



**INVITATION TO BID (ITB)  
BID # FY 2017-2018-005**

**8" INCH WATER MAIN  
NE 2<sup>ND</sup> AVENUE AND NE 2<sup>ND</sup> TERRACE  
IMPROVEMENTS**

**EXHIBIT I - SCOPE OF WORK**

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

8" INCH WATER MAIN  
 NE 2<sup>ND</sup> AVENUE AND NE 2<sup>ND</sup> TERRACE  
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EXHIBIT I – SCOPE OF WORK

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**INTRODUCTION / INFORMATION:****Purpose and Project Scope:**

The City of Hallandale Beach is seeking sealed bids from qualified general contractors with experience in water main installation and roadway construction and restoration.

The work includes the Contractor furnishing all labor, materials, tools, equipment, machinery, and service necessary for the construction and installation of 8" water mains as shown in the contract drawings, see Exhibit A.

The NE 2<sup>nd</sup> Avenue and NE 2<sup>nd</sup> Terrace Water Main Installation project has been divided into two (2) main areas of work as follows:

NE 2<sup>nd</sup> Terrace from Hallandale Beach Blvd to NE 2<sup>nd</sup> Street and NE 2<sup>nd</sup> Avenue from NE 3<sup>rd</sup> St to NE 7<sup>th</sup> Street. This Bid will include both portions. Both portions total 2,200 linear feet of 8-inch C900 PVC water main pipe and all necessary ductile iron fittings at the site of work defined below.

The work of this project includes, but is not limited to: furnishing and installing 8-inch ductile iron pipe and fittings, C900 PVC pipe; furnishing and installing 5 fire hydrant assemblies; furnishing and installing 2", 4", 6", 8" and/or 10" gate valves; replacement of U-branch (yoke), angle valve, valves and fittings and replacement of existing galvanized piping and fittings inside existing meter boxes; providing short and long new water services, including installation of meter boxes; making all the necessary connections to existing water mains with either tapping sleeve and valve or by cutting and installing fittings and gate valves; constructing automatic air release valve assemblies; cleaning, disinfecting and testing the mains; temporary and permanent paving repairs, including full pavement width surface overlay; cutting, plugging and abandoning existing undersized water mains, traffic control; furnishing and installing flowable fill; site restoration including sod, landscaping and driveway replacement to match existing conditions; and all other appurtenant and miscellaneous items and work for a complete, functional and satisfactory installation of the project.

The project is located in the City of Hallandale Beach, in the area bounded by NE 7<sup>th</sup> Street to the North, NE 2<sup>nd</sup> Avenue to the West, E Hallandale Beach Boulevard to the South and NE 2<sup>nd</sup> Terrace to the East. Refer to all the Exhibits as stated below for the exact locations of the construction work. Contractor must take care not to damage adjacent travel lanes.

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**Mobilization:**

Description-Perform preparatory work and operations in mobilizing for beginning work on the project, including, but not limited to, bonds and insurance, those operations necessary for the movement of personnel, equipment, supplies, incidentals to the project site, safety equipment, first aid supplies, sanitary and other facilities. Include any other preconstruction expense, including videography, protection of existing trees with tree barricade, coordination with franchise utilities including holding of utility poles during construction necessary for the start of the work, excluding the cost of construction materials.

**Project Sign:**

Contractor shall install two (2) 4'X6'x1/2" Sintra (PVC) signs with two (2) 4"X4"X8' PVC post per sign. Contractor shall collect signs from the Public Works Department located at 630 NW 2nd Street, Hallandale Beach. Upon completion of project, contractor shall remove sign and restore sign staging area to existing conditions or better.

**NPDES (National Pollutant Discharge Elimination System):**

Contractor must have (1) one inspector Certified through DEP's (Department of Environmental Protection) Florida Stormwater, Erosion and Sedimentation Control Inspector Training program <http://www.dep.state.fl.us/water/nonpoint/erosion.htm> (or an equivalent program approved by the Department). The contractor also can hire an independent sub-contractor to provide these services during the construction of the project. Copies of all inspection reports and corrective action measurements should be given to the City's Project Manager on a bi-weekly basis.

