



**NON-BINDING
 REQUEST FOR LETTERS OF INTEREST (RFLOI)
 (RFLOI) # FY 2019-2020-007
 CHAVES LAKE**

NOTE: This RFLOI will not yield an award of contract

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| <u>RFLOI RELEASED</u> | <u>AUGUST 6, 2020</u> |
| <u>NON-MANDATORY INFORMATIONAL MEETING</u> The City is accepting one (1) representative per Firm to attend this meeting. It is required to wear a facial covering, answer questions and have your temperature taken prior to entering the building. | <u>AUGUST 19, 2020 @ 11:00 A.M.</u> <u>CITY COMMISSION CHAMBERS</u> <u>400 SOUTH FEDERAL HIGHWAY</u> <u>HALLANDALE BEACH, FL 33009</u> |
| <u>LAST DAY FOR QUESTIONS</u> | <u>AUGUST 24, 2020 @ 11:00 A.M.</u> |
| <u>DEADLINE FOR RECEIPT OF RESPONSES</u> Due to COVID19 and current emergency orders and declarations Hallandale Beach City Hall is <i>not</i> open to the public every day. For drop off of responses to this RFLOI the City Clerk's Office will be open Mondays and Wednesdays 8 am to 3 pm only. See location below. <i>Access to the building will require time for temperature taking, answering questions, and wearing of a face covering. All must plan to obtain access to the City Clerk's Office without being late. No late responses will be accepted.</i> | <u>SEPTEMBER 9, 2020 @ 11:00 A.M.</u> |
| <u>RESPONSES TO THE RFLOI MUST BE SUBMITTED TO THIS ADDRESS:</u> Sealed envelope must clearly provide your firm's company name, address, phone # and contact information and must be labeled with the RFLOI # and Name. Responses must be received by the City Clerk's Office. | <u>CITY OF HALLANDALE BEACH</u> <u>OFFICE OF THE CITY CLERK – SUITE 204</u> <u>400 SOUTH FEDERAL HIGHWAY</u> <u>HALLANDALE BEACH, FL 33009</u> <u>NO LATE PROPOSALS WILL BE ACCEPTED.</u> |
| <u>THE DATES SHOWN ABOVE ARE SUBJECT TO CHANGE VIA ADDENDUM</u> | |



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PURPOSE:

The City of Hallandale Beach is pleased to present this Request for Letters of Interest (RFLOI) to individual firms or teams and all interested parties with experience interested in the development of sports, recreation and/or solar and sustainability uses for Chaves Lake Park. The City is interested in exploring ideas in the mentioned categories for both the land and lake portions of the park. Chaves Lake Park must remain a public park with open access.

Individual firms or teams (Respondents) interested in responding to this request are invited, on a non-binding basis, to express their interest in the Project and provide feedback on its features. The purpose of this RFLOI is to generate responses that contain information which will help the City understand the perspective of the industry and to confirm and/or refine the scope, procurement approach, contract delivery model, and financing approach for the Project.

This RFLOI does not constitute a Request for Proposal (RFP) nor an Invitation to Bid (ITB) nor any promise to issue an RFP or ITB. This RFLOI does not commit the City of Hallandale Beach to contract for any service or services contemplated. Failure to respond to this RFLOI in whole or in part does not preclude the ability to respond to any future ITB and/or RFP opportunities. Responders are advised that the City of Hallandale Beach will not pay any cost incurred in responding to this RFLOI and that any or all such costs are the sole responsibility of the Responder.

This City is released this RFLOI as inquiry only. This RFLOI is an inquiry only and no contract or agreement will be entered into as a result of this process. By responding to this document or otherwise participating in this process, no contract or agreement will be formed and no legal obligation between the City and the Respondents providing a response will arise. Individual firms or teams that have not responded to this RFLOI will not be precluded from participating in any future formal solicitation processes. The City is under no obligation as a result of this RFLOI and may decide to proceed or not to proceed with development of a formal solicitation based on responses to this RFLOI. The City reserves the right to proceed with other contract procurement means.

