



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL
(RFP) # FY 2014-2015-010**

**CONSULTANTS' COMPETITIVE NEGOTIATION ACT
(CCNA)**

**CONSTRUCTION MANAGER AT RISK (CMAR)
BLUESTEN PARK**

EXHIBIT I SCOPE OF WORK

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

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

In accordance with Florida Statutes, Chapter 287, Section 287.055, Consultants' Competitive Negotiation Act (CCNA), and Section 255.103, the City of Hallandale Beach is soliciting interested firms to submit qualifications and proposals through this Construction Manager at Risk (CMAR) RFP. The City seeks to identify qualified firms with substantial experience and capabilities to perform the services for the construction of Peter Bluesten Park. The firm awarded the agreement will coordinate and collaborate with the Architect of Record.

Following the opening of the proposal packages, firms that do not meet the Minimum Qualification Requirements set forth will not be considered further. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals.

Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on page 21 of this RFP. An Evaluation Committee will select no fewer than three (3) of the highest ranked proposers for oral interviews/presentations.

Oral presentations are to support what has been provided in the proposals by each firm or to exhibit or otherwise demonstrate the information contained therein for clarification purposes. No new information or material not already provided in the firm's proposal is to be presented during oral presentations.

After oral presentations proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award and negotiate a CMAR Agreement. The City will enter into negotiations with the top ranked firm for professional services for both the Pre-Construction Phase and the Construction Phase. If successful with these negotiations, an agenda item will be presented to the City Commission to award the Agreement to the CMAR firm. Once the Construction Documents and specifications are ninety (90%) complete, the CMAR will be required to submit a Guaranteed Maximum Price (GMP). If the City and the CMAR are able to negotiate and agree upon the GMP and final contract terms, an agenda item will be prepared for submission to the City Commission for approval of the GMP amendment to the Agreement.

Agreements are subject to annual appropriation and the availability of funds.

CCNA - CMAR

BLUESTEN PARK

Exhibit I – Scope of Services

The City reserves the right to allow sales tax savings for direct purchases where possible and practical for this Project. If the City elects to receive the sales tax savings on certain items within the GMP, the Contractor will be required to manage the sales tax savings on behalf of the City.

If the City and the CMAR are unable to agree upon a GMP, then the Agreement will be terminated and the City may elect to issue a new solicitation for the construction phase services or begin negotiations with the firm ranked 2nd in the original solicitation process. Should a new solicitation become necessary, the City reserves the right to select the most appropriate procurement method in its sole discretion.

At the completion of 30% CD's, an independent construction cost estimate of the park is expected to be prepared by the CMAR. The City plans to utilize this cost estimate to benchmark decisions regarding the need for value engineering and the cost-benefit of specified material/products in the plans.

Project Background

The City of Hallandale Beach has completed a City Wide Master Plan. The Parks Master Plan sets forth a program to enhance 13 of the City's parks and recreation areas in support of community-wide goals and neighborhood needs. A complete copy of the City wide Parks Master Plan is available on the City web site: www.hallandalebeachfl.gov under the Parks and Recreation Department.

The City has selected Bluesten Park as the first park to be built thru the General Obligation Bond Funding approved by City residents on November 4, 2014. The development will be according with the City-wide Master Plan (See Exhibit A). Features included on this park are:

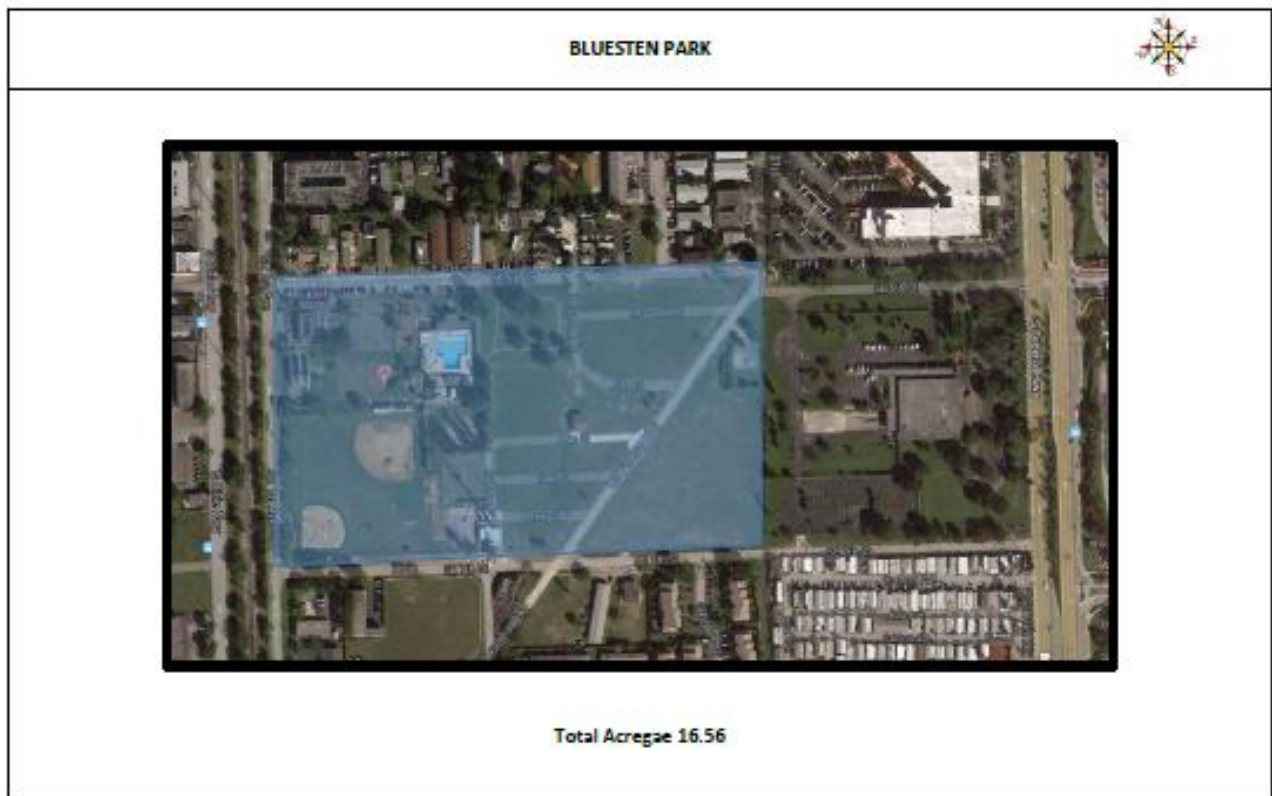
Name	Location	Size (Land area)	Master Plan Concept
Peter Bluesten Park	Southeast Quadrant	16.5 acres (approximately)	<ul style="list-style-type: none"> • Community Recreation Center • Swim/sports center facility • Field house with restrooms, concession and storage • Competition size swimming pool with Children water playground/pool

CCNA - CMAR

BLUESTEN PARK

Exhibit I – Scope of Services

			<ul style="list-style-type: none">• Baseball fields• Tennis Courts• Racquet Ball Courts• Multi-Purpose Field• Playground - fully handicap and wheelchair accessible• Walking/exercise trail• Picnic Shelters• Sports lighting• On and off site parking
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CCNA - CMAR

BLUESTEN PARK

Exhibit I – Scope of Services

The City-wide Parks Master Plan was prepared by Bermello Ajamil & Partners, Inc. (“B&A”) of Miami. It is the City’s intention to request the selected firm to utilize the City Wide Master Plan as the bases for the conceptual development, design and programing. It should be noted that the City would like to pursue all options regarding the best site design the park which may include reconfiguration of the site amenities, if applicable. The selected Architect shall perform a charette to seek input from the Community, City Commission and City Administration. Theses interactive sessions shall be presented in a workshop format, and consultant shall incorporate agreed upon revisions in the next progress review presentation. Charette may include multiple and/or individual meetings, if necessary. Recommendations to be presented by firm at a Community meeting with final approval at a City Commission public meeting.

Final project delivery of the project shall be a turn-Key project - architect shall undertake the entire responsibility from design through completion and commissioning. The City only has to turn the proverbial key to make everything function as it should. This shall include selection of furniture, fixtures, and any additional consultants that shall be required to complete the project.

