



**REQUEST FOR PROPOSAL
(RFP) # FY 2018-2019-012**

**CONSULTANT COMPETITIVE NEGOTIATION ACT (CCNA)
CONTINUING PROFESSIONAL ARCHITECTURAL
AND ENGINEERING SERVICES AND OTHER SERVICES**

EXHIBIT C – WORK AUTHORIZATION

**PREPARED BY:
CITY OF HALLANDALE BEACH
CITY MANAGER'S OFFICE
AND
PROCUREMENT DEPARTMENT**

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1. After the City Commission has awarded contracts through resolution, the Project Manager will contact the awarded Firm to provide a written Cost Proposal for each Project. The cost and scope may be negotiated pursuant to Florida's "Sunshine Laws." Once the cost proposal has been accepted by the Project Manager, he/she will route the Work Authorization for approval and execution.
2. The Firm receiving the Work Authorization will have five (5) business days to return the completed Work Authorization to the Project Manager via email.
3. The Work Authorization must include all costs for the Project utilizing a Fee Worksheet with hours and fees per Exhibit B - Hourly Billing Rates for Tasks Orders. The Cost Proposal must include a narrative schedule of deliverables and a summary of compensation which could be through an excel worksheet.
4. The costs for the Project must include all meetings and all costs required for the Project.
5. The draft work authorization form attached hereto is provided for informational purposes only and is subject to change at the sole discretion of the CITY.

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TASK NO.	TASK DESCRIPTION
1.	Pre-Design: <ul style="list-style-type: none"> a. Kick-Off Meeting b. Geo-Technical Report c. Surveying
2.	Design: <ul style="list-style-type: none"> a. 30% Submittals b. 60% Submittals c. 90% Submittals d. Final (Signed and Sealed) e. Permitting f. Client Meetings
3.	Post Design Services
4.	Bidding Services: <ul style="list-style-type: none"> a. Responding to Request for Information (RFI) during Bidding b. Attending Pre-Bid Meetings
5.	Engineering Services During Construction: <ul style="list-style-type: none"> a. Project Management b. Client Meetings c. Inspections d. Certifications <ul style="list-style-type: none"> i. Project Close Out ii. Release of Retainage iii. Review and Submittal of As-Built Drawings
6.	General Tasks
	TOTAL COSTS ITEMS 1 - 6 \$

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Work Authorization

Under
Agreement between the City of Hallandale Beach and

For

(Name of Firm as it appears in Sunbiz)

**RFP # FY 2018-2019-012 CONSULTANT COMPETITIVE NEGOTIATION ACT (CCNA)
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This Work Authorization is issued pursuant to the Agreement between the City of Hallandale Beach ("City") and _____ ("Consultant") for **RFP # FY 2018-2019-012 CONSULTANT COMPETITIVE NEGOTIATION ACT (CCNA) CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES** (the "Agreement"), which was approved by the City Commission on (date) via Resolution # _____.

1. This Work Authorization permits Consultant to provide the services described in Exhibit "A" to this Work Authorization, attached hereto and incorporated herein. These services are authorized by Article 3 of the Agreement.

2. Compensation and Method of Payment.

2.1 Payment for the services authorized by this Work Authorization will be in accordance with Article 10 of the Agreement and the agreed method of compensation is as follows (Check those boxes that apply. Amounts indicated herein should not include any sums set aside as contingency. Monies indicated as contingency in project budgets or estimates are subject to the change order authorization provisions of the Agreement):

2.1.1 Maximum Amount Not-To-Exceed Compensation. City shall pay Consultant for the performance of all services set forth in Exhibit A to this Work Authorization, pursuant to the terms of the Agreement, up to a maximum amount not-to-exceed of _____. It is understood that the method of compensation is that of "maximum amount not-to-exceed" which means that Consultant shall perform all services set forth herein for total compensation in the amount of or less than that stated above.

2.1.2 Lump Sum Compensation. City shall pay Consultant for the performance of all services provided pursuant to Exhibit A, as required

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under the terms of the Agreement, a total lump sum of \$_____).

2.1.3 Reimbursable Expenses. City has established a maximum amount not-to-exceed of \$_____ for potential reimbursable expenses that may be utilized pursuant to Section 9.2 of the Agreement.

2.2 Payments for this Work Authorization shall be charged against: Budget account #_____:

3. Time for Performance.

3.1 Consultant shall perform the services described in Exhibit A within the time periods specified in the Project Schedule included in Exhibit A. The Project Manager shall issue to Consultant a written Notice to Proceed for said time periods to commence.

3.2 If this box is checked, liquidated damages shall be applicable. In the event Consultant fails to complete the services identified in Exhibit "A" to this Work Authorization, on or before the Time for Performance set forth herein, Consultant shall pay to City the sum of \$_____ for each calendar day after the applicable Time for Performance, plus approved time extensions thereof, until completion of the service. These amounts are not penalties but are liquidated damages to City for its inability to proceed with, and complete, the service in a timely manner pursuant to the agreed upon Schedule. Liquidated damages are hereby fixed and agreed upon by the parties, recognizing the impossibility of precisely ascertaining the amount of damages that will be sustained by City as a consequence of such delay, and both parties desiring to obviate any question or dispute concerning the amount of said damages and the cost and effect of the failure of Consultant to complete the services within the applicable Time for Performance. This provision shall not affect the rights and obligations of either party as set forth in Section 3.7 of the Agreement.

4. The terms and conditions of the Agreement are hereby incorporated into this Work Authorization. Nothing contained in this Work Authorization shall alter, modify, or change in any way the terms and conditions of the Agreement with the City.

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IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: CITY OF HALLANDALE BEACH through its authorization to execute same by City Commission action on _____, day of _____, 20____, and _____, signing by and through its _____duly authorized to execute same.

CITY

ATTEST:

CITY OF HALLANDALE BEACH

CITY CLERK

By: _____
Greg Chavarria, City Manager

_____ Day of _____, 20_____.

Approved as to legal sufficiency and form by
CITY ATTORNEY

Jennifer Merino, City Attorney

_____ Day of _____, 20_____.

[CONSULTANT EXECUTION ON FOLLOWING PAGE]

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CONSULTANT MUST EXECUTE THIS AGREEMENT AS INDICATED BELOW. USE CORPORATION OR NONCORPORATION FORMAT, AS APPLICABLE.

If the Company President does not sign the Agreement, there must be a Secretary's Certificate Form provided to the CITY of Hallandale Beach, Florida indicating designee signing, has the authority to sign.

(If incorporated sign below).

CONSULTANT

ATTEST:

(Name of Corporation)

(Secretary)

By _____
(Signature and Title)

____ Day of _____, 20____.

(Corporate Seal)

(Type Name and Title Signed Above)

____ Day of _____, 20____.

(If not incorporated sign below).

CONSULTANT

WITNESSES:

(PRINT NAME)

(PRESIDENT OR VICE-PRESIDENT)

(PRINT NAME)

(TYPE NAME & SIGNED ABOVE)

NOTARY SEAL