The RFLOI has been released with the following documents:

- a. RFLOI
- b. Exhibit A Parks Master Plan for additional information
- c. Exhibit B Phase I Environmental Site Assessment Chaves Lake
- d. Exhibit C Phase II Environmental Site Assessment Chaves Lake

NOTE: This RFLOI will not yield an award of contract at the end of the process

LEGAL REQUIREMENTS:

Respondent are advised that this RFLOI is subject to all legal requirements contained in all applicable Federal and State Statutes, City Ordinances, and to the Standard Terms and Conditions and the procurement policies and guidelines of the City.

SCOPE:

The City is seeking creative ideas to explore sports and recreation entertainment for its resident. The City is also seeking solar and sustainability initiatives. Potential uses for Chaves Lake include, but are not limited to:

- Non-submersible water sports and activities
- Small watercraft rentals (paddleboats, canoes, etc)
- Water golf range
- Floating Solar Array
- Resiliency Hub
- Electric Car Charging

Background

Chaves Lake is located east of I-95 in the City of Hallandale Beach. The site is composed of a land side area and a water body. The Chaves Lake land area on the north side of the lake is underutilized property owned by the City of Hallandale Beach and has a limited access point from N.W. 8th Avenue on the east. The Chaves Lake land area is bordered on the west by Hallandale High School and on the east and north by existing multifamily and single family residential development. The surrounding urban context is predominantly residential with the presence of the adjacent Hallandale High School sports fields to the west. Chaves Lake has a water area of approximately 35 acres and an adjacent land area of 1.92; for a total 36.92 acres of park and lake recreation area.

The present Chaves Lake lands are being used by the City of Hallandale Beach Public Works Department for storage of construction materials and fill. An informal launch ramp is located at the water's edge and for maintenance an access to the lake will need to be preserved through the site. Presently, there are no buildings or structures on the Chaves Lake site.

See the attached Exhibit A - Parks Master Plan for additional information.

Environmental Concerns

The City has conducted Environmental Phase I and Phase II studies, and released with the RFLOI as Exhibit B and Exhibit C. While contaminants have been identified, in conjunction with our environmental consultant and Broward County, the City is currently taking steps toward remediation and expect that the land portion of the park will be 100% remediable. Further analysis of the lake is being done, however, surface water is expected to be safe and non-toxic. Due to the possibility that the sediment at the bottom of the lake may host some toxicity, the City will not consider submersible activities such as swimming and fishing, or motorized sports such as jet skis, that may disturb the sediment.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals will be accepted. In order to ascertain that the RFLOI 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 password on the thumb drive. Provide one (1) thumb drive with your firm’s submittal.

Section below, Proposal Format, outlines the format to be followed for responses to this RFLOI.

PROPOSAL FORMAT:

The following format must be followed when submitting responses to the RFLOI.

The proposal **must** address all points outlined in this RFLOI. The proposal should be prepared simply and economically, providing straightforward, concise description of the Respondent’s capability to satisfy the requirements of the RFLOI.

While additional data may be presented, the information requested in items 1 through 6, **must be included.**

1. Title Page

Provide the RFLOI # 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 Contents

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

3. Transmittal Letter

- a. Submit the Firm's with your firm's response.
- b. Indicate and explain the firm's or team's interest in developing one or more of the alternatives on a non-binding basis and identifying the Respondent's type of interest (e.g., developer, manufacturer, financial investor, design engineer, contractor, lender, operator, vendor). The Respondent is also encouraged to indicate the minimum project size to continue their interest in this partnership.
- c. A letter of transmittal, signed by an authorized officer of your company, briefly stating the Respondent's understanding of the RFLOI.
- d. Provide the names of the person who will be authorized to make representation for the Firm, their titles, addresses and telephone numbers.
- e. Provide an explanation and/or relevant information necessary for the City to proceed with the implementation of a successful plan to cover all items addressed in the RFLOI.
- f. Describe the reason for the Firm's Interest in the project.
- g. Provide a brief history of the firm.

