and make any revisions required for the issuance of a building permit.
- Permitting services required by Broward County Health Department, Broward County Environmental Protection Department, City's Building Department including and any other required permitting agency. Permitting services shall also include completion of permit applications, forms, addressing comments, and updating plans and specification as necessary to secure the above mentioned permit.
- Work with the selected contractor to identify cost savings items as well as value engineered options
- Consultant shall expeditiously incorporate all value engineering and constructability comments into the Construction Documents.

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- Upon completion of design phase, Consultant shall provide the City with one set of reproducible drawings and specifications, along with electronic copies, of the 100% Construction Documents.

### **Phase II- Construction Administration Phase**

The Consultant shall provide construction administration services to assure project is constructed in accordance to plans and specifications.

- Provide assistance to the City during the bidding of the project. Reply to bidder's questions and prepare draft addenda, if required, to be furnished electronically to the Procurement Department.
- Attend pre-bid conference with prospective contractors, as requested.
- Participate in the pre-construction conference, and weekly construction meetings, for the entire duration of the construction phase.
- Provide comprehensive construction administration of the project, providing services such as submittal review, respond to contractor's Request for Information, address technical questions, as well as, shop drawing review.
- Conduct field observations of all disciplines, including any required threshold inspection, resolving on-site problems and answering technical questions as construction progresses.
- Supervise LEED consultant and General Contractor to assure successful compliance of the requirements of the modeling, commissioning any other elements pursuant to the implementation and Green certification of the building. Including supervising of mechanical, electrical, plumbing and any other disciplines involved in order to achieve compliance.
- Review construction schedules and critical path, prepare final punch list and review all final as-built drawings.
- Certification and project close out for all aspects of the project defined within the scope of consulting services including Green deliverables and certification.
- Consultant shall participate in a monthly warranty inspection along with the City during the one (1) year warranty, and provide a plan for all necessary repair, replacements and/or corrective work.

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## **MINIMUM QUALIFICATION REQUIREMENTS:**

All firms responding to this RFP must submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Please read the MQRs to ensure your firm meets these requirements prior to submitting to this RFP.

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

Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation process.

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

The firm awarded the contract will be required to maintain the Minimum Qualification Requirements #1 and #2 during the term of the contract and any contract renewals.

### **Minimum Qualification Requirement (MQR) # 1: License:**

The proposing firm must provide a copy of valid license under Florida Statutes 481 issued by the State of Florida Department of Business and Professional Regulation - <http://www.myfloridalicense.com/dbpr/>.

### **Minimum Qualification Requirement # 2: Years in Business - Sunbiz:**

Firms must be incorporated through Sunbiz with a status of "Active". Provide a copy of your firm's Sunbiz with your response showing a date filed of year 2009 or earlier.

### **Minimum Qualification Requirement # 3: Minimum Completed # of Projects:**

Proposing firm(s) must have completed two (2) projects of similar size and scope as the Architect of Record as referenced in this RFP.

Your firm must provide the information for MQR #3 on the following charts:

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Name of the project # 1:	
Location of the project:	
Size of project:	
Role or Services your company provided:	
Owners budget:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was complete:	
Was your firm the Architect of Record for this project?	
Was the project LEED or GREEN certified? If so what was the certification level? Please provide a copy of the certificate.	
List project amenities:	

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Name of the project # 2:	
Location of the project:	
Size of project:	
Role or Services your company provided:	
Owners budget:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was complete:	
Was your firm the Architect of Record for this project?	
Was the project LEED or GREEN certified? If so what was the certification level? Please provide a copy of the certificate.	
List project amenities:	

**Minimum Qualification Requirement # 4: Firm's LEED Experience:**

Provide a letter on your firm's letter head indicating your firm has a minimum of two (2) completed projects which has achieved a LEED or equivalent GREEN building certification or is in progress of completing a LEED certification, by date of submission of proposals, for similar services, as requested in this RFP.

