



ADDENDUM # 1

BID # FY 2018-2019-010 BEST USE NORTH BEACH CITY CENTER

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.

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM # 1 and provide with your Firm's response.

PLEASE NOTE: RFP DOCUMENT, PROPOSAL FORMAT, PAGE 7 – 9, REVISED AS OF 7/8/2019. YOUR FIRM MUST ENSURE TO UTILIZE THESE REVISED PAGES TO ADDRESS A RESPONSE TO THE CITY.

PROPOSAL FORMAT:

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

Response must provide all information requested below for items # 1 through # 8.

Non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses to the RFP and could cost points for information that is not easily found.

While additional data may be presented, the information requested in items #1 through #8, must be included in proposal.

1. Title Page

Provide the RFP # and title, the Proposer'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 RFP, the commitment to perform the Proposed Use, and a statement why the Proposer believes they are the best qualified to perform the use.

- 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 Proposer and/or team, responsibilities of the Proposer/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. Required Forms

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

- 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\(s\) – \(Three \(3\) completed and signed by reference\)](#)
- l. [Addenda](#)

6. Proposed Use

- a. Proposer must provide a detailed description of the intended use. The City shall take into account the following criteria:
 - i. Feasibility of the use.
 - ii. Economic impact generated from the use.
 - iii. Does the use serve a public purpose.
 - iv. Is the use complimentary to the existing business and residential environment of the area.
 - v. Does the use take into account parking and traffic restrictions.
 - vi. Does the use take into account location within a public park and the adjacent fire station.

ADDENDUM #2

vii. Type of employment opportunities that will be created by the proposed operation. This is to include the type, number of positions, and other details.

b. Proposer must include all terms and conditions being requested as part of the Proposed Use.

7. Proposer's Ability to Perform Proposed Use

a. Proposer must support their proposed use with their capability as Proposer, including their qualifications, experience, past performance on similar projects, and references, which must be described in detail.

b. Proposer must include documentation proving financial capacity to perform the Proposed Use.

c. Proposer **must** provide a minimum of three (3) references on the Reference Check Form(s), that support the Proposer's ability to perform the Proposed Use.

8. Financial/Revenue Proposal

Proposer must provide very specific details on the financial and revenue structure being presented as part of the Proposed Use.

PLEASE NOTE: RFP DOCUMENT, REFERENCE CHECK FORM SECTION, PAGES 26-38, 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 requested in the Proposal Format for Item #7, Proposer's Ability to Perform Proposed Use.

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

- Proposers must provide three (3) references on the Reference Check Form, that support the Proposer's ability to perform the Proposed Use.
- Proposing Firm must send to three (3) references and obtain back a completed and signed [Reference Check Form](#) for each of proposing Firm's requested three (3) references.
- Proposing Firm must include the required three (3) completed and signed Reference Check Forms with Firm's response 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 references provided for the Reference Check Form must be the same as the Projects/Contracts requested in the Proposal Format for Item # 7, Proposer's Ability to Perform Proposed Use.

BID # FY 2018-2019-010 BEST USE FOR NORTH BEACH CITY CENTER

PROPOSING FIRM'S NAME(S):

PROJECT NAME:

TYPE OF PROJECT:

DATE PROJECT STARTED: MONTH: YEAR:

DATE PROJECT COMPLETED: MONTH: YEAR:

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

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

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

<p>1. Provide detail information about the level of performance, quality, and responsiveness of the Firm to your operation.</p>

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

3. Provide detail information about the Firm's response time and success at accomplishing the tasks established 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, quality of their services, reporting capabilities and customer service level.

5. Can you describe any instances in which there were errors as a result of the Firm which had an impact either financially or on the schedule to your organization? If so, what was it and how was it rectified.

ADDITIONAL COMMENTS:

SIGNATURE: _____ **Date:** _____

PLEASE NOTE RECEIPT OF ADDENDUM # 1 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department