



**INVITATION TO BID (ITB)
BID # FY 2017-2018-004**

A1A BUS SHELTER IMPROVEMENTS

EXHIBIT I - SCOPE OF WORK

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

EXHIBIT I – SCOPE OF WORK

TABLE OF CONTENT	PAGE NO.
EXHIBIT I SCOPE OF WORK	
COVER PAGE	1
TABLE OF CONTENTS	2
INTRODUCTION/ INFORMATION – PURPOSE AND PROJECT SCOPE	3-5
ADDITIONAL BACKGROUND INFORMATION	5-6
MINIMUM QUALIFICATION REQUIREMENTS	6-8
BID PRICE SHEET	9-10
CONTRACT TERMS	11
CONTRACT TIME	11
INSTRUCTIONS FOR SUBMITTAL OF RESPONSES	12
BID SUBMITTAL FORMAT	12
CONFLICT OF INTEREST	13
REFERENCES	13
DEFINITIONS	14-16
SUBMITTAL DUE DATE	17
MANDATORY PRE-BID CONFERENCE	17
LAST DAY FOR QUESTIONS	17
SECURITY BID BOND 10%	18
PERFORMANCE AND LABOR MATERIALS PAYMENT BOND	18
QUESTIONS REGARDING BID	18
TENTATIVE SCHEDULE	19
LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS	20
EXHIBIT II	
GENERAL TERMS AND CONDITIONS	2-13
FORMS	14-30
CONTRACT	31-69
EXHIBIT III – LOCAL VENDOR PREFERENCE QUALIFICATIONS	
EXHIBIT A – TECHNICAL SPECIFICATIONS AND GENERAL REQUIREMENTS	
EXHIBIT B – DESIGN PLANS	

EXHIBIT I – SCOPE OF WORK

INTRODUCTION / INFORMATION:

Purpose and Project Scope:

The City of Hallandale Beach is seeking sealed bids from qualified general contracting firms or certified building contractor firms (Contractor) to provide construction of Americans with Disabilities Act (ADA) compliant bus stop shelter paths, sidewalks, and the installation of bus shelters and benches throughout various location on A1A in the City of Hallandale Beach. All work is to be performed in accordance with the specifications, plans, terms and conditions of this Bid.

This project consists of the construction of six (6) bus shelter pads (concrete slab) and the installation of six (6) bus shelters and benches, relocation of irrigation systems and bus signs, landscape restoration, implementation of maintenance of traffic plans, coordination with franchise utilities, and all necessary work to complete the project. The Contractor shall furnish all labor, materials, equipment, tools, incidentals and transportation which are necessary for the proper layout and completion of the work as specified herein in Exhibits A and B. The work includes:

- Demolition and Removal of Existing Bus Stops Pads (Concrete Slab) - *Note: The existing bus shelters structures will not be removed by the awarded firm. The City of Hallandale Beach will coordinate the removal of the existing shelters structures.*
- Pads and Sidewalk
- Irrigation Repairs
- Construction of Bus Shelter Pads
- Installation of Solar Powered Bus Shelters and Furnishing
- Sodding of disturbed area
- Erosion and sedimentation control
- Survey work required for establishing proper layout, elevations and grades
- Maintenance of Traffic

Tax Savings Direct Purchases (TSDP):

The City of Hallandale Beach is recognized by the State of Florida as being exempt from state sales tax and use tax and is therefore, qualified for an exemption from Florida and all other state sales taxes on the purchase of tangible personal property if certain criteria are met. The City will be realizing savings of sales tax on selected material and equipment needed for use in this Project. The City will include this Bid/project in its TSDP and the Contractor agrees to administer it.

Administrative costs incurred by the Contractor administering the purchases in the name of the City will be considered to be included in the Bid Price Sheet. No addition shall be added to the Agreement amount because of the service provided by the Contractor in the purchase of property, materials, etc., in the name of the City. All sales and use tax savings of purchase of property, materials, etc., shall be credited to the City and the amount of the Agreement will be reduced in the full amount of savings

EXHIBIT I – SCOPE OF WORK

which are affected by the omission of payment of sales and use taxes.

Bid Documents:

The Exhibits named below are found on the City's website at www.cohb.org/solicitations.

This Bid is composed of the following items and Exhibits which all vendors must review prior to submittal of your firm's response.

Exhibit I – Scope of Work

Exhibit II – General Terms and Conditions, Forms and Agreement

Exhibit III – City of Hallandale Beach Local Vendor Preference

Exhibit A – Technical Specifications and General Requirements

Exhibit B – Design Plans

Community Benefit Plan Program (CBPP):

The City of Hallandale Beach Community Benefit Plan Program (CBPP) requires that all new public capital construction projects, with an estimated cost under \$3,000,000, provide a fixed dollar amount of 5% of the total project cost as the Community Benefit Plan Program contribution. The CBPP contribution shall be submitted in three (3) equal payments to the City, upon 25%, 50%, and 75% completion of the project.