**Minimum Qualification Requirement # 5: Staff LEED Experience:**

Provide a letter on your firm's letter head indicating the number of staff holding a LEED AP designation or other equivalent green building certification as one of the staff proposed to be



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assigned to this project must have a LEED AP designation or equivalent Green Building Certification.

### **MANDATORY PRE-PROPOSAL CONFERENCE:**

For this RFP the City is holding a 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. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff.

The Mandatory Pre-Proposal Conference will be held **November 2, 2017 at 11:00 am**, City of Hallandale Beach, 400 South Federal Highway in Commission Chambers.

**In order for your Firm's proposal to be accepted a representative from your firm must attend the Mandatory Pre-Proposal Conference and signed in for your firm.**

This meeting will be recorded and available as a public record if requested.

### **EVALUATION PROCESS:**

The Evaluation Committee may select proposers to conduct oral 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 clarify and/or expand on the information contained therein. The City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information and clarification from Proposers. Sufficient time will be provided to submit this information.

After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to enter into negotiations with the top ranked firm for architectural and engineering services to award and negotiate agreement. **Agreements are subject to annual appropriation and the availability of funds.**

**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**

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**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).**

## **REFERENCES:**

References are required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project.

Your firm must send the Reference Check Form provided on pages 24-29 of Exhibit II to the number of references requested and submit with your firm's response.

Firms must provide five (5) verifiable references each for engagements of similar scope as outlined in this RFP.

Your firm must send and obtain a completed Reference Check Form as found on pages 24-29 of Exhibit II for each of your firm's five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm's thumb drive.

**Do not provide more or less than five (5) references.**

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of proposals. If the reference is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid. This will cause your firm to lose points awarded for this criteria. Therefore, please make sure that the reference listed in your firm's response are aware that they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the references which were submitted with the firm's response.

**Each firm must also list the following information for each of the references provided:**

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- **Name, address, phone number and updated email address of company for which work was provided.**
- **Name and location of the Project. Provide a description of the scope of work.**
- **Name of reference (Project Manager) charged with managing said project.**
- **Date project was started, completed or is anticipated to be completed.**
- **Size of project (gross square feet of construction).**
- **The total amount of approved Change Orders.**
- **Total cost of project.**
- **Present status of the project.**

## DEFINITIONS:

**“Addenda or Addendum”** means additional directions, modifications and alternations to solicitation which is issued as separate document prior to the time of receipt of bids or proposals

**“Architect of Record”** means the architect or architecture firm whose name appears on a building permit issued for a specific project on which that architect or firm performed services.

**“Amendment”** means the method of changing the terms and conditions or requirements of a contract or agreement after its execution.

**“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 dollar amount of the City Manager, with the exception of emergency purchases.

**“Bond”** means 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”.

**“City”** means the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

**“CITY or Owner”** means City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed. In all respects hereunder, CITY’S performance is pursuant to CITY’S capacity as the owner of a construction project. (In the event CITY exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances shall

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be deemed to have occurred pursuant to City's regulatory authority as a governmental body and shall not be attributable in any manner to CITY as a party to this Contract.)

**"City Commission"** means the City Commission of the City of Hallandale Beach, Florida, its successors and assigns.

**"Charrette(s)"** means a public meeting or workshop devoted to a concerted effort to solve a problem or plan the design of something

**"Community"** means a social group of any size whose members reside in a specific locality, share government, and often have a common cultural and historical heritage.

**"Contract Administrator"** means City Manager duly authorized designee requesting items and/or services and the designated City contact for the particular contract.

**"Contract" and "Contract Documents"** means the 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.

**"Green Building Certification"** means sustainability or "green" building concept of using resources more efficiently while creating more energy-efficient and suitable projects.

**"LEED Certification"** means (Leadership in Energy and Environmental Design) is an ecology-oriented building certification program run under the auspices of the U. S. Green Building Council (USGBC)

**"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 Contractor of the date and time for work to start.

**"Project Manager"** means the Contractor's representative authorized to make and execute decisions on behalf of the Consultant.

**"Plans and/or Drawings"** means the official graphic representations of this project, which are a part of the solicitation documents.

