



## **ADDENDUM # 2**

### **BID # FY 2018-2019-009 CITY OF HALLANDALE BEACH WATER TREATMENT PLANT NANO FILTRATION MEMBRANE REPLACEMENT**

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM # 2 and provide with your Firm's response.

**PLEASE NOTE: RFP DOCUMENT, MINIMUM QUALIFICATION REQUIREMENTS (MQRs), PAGE 6 – 12, REVISED AS OF 7/8/2019. YOUR FIRM MUST ENSURE TO UTILIZE THESE REVISED PAGES TO ADDRESS A RESPONSE TO THE CITY.**

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)

#### **MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

1. This Bid contains Minimum Qualification Requirements (MQRs) which the Bidder **must** meet in order for the Bidder to be considered responsive.
2. **Please read the MQRs to ensure Bidder meets these requirements prior to submitting a response to this Bid. All Minimum Qualification Requirements (MQRs) must be submitted with Bidder's response.**
3. Please note that the information for the Projects/Contracts for MQR # 3 must be the same as the Projects/Contracts provided within the Reference Check form.
4. **Bidder(s) that do not comply with MQRs will be determined non-responsive and disqualified from the evaluation process and their Bids will not be evaluated.**
5. Bidder(s) awarded the Contract will be required to maintain Minimum Qualification Requirements #1 and # 2 during the term of the Contract and any Contract renewals.
6. All Minimum Qualification Requirements (MQRs) must be submitted with Bidder's response.

**Minimum Qualification Requirement # 1: Years in Business- Sunbiz:**

Bidder must be incorporated through Sunbiz with a status of "Active". Provide a copy of your Sunbiz with your Bid showing a date filed of **2012** or earlier.

**Minimum Qualification Requirement # 2: Licenses:**

Bidder must be licensed as a Certified General Contractor for the past five (5) years issued by the State of Florida Department of Business and Professional Regulations <http://www.myfloridalicense.com/dpr/>

Bidder **must** provide a copy of **all** applicable license(s) with their response.

**Minimum Qualification Requirement (MQR) # 3: Previous Experience and Projects:**

Please note the information for the Projects below **must** be the same as the Projects/Contracts requested within the [Reference Check Form Section](#).

Bidders must have completed five (5) projects of similar size, scope and complexity to the specifications as the **Prime General Contractor** within the last ten (10) years as referenced in this Bid.

**Bidders must provide proof of the five (5) Projects/Contracts within the past ten (10) years on the following chart(s):**

**ADDENDUM #2**

Name of Project # 1:	
Name of entity for which services were provided to:	
Updated contact name, address, phone number, and email for Project Manager where services were provided to:	
Provide Job Title Project Manager:	
Name of the Firm awarded this Contract:	
Provide Budget for the Project:	Start: \$ Final: \$
Total amount of approved change orders added to the Project:	\$
Was your Firm the Prime General Contractor awarded the Contract for this Project:	<input type="checkbox"/> Yes or <input type="checkbox"/> No
List all of the sub-contractors that worked for the awarded Firm to provide all services required by the Contract:	
Date when Project started:	Month:                      Year:
Date when Project was completed:	Month:                      Year:
I. Provide detailed information about the scope of work Firm performed during this Project and such must be similar and address the scope of work as required and addressed in this Bid.	
II. How many skids were replaced for this Project?	

**ADDENDUM #2**

Name of Project # 2:	
Name of entity for which services were provided to:	
Updated contact name, address, phone number, and email for Project Manager where services were provided to:	
Provide Job Title Project Manager:	
Name of the Firm awarded this Contract:	
Provide Budget for the Project:	Start: \$ Final: \$
Total amount of approved change orders added to the Project:	\$
Was your Firm the Prime General Contractor awarded the Contract for this Project:	<input type="checkbox"/> Yes or <input type="checkbox"/> No
List all of the sub-contractors that worked for the awarded Firm to provide all services required by the Contract:	
Date when Project started:	Month:                      Year:
Date when Project was completed:	Month:                      Year:
<p>I. Provide detailed information about the scope of work Firm performed during this Project and such must be similar and address the scope of work as required and addressed in this Bid.</p> <p>II. How many skids were replaced for this Project?</p>	

ADDENDUM #2

Name of Project # 3:	
Name of entity for which services were provided to:	
Updated contact name, address, phone number, and email for Project Manager where services were provided to:	
Provide Job Title Project Manager:	
Name of the Firm awarded this Contract:	
Provide Budget for the Project:	Start: \$ Final: \$
Total amount of approved change orders added to the Project:	\$
Was your Firm the Prime General Contractor awarded the Contract for this Project:	<input type="checkbox"/> Yes or <input type="checkbox"/> No
List all of the sub-contractors that worked for the awarded Firm to provide all services required by the Contract:	
Date when Project started:	Month:                      Year:
Date when Project was completed:	Month:                      Year:
I. Provide detailed information about the scope of work Firm performed during this Project and such must be similar and address the scope of work as required and addressed in this Bid.  II. How many skids were replaced for this Project?	

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Name of Project # 4:	
Name of entity for which services were provided to:	
Updated contact name, address, phone number, and email for Project Manager where services were provided to:	
Provide Job Title Project Manager:	
Name of the Firm awarded this Contract:	
Provide Budget for the Project:	Start: \$ Final: \$
Total amount of approved change orders added to the Project:	\$
Was your Firm the Prime General Contractor awarded the Contract for this Project:	<input type="checkbox"/> Yes or <input type="checkbox"/> No
List all of the sub-contractors that worked for the awarded Firm to provide all services required by the Contract:	
Date when Project started:	Month:                      Year:
Date when Project was completed:	Month:                      Year:
I. Provide detailed information about the scope of work Firm performed during this Project and such must be similar and address the scope of work as required and addressed in this Bid.  II. How many skids were replaced for this Project?	