Minimum Qualification Requirements – MQRs:

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

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal.

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

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

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

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

EXHIBIT I – SCOPE OF WORK

Mandatory Pre-Bid Conference:

For this Bid the City is holding a Mandatory Pre-Bid Conference. The Pre-Bid Conference is held to explain in detail Exhibits I-III and A through B, which makes up the Bid for this project. Firms interested in proposing and responding to this Bid must send the appropriate person from your firm that will be responsible for preparing the response to the Bid.

The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

All exhibits for this Bid are found on the City's website at www.cohb.org/solicitations

Permits

Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor.

<http://cohb.org/DocumentCenter/View/16031>

ADDITIONAL BACKGROUND INFORMATION:

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 1st and ends September 30th.

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
- 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

EXHIBIT I – SCOPE OF WORK

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.

MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this Bid 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 Bid.

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 bidding process.

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal.

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

The firm awarded the contract will be required to maintain the Minimum Qualification Requirements #1, #2, and #4 during the term of the contract and any contract renewals.

Minimum Qualification Requirement # 1: License:

Proposing firm must provide a valid license and has continuously held that certification or registration for a period of at least three (3) consecutive years as either:

a). Certified General Contractor or Certified Building Contractor issued by the State of Florida Department of Business and Professional Regulation - <http://www.myfloridalicense.com/dbpr/>

Or

b). Broward County a Certificate of Competency - <http://www.broward.org/Building/Contractors/Pages/RenewingYourContractorLicense.aspx>

Minimum Qualification Requirement # 2: Years in Business Provision of Sunbiz:

Firm 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 2012 or earlier.

EXHIBIT I – SCOPE OF WORK

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

Firm must have completed three (3) projects of similar size and scope as referenced in this Bid.

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

Name of the Project # 1	
Date when Project started:	
Date when Project was completed:	
Name of entity for which services were provided to:	
Updated contact name, phone and email for Project Manager where services were provided to:	
Provide detailed information about the scope of work your firm provided during this project. Work performed on this project must be comparable to the scope of work requested in this Bid.	

Name of the Project # 2	
Date when Project started:	
Date when Project was completed:	
Name of entity for which services were provided to:	
Updated contact name, phone and email for Project Manager where services were provided to:	
Provide detailed information about the scope of work your firm provided during this project. Work performed on this project must be comparable to the scope of work requested in this Bid.	

EXHIBIT I – SCOPE OF WORK

Name of the Project # 3	
Date when Project started:	
Date when Project was completed:	
Name of entity for which services were provided to:	
Updated contact name, phone and email for Project Manager where services were provided to:	
Provide detailed information about the scope of work your firm provided during this project. Work performed on this project must be comparable to the scope of work requested in this Bid.	

Minimum Qualification Requirement #4: Minimum Requirement for Erosion and Sedimentation Control:

- a. **Contractor must have (1) one inspector Certified** through DEP’s Florida Stormwater, Erosion and Sedimentation Control Inspector Training program (or an equivalent program approved by the Department). <http://www.dep.state.fl.us/water/nonpoint/erosion.htm>
- b. The Contractor may also hire an independent sub-contractor to provide these services during the construction of the project. If the Proposing firm will hire a sub-contractor proof of certification must be provided with the firm’s submittal.

All firm(s) named and providing work under your firm’s submission must also submit all forms requested in Exhibit II. All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal.

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

EXHIBIT I – SCOPE OF WORK

BID PRICE SHEET

Firm must use this price sheet to submit your firm’s bid for this project.

Firm shall hold the unit bid prices firm throughout the contract period. Firm guarantees response time necessary to have a crew return to correct unfinished or unsatisfactory services.

The City reserves the right to increase, decrease, and/or choose the items and quantities below for the project to meet its available budget using the unit prices provided below.

Proposing firm must completely fill out the Bid Price Sheet.

Not applicable or “N/A” is not acceptable and will cause your firm’s response to be determined non-responsive.

An authorized officer of the firm per the vendor’s Sunbiz, must sign the Bid Price Sheet.

The award will be to the lowest responsive responsible bidder for Total Bid Amount.