**"Project"** means the construction project described in the Contract Documents, including the work described therein.

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**“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).

**“Request for Information”** is a standard business process whose purpose is to collect written information about the capabilities of various suppliers. Normally it follows a format that can be used for comparative purposes.

## **CONTRACT TERMS:**

The Consultant 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 on the Conflict of Interest Notification Requirement Questionnaire 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.

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<http://fiche.hallandalebeach.org/WebLink/0/doc/5274/Page1.aspx>

### **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 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 drive is tested for this function before submission.** Do not place password on the thumb drive. 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.

### **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 # 12.

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.

**All the information must be included in the thumb drive that are searchable as stated in the instructions above. 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 the thumb drive before it is submitted. **Firm(s) must make sure that the thumb drive is tested before submission. Do not place password on the thumb drive.** Provide one (1) thumb drive with your firm’s submittal.

Upon review of the proposals by the evaluation committee oral presentations may be required. After ranking the evaluation committee may select and short list 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.

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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.

While additional data may be presented, the information requested in items 1 through 12, must be included. Items 1-12 represent the criteria against which proposals will be evaluated.

**1. Title Page:**

Provide the RFP # and title, the firm(s) name(s); the name, address, telephone number and email of the contact person; and the date of the proposal. Only one (1) contact person is to be provided as the contact and will be contacted by the City. If the proposed submittal is made up of more than one (1) firm, provide only one (1) contact person for the entire response.

**2. Table of Contents:**

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

**3. Transmittal Letter:**

A transmittal letter must be provided briefly stating the proposers' understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes they are the 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.

The transmittal letter must be signed by duly authorized officers of your firm, as registered with the Florida Secretary of State through 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 in order to verify the duly authorized officers. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such as a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

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

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Provide the name of the Team Leader who will be the direct point of contact during the term of the Agreement.

**4. Executive Summary:**

The Proposer shall submit an executive summary, which outlines its Proposal, including the manner in which the sale will be realized. The executive summary shall, at a minimum, include an identification of the proposed team, responsibilities of the team, and a summary of the proposed services. This section should highlight aspects of this Proposal, which make it superior or unique in addressing the needs of the City.

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

All firms responding to this RFP must submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Please read the MQRs to ensure your firm meets these requirements prior to submitting to this proposal.

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

Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation process.

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

The firm awarded the contract will be required to maintain the Minimum Qualification Requirements #1 and #2 during the term of the contract and any contract renewals.

**Minimum Qualification Requirement (MQR) # 1: Licenses:**

The proposing firm must provide a copy of valid licenses under Florida Statutes 481 issued by the State of Florida Department of Business and Professional Regulation - <http://www.myfloridalicense.com/dbpr/>.

**Minimum Qualification Requirement # 2: Years in Business - Sunbiz:**

Firms must be incorporated through Sunbiz with a status of "Active". Provide a copy of your firm's Sunbiz with your response showing a date filed of year 2009 or earlier.



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**Minimum Qualification Requirement # 3: Minimum Completed # of Projects:**

Proposing firm(s) must have completed two (2) projects of similar size and scope as the Architect of Record as referenced in this RFP.

Your firm **must** provide the information for MQR #3 on the following charts:

Name of the project # 1:	
Location of the project:	
Size of project:	
Role or Services your company provided:	
Owners budget:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was complete:	
Was your firm the Architect of Record for this project? Please provide a copy of the Building Permit Final and/or Close out Documents	
Was the project LEED or GREEN certified? If so what was the certification level? Please provide a copy of the certificate.	
List project amenities:	

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Name of the project # 2:	
Location of the project:	
Size of project:	
Role or Services your company provided:	
Owners budget:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was complete:	
Was your firm the Architect of Record for this project? Please provide a copy of the Building Permit Final and/or Close out Documents	
Was the project LEED or GREEN certified? If so what was the certification level? Please provide a copy of the certificate.	
List project amenities:	

**Minimum Qualification Requirement # 4: Firm's LEED Experience:**

Provide a letter on your firm's letter head indicating your firm has a minimum of two (2) completed project which has achieved a LEED or equivalent green building certification or is in progress of completing a LEED certification, by date of submission of proposals, for similar services, as requested in this RFP.