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Name of Project # 5:	
Name of entity for which services were provided to:	
Updated contact name, address, phone number, and email for Project Manager where services were provided to:	
Provide Job Title Project Manager:	
Name of the Firm awarded this Contract:	
Provide Budget for the Project:	Start: \$ Final: \$
Total amount of approved change orders added to the Project:	\$
Was your Firm the Prime General Contractor awarded the Contract for this Project:	<input type="checkbox"/> Yes or <input type="checkbox"/> No
List all of the sub-contractors that worked for the awarded Firm to provide all services required by the Contract:	
Date when Project started:	Month:                      Year:
Date when Project was completed:	Month:                      Year:
I. Provide detailed information about the scope of work Firm performed during this Project and such must be similar and address the scope of work as required and addressed in this Bid.  II. How many skids were replaced for this Project?	

**PLEASE NOTE: RFP DOCUMENT, BID SUBMITTAL FORMAT, PAGE 19, REVISED AS OF 7/8/2019. YOUR FIRM MUST ENSURE TO UTILIZE THESE REVISED PAGES TO ADDRESS A RESPONSE TO THE CITY.**

The Bid Submittal Format section below, outlines the format to be followed to submit responses to this Bid.

## **BID SUBMITTAL FORMAT**

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

### **1. Title Page**

Provide the Bid # and title, the Bidder(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) Bidder, provide only one (1) contact person for the entire response.

### **2. Bid Price Sheet**

### **3. Security Bid Bond 10%**

*A copy must be submitted on USB drive and provided in Bidders format with Bidders submission.*

### **4. Minimum Qualification Requirements (MQRs)**

If Firm does not provide all the required MQR information, Firm's proposal will not be reviewed/evaluated, and Firm's submission will be disqualified.

### **5. Required Forms**

- 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. Confidentiality Form
- j. Request to Withdraw Proposal Form
- k. Reference Check Form(s) - (Five (5) completed and signed by references)
- l. [City of Hallandale Beach Local Vendor Preference \(LVP\)](#)

Note: Click link for description and process for submitting application as applicable

- m. Addenda

**PLEASE NOTE: RFP DOCUMENT, REFERENCE CHECK FORM SECTION, PAGES 35-38, REVISED AS OF 7/8/2019. YOUR FIRM MUST ENSURE TO UTILIZE THESE REVISED PAGES TO ADDRESS A RESPONSE TO THE CITY.**

**REFERENCE CHECK FORM SECTION:**

**Please note that the references provided below must be the same as the Projects/Contracts provided for response to MQR #3.**

References are required as a component of due diligence to determine the capability of the Bidder to be able to perform the required services.

Bidder must provide five (5) verifiable references supporting the experience presented in Minimum Qualification Requirement (MQR) # 3 for the Bidder as stated in the Bid:

- Bidder must have completed five (5) projects of similar size, scope and complexity to the specifications as the **Prime General Contractor** within the last ten (10) years as referenced in this Bid.
- Bidder must send to five (5) references the Reference Check Form and obtain back a completed and signed [Reference Check Form](#) for each of Bidder's required five (5) references.
- Bidder must include the required five (5) completed and signed Reference Check Forms within Bidder's proposal submission on the USB drive.

Do not provide more than five (5) references.

- The City will send the references provided a request for confirmation 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, this will cause your Firm to lose points awarded for this criterion. Therefore, 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 references which were submitted with the Firm's response.

**REFERENCE CHECK FORM**

**Please note that the information for the Projects/Contracts in MQR # 3 must be the same as the Projects/Contracts provided within the Reference Check Form.**

**BID # FY 2018-2019-009 CITY OF HALLANDALE BEACH WATER TREATMENT PLANT NANO INFILTRATION MEMBRANE REPLACEMENT**

**FIRM NAME(S):**

**PROJECT NAME:**

**NAME OF FIRM THAT WAS AWARDED THE CONTRACT/AGREEMENT FOR THE PROJECT:**

**NAME ALL THE FIRMS THAT WERE SUBCONTRACTORS TO THE PROJECT AND PROVIDED SERVICES:**

<b>Name of Reference:</b>		<b>Phone:</b>	
<b>Title of Reference:</b>		<b>E-mail Address:</b>	
<b>Company/Employer:</b>			

**Please answer the following questions regarding services provided by the Bidder named above.**

1. Provide detail information about the level of commitment of the Firm to your Project. Did the Firm devote the time, and personnel necessary to successfully complete the entities needs?

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2. Provide detail information about the competence, accessibility, and responsiveness of the Firm's personnel supervising and performing the work on the Project.

3. Provide detail information about the Firm's response time as required by your Agreement. Where there ever any issues and why.

4. Provide detail information about the Firm's success at minimizing any issues.

5. Provide detail what type of service the Firm provided? How satisfied are you with the end result?

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6. What was the value of the Project?

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7. Would you consider this Firm for this type of work in the future?

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**ADDITIONAL COMMENTS:**


**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ADDENDUM #2

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**PLEASE NOTE RECEIPT OF ADDENDUM # 2 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.**

**I ACKNOWLEDGE RECEIPT OF ADDENDUM # 2:**

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department