**Permits:**

The Contractor shall obtain all necessary permits required for this project as follows:

1. FDOT (Florida Department of Transportation) permits and road closers.
2. Broward County Department of Health (The Bid plans are approved by the Florida Department of Health Broward County, the Contractor is responsible for obtaining the final certification of the water main line. This shall include the laboratory test, water pressure test and certified as-builts).
3. Notice of Intent: The General Permit for Construction of Water Main Extensions for Public Works Systems from Florida Department Environmental Protection (FDEP) is required prior to starting construction activities.

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**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 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](http://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 – Drawings

Exhibit B – Technical Specifications

**Community Benefit Plan Program (CBPP)**

The City of Hallandale Beach Community Benefit Program (CBP) 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.

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**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](http://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.

**Non-Mandatory Pre-Bid Conference:**

For this Bid the City is holding a Non-Mandatory Pre-Bid Conference. The Pre-Bid Conference is held to explain in detail Exhibits I through III, and Exhibits A and 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 Non-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](http://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/16099>

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**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 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.**

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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 # 1: Licenses:**

Proposing firm must be licensed as a Certified General Contractor with an Underground Utility License issued by the State of Florida Department of Business and Professional Regulation <http://www.myfloridalicense.com/dpr/>.

OR,

Proposing firm must be licensed as a Certified General Contractor with an Underground Utility License issued by Broward County Local Certificate of Competency <http://www.broward.org/Building/Contractors/Pages/RenewingYourContractorLicense.aspx>

Firm must provide copies of all applicable licenses with their response.

**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 2012 or earlier.

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

Firm(s) must have completed three (3) water main projects of similar size and scope as the Prime General Contractor as referenced in this Bid. These project's must have been completed within the past (5) years, 2012 - 2017.

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:	
Date with year when project was completed	
Size of project:	
Role or services your company provided similar in size and scope to the project for the City:	
Owners budget:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was completed:	
Was your firm the Prime General Contractor for the Project:	

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Name of the project # 2:	
Location of the project:	
Date with year when project was completed	
Size of project:	
Role or services your company provided similar in size and scope to the project for the City:	
Owners budget:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was completed:	
Was your firm the Prime General Contractor for the Project:	

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Name of the project # 3:	
Location of the project:	
Date with year when project was completed	
Size of project:	
Role or services your company provided similar in size and scope to the project for the City:	
Owners budget:	
Final construction budget:	
Total amount of approved change orders added to the project:	
Date construction was completed:	
Was your firm the Prime General Contractor for the Project:	

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

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**BID PRICE SHEET**

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

Firms shall hold the unit bid prices firm throughout the contract period. Firms 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 each column below, unit price and total price.

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 firms Sunbiz, must sign the bid price sheet.

The award will be to the lowest responsive responsible bidder for the Total Bid Amount of items #1 - #52.

**NOTE: Contractor must take care not to damage adjacent travel lane.**

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
<b>DIVISION #1. SITEWORK</b>					
1	8" C900-PVC Water Main w/ DI-Fittings – Installed (including bedding rock – Trench restoration Type “A”)	LF	2,247		
2	8" DIP C-55 Water Main w/ Fittings – Installed (including bedding rock – Trench restoration Type “A”)	LF	20		
3	8" Gate Valves and Boxes - Installed	EA	6		
4	6" Gate Valves and Boxes - Installed	EA	2		
5	Flowable fill at FDOT trench	SY	821		
6	Fire Hydrant Assembly on proposed 6” WM - Installed	EA	4		

