



ADDENDUM #3
RFP #FY 2018-2019-007 COMMUNITY SHUTTLE SERVICES

Please ensure you check the City's website for the latest addendum released for this project. Below finds the link to the City's website: www.cohb.org/solicitations.

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM #3 and provide with your Firm's response.

PLEASE NOTE: RFP DOCUMENT, PAGE 20, PROPOSAL FORMAT, REVISED AS OF 6/6/2019

CHANGE FROM:

PROPOSAL FORMAT:

The following format must be followed by Firms submitting responses to the RFP.

Firm's response must provide all information requested below for 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 Firm points for information that is not easily found.

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

1. Title Page

Provide the RFP # and title, the Firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal.

2. Table of Content

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

3. Transmittal Letter

- a. 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 required time period, a statement why the Firm believes

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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 a duly authorized officer(s) of your Firm, as registered with the Florida Secretary of State through the Division of Corporations website at: 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 a Certificate of Resolution, naming the officer as authorized to execute on behalf of the Firm.

- b. Provide the names of the persons who will be authorized to make representation for the Proposer, their titles, addresses, telephone numbers and email addresses.
- c. Provide the name of the Project Manager who will be the direct point of contact during the term of the Agreement.

4. **Executive Summary**

- a. The Proposer shall submit an executive summary, which outlines its Proposal. 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)**

- a. Firms responding to this RFP must submit with Firm's response all of the [Minimum Qualification Requirements \(MQRs\) requested in MQRs section](#). Please read the MQRs to ensure Firm meets these requirements prior to submitting to this RFP.
- b. **Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation process.**
- c. **All Firm(s) named and providing work under Firm's submission must also submit all forms requested in the [Forms Section](#).**
- d. The Firm awarded the contract will be required to maintain the [Minimum Qualification Requirement #1](#) during the term of the contract and any contract renewals.

6. **Required Forms**

Please make sure all of the forms below are included in your proposal within the USB drive:

- a. [Proposal Submitted by Form](#)

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- 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. [Reference Check Form](#)
- i. [Anti-Kickback Affidavit](#)
- j. [Confidentiality Form](#)
- k. [Request To Withdraw Proposal Form](#)
- l. [Reference Check Forms – \(Three \(3\) completed and signed by reference\)](#)
- m. [Addenda](#)

7. Firm's Qualifications and Experience

- a. Indicate the Firm's number of years of experience in providing the required services. The proposal must demonstrate the qualifications and experience of the Firm.
- b. The proposal should indicate the total number of employees of the Firm, the staff to be employed for the City's Project on a full-time basis, and the number of the staff to be employed on a part-time basis.
- c. Provide a list of government and private clients your Firm has on contract through 2020. Please provide the dollar amount of each contract and a brief description of the services.
- d. Specify the Firm's particular area of expertise and how those strengths will benefit the City.
- e. Specify what unique circumstances set the Firm apart from others who perform the same or similar services.

8. Drivers and Project Manager Experience

- a. Discuss the approach to providing qualified drivers at the levels and number to adequately perform services.
- b. Discuss the ability to have adequate back-up staff available should normal or day to day staffing personnel not meet the level of expectation to perform assigned duties due to illness or other absences.
- c. Provide the name of the person who will be assigned to the City as the principal point of contact and having authorization to make representations and agreements on behalf of the Firm.
- d. Describe the responsibilities of the management that will perform the work.

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- e. List the name, title or position, and duties of management or senior position that will be assigned to this Project. For each individual, include qualifications and experience that demonstrates the person's knowledge and understanding of the type of services to be performed.

9. Past Performance -References

The City will send the references the Firm provides a request for verification via email within no later than two (2) business days from receipt of Firm's proposal. Please make sure that the references listed in Firm's response are aware that they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with Firm's proposal.

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 and the points for references will be affected.

10. Approach to the Project

- a. Firm must demonstrate in their Proposal the approach to the Project for the work required, including, but not limited to, staffing, proposed schedules, performance benchmarks and plans.
- b. Firm must discuss in detail Firm's capability to track vehicles with Global Positioning System (GPS).

11. Cost Proposal

The City will consider Option 1, Option 2 and Option 3 cost proposals to determine which option best serves the City's needs and will award the Contract based on the City's best interest.

The City reserves the right to increase or decrease the service routes and/or estimated # of hours to meet its available budget using the hourly rate prices.

Example of cost proposal evaluation:

- Lowest cost proposed gets total points = 10 points
- Lowest cost submitted is \$100,000 and the proposer's proposed cost being evaluated is \$150,000 so $\$100,000 / \$150,000 = .70$
- $.70 * \text{total \# of points for cost criteria which is } 10 = .70 * 30 = 21$ which would be the total # of points this proposer's cost would receive.

CHANGE TO:**PROPOSAL FORMAT: REVISED AS OF 6/6/2019****The following format must be followed by Firms submitting responses to the RFP.**

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Example of cost proposal evaluation:

- Lowest cost proposed gets total points = 28 points
- Lowest cost submitted is \$100,000 and the proposer's proposed cost being evaluated is \$150,000 so $\$100,000 / \$150,000 = .70$
- $.70 * \text{total \# of points for lowest cost proposed is } 28 = .70 * 28$ (cost criteria maximum potential points) = 20 which would be the total # of points this proposer's cost would receive.

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COMMUNITY SHUTTLE SERVICES

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PLEASE NOTE RECEIPT OF ADDENDUM #3 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM #3:

Company:	
Name:	
Title:	
Signature:	
Date:	

Sincerely,



Andrea Lues, Director, Procurement Department