4. Project Team's Experience/Qualifications

Experience and/or expertise with proposed use and ability to carry out proposed use at Chaves Lake Park.

5. Approach to the Project and Proposed Use

- a. Respondents may provide one or more solutions in their submission. Indicate any technological innovations that would be considered viable, including, but not limited to, cost saving measures, on-line monitoring and automatic notifications for maintenance purposes, on-line control systems, etc.
- b. Proposed use for Chaves Lake Park. Address the following options.
 - i. Sports and Recreation and/or;
 - ii. Sustainability Initiative
- c. Preferred approach for capitalizing and the possibilities of funding the proposed use.

d. Public benefit that will be provided by proposed use.

6. Forms

Respondent must complete and include all forms within the proposal and submit on USB drive:

- a. Form A: [Firm's Information Form](#)
- b. Form B: [Variance Form](#)
- c. Form C: Unable to Submit Form

SUBMITTAL DUE DATE AND INFORMATION:

RESPONSES ARE DUE: SEPTEMBER 9, 2020 NO LATER THAN 11:00AM.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW.

Due to COVID19 and current emergency orders and declarations Hallandale Beach City Hall is not open to the public every day.

For drop off of responses to this RFQ the City Clerk's Office will be open Mondays and Wednesdays 8 am to 3 pm only.

All must plan to obtain access to the City Clerk's Office without being late. No late responses will be accepted.

SEALED ENVELOPES MUST BE SEALED AND LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
OFFICE OF THE CITY CLERK
[NAME OF RESPONDENT]
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR – SUITE 204
HALLANDALE BEACH, FL 33009
TITLED: RFLOI # FY 2019-2020-007
CHAVES LAKE

Special Accommodations

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the Office of the City Clerk at (954) 457-1340, at least five (5) working days prior to the event. If you are hearing or

speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

Americans with Disabilities Act (ADA). The City complies with the provisions of the Americans with Disabilities Act. If you are a disabled person requiring any accommodations or assistance, please notify the Office of the City Clerk at (954) 457-1340 of such need.

This meeting will be recorded and available as a public record if requested.

LAST DAY FOR QUESTIONS AND CONTACT INFORMATION:

Any questions are to be submitted via email to Andrea Lues, Procurement Director, at alues@cohb.org no later than **AUGUST 24, 2020 at 11:00 a.m.**

Answers to questions received before the deadline will be released via addendum. Changes, if any, to the scope of the services or RFLOI procedures will be transmitted only via written addendum and available on the City's website at www.cohb.org/solicitations. The Procurement Department may be contacted at (954) 457-1332. All contact shall be for clarification purposes only.

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



REQUEST FOR LETTERS OF INTEREST (RFLOI) TENTATIVE SCHEDULE:

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

| | |
|---|---|
| <p>RFLOI DOCUMENT RELEASED</p> | <p>AUGUST 6, 2020</p> |
| <p>NON-MANDATORY INFORMATIONAL MEETING The City is accepting one (1) representative per Firm to attend this meeting. It is required to wear a facial covering, answer questions and have your temperature taken prior to entering the building.</p> | <p>AUGUST 19, 2020 11:00 A.M. COMMISSION CHAMBERS 400 SOUTH FEDERAL HIGHWAY HALLANDALE BEACH, FL 33009</p> |
| <p>LAST DAY FOR QUESTIONS</p> | <p>ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN AUGUST 24, 2020 BY NO LATER THAN 11:00 A.M.</p> |
| <p><u>DEADLINE FOR RECEIPT OF RESPONSES</u> <i>Due to COVID19 and current emergency orders and declarations Hallandale Beach City Hall is not open to the public every day. For drop off of responses to this RFLOI the City Clerk's Office will be open Mondays and Wednesdays 8 am to 3 pm only. See location below. Access to the building will require time for temperature taking, answering questions, and wearing of a face covering. All must plan to obtain access to the City Clerk's Office without being late. No late responses will be accepted.</i></p> | <p><u>SEPTEMBER 9, 2020</u> <u>BY NO LATER THAN 11:00 A.M.</u></p> |
| <p><u>RESPONSES TO THE RFLOI MUST BE SUBMITTED TO THIS ADDRESS:</u> Sealed envelope must clearly provide your firm's company name, address, phone # and contact information and must be labeled with the RFLOI # and Name. Responses must be received by the City Clerk's Office.</p> | <p><u>CITY OF HALLANDALE BEACH</u> <u>OFFICE OF THE CITY CLERK –</u> <u>2nd FLOOR SUITE 204</u> <u>400 SOUTH FEDERAL HIGHWAY</u> <u>HALLANDALE BEACH, FL 33009</u></p> <p><u>NO LATE PROPOSALS WILL BE ACCEPTED.</u></p> |