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7	Fire Hydrant Assembly on existing WM - Installed	EA	1		
8	Bollards at Fire hydrants	EA	18		
9	6"x6" Tapping Sleeve & Valve in Box - Installed	EA	4		
10	8"x8" Tapping Sleeve & Valve in Box - Installed	EA	1		
11	14"x8" Tapping Sleeve & Valve in Box - Installed	EA	1		
12	Decommission/Abandon existing water	EA	4		
13	Single "short" water service connection - Installed	EA	23		
14	Single "long" water service connection - Installed	EA	5		
15	"Stand-alone" sampling points	EA	3		
16	Water service connection sampling points	EA	2		
17	Connect to existing water mains (Fitting, Tee or Cross)	EA	5		
18	8"x6" Reducer	EA	2		
19	Install Plugs	EA	1		
20	As-built survey	LS	1		
21	Water valve re-adjustment	EA	3		
22	Water Test & Density Test (passing test)	EA	10		
23	Clearing and Grubbing	LS	1		
24	Erosion and Sedimentation Control (NPDES)	LS	1		
25	Installation of 6 new meter boxes (5 meters ¾" and 1 meter 1")	EA	6		
26	Removal of concrete driveways	SF	1,845		
27	Installation of 6" concrete driveways	SF	1,185		
28	Installation of 4" concrete sidewalk	SF	100		
29	Stamped colored driveway installation	SF	660		
30	New asphalt driveway installation	SF	1251		

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31	Sod (Saint Augustine) or match existing	SY	500		
<b>DIVISION #2. PAVING &amp; ROAD WORK</b>					
32	Existing asphalt removal	SY	3,951		
33	1 1/2" Asphalt Pavement (SP 9.5) in 2 lifts	SY	2,700		
34	Remove and re-install existing crosswalk pavers	SF	765		
35	18" New Limerock (install in 6" layers & compacted at 98%)	SY	4,500		
36	18" New Limerock (install in 6" layers & compacted at 98%)-FDOT	SY	45		
37	FDOT road restoration (remove existing asphalt)	SY	820		
38	Curbing installation at FDOT median (TYPE F)	SF	770		
39	Irrigation restoration at FDOT median	LS	1		
40	Landscape installation at FDOT median	LS	1		
41	Thermoplastic Pavement Arrows	EA	1		
42	Thermoplastic 6" Solid White Stripe	LF	120		
43	Thermoplastic 6" Solid Yellow Stripe	LF	300		
44	Thermoplastic 12" Solid White Stripe	LF	115		
45	Thermoplastic 24" Solid White Stripe	LF	60		
46	Raised Pavement Markers (RMP's) – Blue & Amber	EA	17		
47	Placement of temporary asphalt at trench	SY	1,250		
48	Mobilization (max. 5% of total construction cost)	LS	1		
49	Maintenance of Traffic (max. 5% of total construction cost)	LS	1		
50	Permit Allowance	AL	1		

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51	(* ) Cost for Compliance with Trench Safety Act – F.S. 553.60 thru 553.64, if any	LS	1		
52	(** ) Cost for Compliance with Special Shoring requirements per F.S. 553.50 thru 553.64, if any	LS	1		
<b>TOTAL BID PRICE ITEMS # 1 - # 52</b>		<b>\$</b>			
<b>DIVISION #1 AND DIVISION #2:</b>					

**The City may or may not award the items from the Alternate Bid.**

<b>DIVISION 3. ALTERNATE BID</b>					
ITEM #					
53	Milling and Resurfacing	SY	4,590		
54	Installation of 4" Concrete Sidewalk	SF	9,250		
<b>ALTERNATE TOTAL BID PRICE (ITEMS # 53-54):</b>				<b>\$</b>	

<b>GRAND TOTAL PRICE – Total Base Bid (Items 1-52) and Total Alternate Bid (Items 53-54)</b>	<b>\$</b>
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**(WRITE TOTAL BID PRICE \$ AMOUNT IN WORDS FOR ITEMS # 1 - # 54)  
AMOUNT SHALL BE SHOWN IN BOTH, WORDS AND FIGURES.**

IN CASE OF DISCREPANCIES, THE AMOUNT SHOWN IN WORDS SHALL GOVERN.

I, \_\_\_\_\_, \_\_\_\_\_  
Name of Authorized Officer for the Firm 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

\_\_\_\_\_  
Print Name of Authorized Officer

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**CONTRACT TERMS:**

The term of the Agreement shall be concurrent with the construction of the project.