**Minimum Qualification Requirement # 5: Staff LEED Experience:**

Provide a letter on your firm's letter head indicating the number of staff holding a LEED AP designation or other equivalent green building certification as one of the staff proposed to be

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assigned to this project must have a LEED AP designation or equivalent Green Building Certification.

**6. Exhibit II – Required Forms – Pages 14-29:**

Please make sure all of the forms below are included in your proposal within the thumb drive.

- a. Proposal Submitted by Form
- b. Variance Form
- c. Legal Proceedings Form
- d. Public Entity Crime Form
- e. Domestic Partnership Certification form
- f. Conflict of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form
- h. Truth-In-Negotiation Certificate
- i. Reference Check Form

**7. Qualifications, Expertise, Experience and Training:**

- a. Proposers must provide a description of the firm, including the size, range of activities, strength, stability, experience, awards, recognitions, etc.
- b. How does the firm's experience in similar project scope and complexity directly benefit the City in the construction of the project.
- c. Describe what unique and extraordinary skills or qualifications your firm brings to this Project, including industry "Best Practices". How would the selection of your firm add value to the Project?
- d. Describe your company's resources and capabilities with respect to scheduling cost control, quality control and project coordination with sub consultants as well as the City.
- e. Describe your firm's experience with green building practices and identify any Green Building Council (LEED) approved projects your firm has completed or is in progress of completing and the number of local office staff with a LEED AP certification.
- f. The proposal should indicate the total number of employees of the firm, including the number of staff in the local office, the staff to be employed for the City's Project on a full-time basis.
- g. Provide a list of government and private clients your firm has under contract through 2018. Please provide the amount of each contract and a brief description

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of the services, including the number of employees your firm is supervising on each project.

h. Team's Experience/Qualifications

Identify the key personnel to be assigned on this Project and their qualifications. Provide brief resumes of key persons to be assigned to the project and their respective responsibilities, including, but not limited to:

1. Name and title.
2. Organizational Chart
3. Job assignment performed for other projects.
4. Percentage of time to be assigned full time to this Project.
5. How many years with firm providing the response.
6. How many years with other firms
7. Experience
8. Types of projects
  - a. Size of projects (dollar values, square footage, etc.)
  - b. Tasks performed on the specific projects
  - c. LEED AP qualification
9. Education.
10. Other experience and qualifications relevant to this Project.

**8. Past Performance on Park Design**

- a. Firm must provide a detailed information of their previous performance on Park Design including:
  - i. Project Descriptions
  - ii. Stakeholders involved in each project
  - iii. Design process
  - iv. Evolution of design
  - v. Design challenges and solutions
- b. How did your firm manage the varying expectations of the stakeholders, including:
  - i. Nearby residents
  - ii. Administration
  - iii. Elected Officials
  - iv. Other stakeholders

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- c. Provide detailed examples of how your firm addressed sensitivity to nearby residents on previous park projects and how this affected the Park Design. How did you ensure the community was satisfied with the design?

**9. Past Performance (References):**

Firms must provide five (5) verifiable references each for engagements of similar scope as outlined in this RFP. Your firm must send and obtain a completed Reference Check Form as found on pages 24-29 of Exhibit II for each of your firm's five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm's thumb drive.

The City will send the references your firm provided a request for verification via email within no later than two (2) business days from receipt of proposal. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid and the points for references will be affected.

Please make sure that the references listed in your firm's response are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with the firm's proposal.

Each firm must also list the following information for each of the references provided.

- a. Name, address, phone number and updated email address of company for which work was provided.
- b. Name and location of the Project. Provide a description of the scope of work.
- c. Name of reference (Project Manager) charged with managing said project.
- d. Date project was started, completed or is anticipated to be completed.
- e. Size of project (gross square feet of construction).
- f. The total amount of approved Change Orders.
- g. Total cost of project.
- h. Present status of the project.