BID PRICE SHEET				
Item Number	Item Description	Quantity	Units	Price
1	Mobilization (Includes all preparatory work and operations in mobilizing for beginning work on the project, including, but not limited to, those operations necessary for the movement of personnel, equipment, supplies, and incidentals to the project site and for the establishment of temporary offices, buildings, safety equipment and first aid supplies, and sanitary and other facilities. Not to Exceed 5% of Total Bid Price	1	LS	\$
2	Clearing and Grubbing (Includes Removal and Disposal of Roots, Stumps, Vegetation, Asphalt, Existing concrete shelter path and any other Protruding Objects Necessary to Prepare the Construction Area).	1	LS	\$
3	Removal and Disposal of Existing Shelter Pads, Sidewalks and Paver Retaining Walls.	56	SY	\$
4	Maintenance of Traffic (Includes Vehicle, Bicycle and Pedestrian Traffic Control) Not to Exceed 5% of Total Bid Price.	1	LS	\$
5	Erosion and Sediment Control (Including Inlet Protection and Silt Fencing)	1	LS	\$

EXHIBIT I – SCOPE OF WORK

6	Tree Protection (Per Detail on Plan Sheet 15)	1	LS	\$
7	Over-excavation (Includes Excavation and Disposal of Any Unsuitable Material Encountered Below Specified Grades)	31	CY	\$
8	A-3 Fill (Includes Importing and Placement of Any Additional Fill Required to Meet Specified Grades)	44	CY	\$
9	Reinforced Concrete Shelter Pad (10" Thick) (Solid Colored-Scofield Chromix #5130) (Includes Steel Reinforcement)	19	CY	\$
10	Concrete Sidewalk (4" Thick) (Solid Colored-Scofield Chromix #5130)	1.5	CY	\$
11	Concrete Retaining Wall (Solid Colored-Scofield Chromix #5130) (Includes Steel Reinforcement)	2	CY	\$
12	5'x12' Brasco Eclipse Bus Shelter (Bench (Furnish & Installation)) - 3 sided w/solar powered lighting and 24"x36" map side panel (Includes Transport and Installation of Complete Shelters With Solar Lighting)	6	EA	\$
13	6' Brasco Eclipse Bench (Furnish & Installation)	6	EA	\$
14	Sodding	80	SY	\$
15	Single Post Sign, Relocate (Includes Concrete Footer)	4	EA	\$
TOTAL BID AMOUNT ITEMS 1-15				\$

I, _____,
Name of Authorized Officer per Sunbiz Title

of _____
Name of Firm as it appears on Sunbiz

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

Signature of Authorized Officer per Sunbiz Print Name

EXHIBIT I – SCOPE OF WORK

CONTRACT TERMS:

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 Bid.

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated.

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 Bid 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 Bids, with or without cause, to waive technical errors and informalities or to accept the Bid which in its judgment, best serves the City of Hallandale Beach.

CONTRACT TIME:

This contract shall have two notice to proceed letters due of the bus shelters manufacturing anticipated time.

1st Notice to Proceed Letter - Contractor must place order to purchase the Bus shelter and benches within 30 days and apply for building permit with the City of Hallandale Beach for the installation of the shelters.

The manufacturing time for the shelters bid is anticipated to be up to 18 weeks. Once the delivery time is known the City will provide the second notice to proceed letter.

2nd Notice to Proceed Letter – Notice to proceed with construction and the contract start time.

The City will coordinate the removal of the existing bus shelters structures with the Contractor. The expected time for the removal of the existing bus shelters is 30 days.

The work shall be substantially completed within 60 calendar days from the Project initiation specified in the 2nd Notice to Proceed Letter and completed and ready for final payment in accordance with Article 22 (found in Exhibit II page) within 90 calendar days from Project initiation date specified in the 2nd Notice to Proceed Letter.

Working Hours - Monday to Friday: 7:30 am to 4:30 pm.

EXHIBIT I – SCOPE OF WORK

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:

Firms are to submit responses **only on a thumb drive** that is searchable in adobe format (.pdf file). No 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 drive is tested for this function before submission.** Do not place a password on the thumb drive.

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

BID SUBMITTAL FORMAT

Items 1-5 represent the format which firms must follow when submitting responses to the Bid.

1. Title Page :

Provide the Bid # 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. Bid Price Sheet – Page 9-10

3. Minimum Qualification Requirements – Pages 6-8

4. Security Bid Bond 10% - Page 18

5. Exhibit II - Required Forms – Pages 15-30:

- 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. Anti-Kickback Affidavit
- i. Reference Check Form

6. All Addenda signed (if applicable)

EXHIBIT I – SCOPE OF WORK

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.

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

REFERENCES:

References will be 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 26-30 of Exhibit II to the number of references requested and submit with your firm's response.

Each firm responding to this Bid must provide three (3) verifiable references for project of similar scope as outlined in this Bid. Your firm must send and obtain a completed Reference Check Form as found on pages 26-30 of Exhibit II for each of your firm's three (3) references. Your firm must include the completed three (3) Reference Check Forms within your firm's thumb drive.

Do not provide more or less than three (3) 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 bids. If the references is not available or unable to respond within two (2) business days from email request, the reference will not be considered valid.

Please make sure that the references listed in your firm's Bid 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 bid.