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:**

The City Project Manager will coordinate the contract start time. The work shall be substantially completed within 180 calendar days from notice to proceed and an additional forty-five (45) days for final completion.

**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.**



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**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. Minimum Qualification Requirements – Pages 7-11**

**3. Bid Price Sheet – Page 12-15**

**4. Security Bid Bond 10% – Pages 23**

**5. Exhibit II - Required Forms – Pages 15-31:**

- 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. Florida Statute 553 Part VI Trench Safety Act
- i. Reference Check Form

**6. All Addenda (if applicable) – must be signed:**

**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>

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**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 27-32 of Exhibit II to the number of references requested and submit with your firm's response.

Each firm responding to this Bid must provide five (5) 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 27-32 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 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 for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager).
6. Updated email address for Project Manager.

**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

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- 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 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: the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.
- 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.)
- 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.

8" INCH WATER MAIN

NE 2<sup>ND</sup> AVENUE AND NE 2<sup>ND</sup> TERRACE

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EXHIBIT I – SCOPE OF WORK

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- 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
- 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.

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- 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.
- Bid Prices: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Bid Prices establishes the cash flow for the Project.
- 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

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**SUBMITTAL DUE DATE:**

**RESPONSES ARE DUE: JANUARY 11, 2018 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 – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: BID # FY 2017-2018-005  
8" INCH WATER MAIN  
NE 2<sup>ND</sup> AVENUE AND NE 2<sup>ND</sup> TERRACE  
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**LATE PROPOSALS WILL NOT BE ACCEPTED**

**NON-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 through III and Exhibits A and B which make up the Bid for this project. The Non-Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

The Non-Mandatory Pre-Bid Conference is being held **December 20, 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](mailto:csmith@cohb.org) **no later than December 27, 2017 BY NO LATER THAN 11:00 A.M.**

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

8" INCH WATER MAIN

NE 2<sup>ND</sup> AVENUE AND NE 2<sup>ND</sup> TERRACE

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EXHIBIT I – SCOPE OF WORK

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**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](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. City's website, [www.cohb.org/solicitations](http://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

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**TENTATIVE SCHEDULE:**

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

BID DOCUMENT RELEASED	DECEMBER 6, 2017
NON-MANDATORY PRE-BID CONFERENCE	DECEMBER 20, 2017 AT 11:00 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN DECEMBER 27, 2017 BY NO LATER THAN 11:00 AM
BID DEADLINE FOR RECEIPT OF PROPOSALS	<u>JANUARY 11, 2018</u> <u>BY NO LATER THAN 11:00 AM</u>
CONTRACT AWARD BY CITY COMMISSION	JANUARY - FEBRUARY 2018
PROJECT START DATE –NOTICE TO PROCEED	FEBRUARY 2018



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EXHIBIT I – SCOPE OF WORK

**LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS**

<b>1.</b>	<b>CITY MANAGER</b>
	Roger M. Carlton
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
<b>2.</b>	<b>ASSISTANT CITY MANAGER/ PUBLIC WORKS DIRECTOR</b>
	Steven Parkinson
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, FL 33009
	(954) 457-1611
<b>3.</b>	<b>ASSISTANT DIRECTOR OF PUBLIC WORKS / CITY ENGINEER</b>
	Mariana Pitiriciu,
	630 NW 2 Street
	Hallandale Beach, FL 33009
	(954) 457-3042
<b>4.</b>	<b>PROJECT MANAGER/ ENGINEER III</b>
	Aqeel Abdool-Ghany
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, FL 33009
	954-457-3045
<b>5.</b>	<b>PROCUREMENT DIRECTOR</b>
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1332
	<b>CONTRACTS COORDINATOR</b>
<b>6.</b>	Tom Camaj
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1374
	<b>PROCUREMENT SPECIALIST</b>
<b>7.</b>	Joann Wiggins
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1331
	<b>PROCUREMENT SPECIALIST</b>
<b>8.</b>	Carolyn Allen-Smith
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-3073