FORMS:

Respondent must complete and include all the following forms within the proposal submission on the USB drive electronically in searchable .pdf format.

- a. Form A: Firm's Information Form
- b. Form B: Variance Form
- c. Form C: Unable to Submit Response Form



FORM A: FIRM'S INFORMATION FORM

| | |
|-----------------------|-------------|
| COMPANY: | |
| ADDRESS: | |
| CITY, STATE, ZIP: | |
| TELEPHONE: | FAX NUMBER: |
| DATE: | |
| E-MAIL ADDRESS: | |
| FEDERAL ID NUMBER: | |
| NAME & TITLE PRINTED: | |

The above named Respondent affirms and declares:

- 1) That Respondent is of lawful age.
- 2) That this response is made without any understanding, agreement, or connection with any other person, firm or corporation providing a response for the same purpose, and is in all respects fair and without collusion or fraud.
- 3) That the respondent is not in arrears to the City of Hallandale upon debt, purchase order or contract and is not a defaulter, as surety or otherwise, upon any obligation to the City.
- 4) That no officer or employee or person whose salary is payable in whole or in part from the City, shall be or become interested, directly or indirectly, surety or otherwise in this response.

IN WITNESS WHEREOF, this Response is hereby signed and sealed as of the date indicated.

ATTEST:

RESPONDENT

Witness

BY _____
(Authorized Signature)

Witness

(Printed Name of Signer)

(Title of Person Signing)



FORM B: VARIANCE FORM

The Respondent must provide and state any and all variances to this RFLOI.

If Firm has no Variances, Firm must state “None” below. This form must be provided back in Firm’s response.



FORM C: UNABLE TO SUBMIT RESPONSE FORM

UNABLE TO SUBMIT A RESPONSE? We sincerely hope this is not the case. If you're Firm cannot submit a proposal at this time, please provide the information requested in the space provided below and return form to procurement_department@cohb.org.

_____ HAVE RECEIVED THE RFLOI
(COMPANY NAME)

UNABLE TO RESPOND TO THE RFLOI AT THIS TIME DUE TO THE FOLLOWING REASONS:

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COMPLETE INFORMATION BELOW:

| | |
|---|-----------|
| SIGNATURE: | |
| TITLE: | |
| STREET ADDRESS: (OR) | |
| CITY: | |
| STATE: | ZIP CODE: |
| TELEPHONE/AREA CODE: () | |
| EMAIL ADDRESS: | |
| RETURN THIS UNABLE TO SUBMIT FORM ONLY TO EMAIL ABOVE: | |
| CITY OF HALLANDALE BEACH | |
| PROCUREMENT DEPARTMENT | |
| 400 SOUTH FEDERAL HIGHWAY, ROOM 242 | |
| HALLANDALE BEACH, FL 33009 | |
| TITLED: RFLOI # FY 2019-2020-007 | |
| REQUEST FOR LETTERS OF INTEREST (RFLOI) CHAVES LAKE | |