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

1. Name of firm-company services we provided to.
2. Name of Reference (Project Manager)
3. Type of project.
4. Year project started and was completed.
5. Dollar amount of project, including change orders.
6. Phone # for Reference.
7. Valid email address for Reference.

EXHIBIT I – SCOPE OF WORK

DEFINITIONS:

Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:

- Definitions: Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:
- 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.
- As Built: or record drawings are the official graphic representation of the construction project depicting the work as it was constructed.
- Bid Takeoff: The final estimate, tabulation, or worksheet prepared by the Contractor in anticipation of the bid submitted, and which shall reflect the final bid price.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the CITY (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- Change Order: A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
- CITY or Owner: 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 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.)

EXHIBIT I – SCOPE OF WORK

- City Commission: The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.
- City Engineer: The City Engineer or designee employed full time by the City and assigned to specific aspects of the project.
- Claim: Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Contractor, grantee, or other recipient if any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.
- Contract: The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
- Contract Administrator: The City Engineer or Designee expressly designated as Contract Administrator in writing by the Director of Public Works, Utilities and Engineering.
- Contract Documents: The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the Bid Tender Form, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.
- Contract Price: The original amount established in the bid submittal and award by the City, as may be amended by Change Order.
- Contract Time: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
- Contractor: The person, firm, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of CONTRACTOR shall be deemed to be a reference to CONTRACTOR

EXHIBIT I – SCOPE OF WORK

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

EXHIBIT I – SCOPE OF WORK

SUBMITTAL DUE DATE:

RESPONSES ARE DUE: JANUARY 9, 2017 BY NO LATER THAN 11:00 A.M.

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

CITY OF HALLANDALE BEACH
(Your Firms Name Here)
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: BID # FY 2017-2018-004
A1A BUS SHELTER IMPROVEMENTS

LATE PROPOSALS WILL NOT BE ACCEPTED

MANDATORY PRE-BID CONFERENCE:

A representative from your firm must attend this Pre-Bid Conference and sign in on behalf of your firm. The Pre-Bid Conference is held to explain in detail Exhibits I-III and A through B which make up the Bid for this project. The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

The Mandatory Pre-Bid Conference is being held **December 12, 2017 at 11:00 A.M.**, City Hall, City Commission Chambers at 400 S. Federal Highway, Hallandale Beach, FL 33009.

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 no later than **December 18, 2017 BY NO LATER THAN 11:00 A.M.**

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

EXHIBIT I – SCOPE OF WORK

SECURITY BID BONDS 10%:

As per Procurement Code Section 23-12 (2) Security Bonds, each proposer must provide with the submission of their Proposal a Security Bid Bond issued by a surety company licensed to do business in the state in an amount equal to ten percent (10%) of the bid price submitted.

A firm shall forfeit the Security Bid Bond if the firm refuses or fails to execute the Agreement within fifteen (15) calendar days from the Notice of Award.

PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:

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

QUESTIONS REGARDING BID:

For information pertaining to this Bid, contact Carolyn Allen-Smith at the Procurement Department (954) 457-3073 or via email 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. City's website, www.cohb.org/solicitations.

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

EXHIBIT I – SCOPE OF WORK

TENTATIVE SCHEDULE:

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

BID DOCUMENT RELEASED	NOVEMBER 21, 2017
MANDATORY PRE-BID CONFERENCE	DECEMBER 12, 2017 AT 11:00 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN DECEMBER 18, 2017 BY NO LATER THAN 11:00 AM
BID DEADLINE FOR RECEIPT OF PROPOSALS	<u>JANUARY 9, 2018</u> <u>BY NO LATER THAN 11:00 AM</u>
CONTRACT AWARD BY CITY COMMISSION	FEBRUARY 2018
PROJECT START DATE –NOTICE TO PROCEED	WITHIN 15 CALENDAR DAYS FROM EXECUTION OF CONTRACT

EXHIBIT I – SCOPE OF WORK

LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS

1.	CITY MANAGER
	Roger M. Carlton
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	ASSISTANT CITY MANAGER/ PUBLIC WORKS DIRECTOR
	Steven Parkinson
	630 NW 2 nd Street
	Hallandale Beach, FL 33009
	(954) 457-1611
3.	ASSISTANT DIRECTOR OF PUBLIC WORKS / CITY ENGINEER
	Mariana Pitiriciu
	630 NW 2nd Street
	Hallandale Beach, FL 33009
	(954)-457-3042
4.	ENGINEER I
	Alidys Alicea
	630 NW 2nd Street
	Hallandale Beach, FL 33009
	954-457-1624
5.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1332
	CONTRACTS COORDINATOR
6.	Tom Camaj
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1374
	PROCUREMENT SPECIALIST
7.	Joann Wiggins
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1331
	PROCUREMENT SPECIALIST
8.	Carolyn Allen-Smith
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-3073