**10. Approach to the Project:**

Firm must demonstrate in their Proposal the approach to the Project for the work required, including but not limited to:

- a. Overall project management and coordination with the City and sub consultants
- b. Site analysis and opportunities

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- c. Design approach and alternate analysis of plans and specifications
- d. Constructability analysis
- e. Cost estimating
- f. Project scheduling
- g. Quality Control/Quality Assurance
- h. Description of experience working with LEED practices and protocols
- i. Community Participation Process
- j. Community Outreach
- k. Monthly reporting and client approvals in changes in Schedule and Costs.
- l. Adjustment in the Schedule, construction sequencing if one or more of the parks is delayed due to regulatory approvals.
- m. Preparation and approvals of shop drawings.
- n. Establishing a Schedule of Values (SOV), e.g. single site or combined and monthly Pay Applications.
- o. Coordinating Architect of Record site visits and other Inspections.
- p. Code inspections, Substantial Completion punch list.

**11. Florida Statute 287.055 Section 2.(d) Certified Minority Business Enterprise Certification:**

In accordance with Florida Statute 287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties; Section 2. (d): if a proposing firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and the firm submits proof of a valid certification from the Florida Department of Management Services Office of Supplier Diversity, this firm will receive five (2.5) points for this criteria. The submitted certification will be validated using the Certified Vendor Directory from the Office of Supplier Diversity website, <https://osd.dms.myflorida.com/directories> .

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

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## **PROPOSAL EVALUATIONS:**

**Criteria.** Your firm's response to this RFP 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	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.	Ensure your firm provides all the MQRs within your firm's submittal
2.	Qualifications, Expertise, Experience and Training	20
3.	Past Performance on Park Design	20
3.	Past Performance (References)	17.5
4.	Approach to the Project	30
5.	Florida Statue 287.055 2.(d) Minority Business Certification Florida Small and Minority Business Assistance Act	2.5
5.	City of Hallandale Beach Local Vendor Preference	2.5 - 10
	<b>TOTAL POINTS **</b>	<b>100</b>

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

Oral Presentations may be scheduled with the firms if the Evaluation Committee determines to invite to this process.

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**SUBMITTAL DUE DATE:**

**RESPONSES ARE DUE: December 5, 2017 BY NO LATER THAN 11:00 am.**

**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 2017-2018-001  
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**LATE PROPOSALS WILL NOT BE ACCEPTED**

**Mandatory Pre-Proposal Conference:**

For this RFP the City is holding a 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. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff.

The Mandatory Pre-Proposal Conference will be held **November 2, 2017 at 11:00 am**, City of Hallandale Beach, 400 South Federal Highway in Commission Chambers.

**In order for your Firm's proposal to be accepted a representative from your firm must attend the Mandatory Pre-Proposal Conference and signed in for your firm.**

This meeting will be recorded and available as a public record if requested.

**Last Day for Questions:**

Any questions are to be submitted via email to [csmith@cohb.org](mailto:csmith@cohb.org) no later than **November 8, 2017 by 11:00 am.**

Answers to questions received before the deadline will be released via addendum.



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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 Form Contract found in Exhibit II. Insurance requirements must be held 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 requirements for insurance are stated in Exhibit II, Form Contract, Article 5.

## 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	OCTOBER 24, 2017
MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT	NOVEMBER 2, 2017 11:00 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN NOVEMBER 8, 2017 BY 11:00 AM
<b>RFP DEADLINE FOR RECEIPT OF PROPOSALS</b>	<b><u>DECEMBER 5, 2017</u></b> <b><u>BY NO LATER THAN 11:00 AM</u></b>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	DECEMBER 19, 2017
ORAL PRESENTATIONS – (IF REQUIRED)	JANUARY 16, 2018
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	FEBRUARY 2018
PROJECT START DATE – ESTIMATED	TBD, 2018

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### **QUESTIONS REGARDING RFP:**

For information pertaining to this Request for Proposals (RFP), contact Carolyn Allen-Smith at the Procurement Department, (954) 457-3073 or [csmith@cohb.org](mailto:csmith@cohb.org). 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.