The submittal of responses will be as follows:

Proposers are to submit one (1) sealed envelope containing two (2) sealed envelopes marked A and B, see Proposal Submission Section for detail information.

Envelope A – Technical:

Sealed envelope A must contain the responses as outlined in Section II, Proposal Format.

Envelope B – Cost:

Sealed envelope B must contain the responses for the estimate cost proposal for the services to be provided, see Section II Proposal Format.

Upon review of the proposals by the evaluation committee (envelope A), oral presentations may be required. After ranking the evaluation committee will select and short list no less than the three (3) top ranked firms. Envelope B, containing the cost proposal, will be opened for only the top ranked firms. Envelope B of the firms not short listed will be returned un-opened by the City.

MINIMUM QUALIFICATION REQUIREMENT YEARS OF EXPERIENCE:

All firms responding to this RFP, in order to be eligible to respond to this RFP, must demonstrate and submit with firm's response all of the requirements stated below.

Provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below.

In order for your firm's response to be considered, firms must provide the following labeled accordingly:

1. Years' in Business:

- a. Firm must have ten (10) years' experience having provided the scope of work as outlined in this RFP. Proof of experience may be provided by firm's incorporation for the required ten (10) years' as reflected on Sunbiz.org. The 10 years' experience shall be counted from January 1, 2005. The Sunbiz website is www.sunbiz.org.

OR,

- b. An affirmative statement and submission of evidence demonstrative of the ten (10) years' experience which shall also be counted from January 1, 2005.

2. Licenses: Firm is licensed under Florida Statutes 471, 481, and 489 and provide proof with submission.

3. Firm's LEED Experience: Provide a letter on your firm's letterhead indicating your firm has a minimum of one (1) completed project which has achieved a LEED or equivalent Green Building certification or is in progress of completing a LEED certification, by date of submission of proposals, for similar services as requested in this RFP.

4. Staff LEED Experience:

- a. Provide a letter on your firm's letterhead indicating the number of staff holding a LEED AP designation or other equivalent green building certification.
- b. Provide a letter on your firm's letterhead indicating that at least one (1) of the staff proposed to be assigned to this Project shall have a LEED AP or equivalent Green Building Certification.

5. **Bonding Capacity:** Provide documentation of your firm’s total and single project bonding capacity and the name and current financial rating (A.M. Best) of the surety company utilized by your firm. Proposers shall have a single project bonding capability of at least Twenty Million Dollars (\$20,000,000.00) with a surety company with an A.M. Best rating of AA or better.

An affirmative statement and submission of evidence must be included with the firm’s response indicating that firm meets the requirements stated above.

- **All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.**

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at www.cohb.org/solicitationnotifications.

ADDITIONAL BACKGROUND INFORMATION

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off –season with an increase in population to approximately 50,000 during season. The City’s fiscal year begins October 1st and ends September 30th.

The term of the Agreement shall be for a period concurrent with the design and construction of the project.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test each thumb drive before it is submitted. **Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives.** Provide five (5) thumb drives with your firm’s submittal.

Section II, Submission of Proposals, outlines the format to be followed for responses to this RFP.

REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this RFP must provide six (6) verifiable references for projects of similar size, scope and complexity that have been completed by your firm within the last ten (10) years which demonstrate the experience of the firm and the team that will be assigned to provide services as required and as outlined in this RFP. The period of time for meeting the requirement of ten (10) years' experience shall be from January 1, 2005.

Four (4) references shall be project client/owners and two (2) shall be from A/E firms that have been Architect of Record on projects where your firm has served in the capacity of a CM at Risk and provided comparable services to those request in this RFP.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference.

- a. Client name/Owner's Representative name, address, phone number and updated email address.
- b. Name and location of the Project. Provide a description of the scope of work.
- c. Role your company provided: CMAR and/or General Contractor and/or other.
- d. Date project was completed or is anticipated to be completed.
- e. Size of project (gross square feet of construction).
- f. Original Owner Budget vs. Final GMP.
- g. Saving achieved through Value Engineering or other approaches.
- h. The percentage of the GMP for General Conditions, Profit and an Overhead.
- i. The total amount of approved Change Orders added to the Original GMP.
- j. The dollar amount of fees for Pre-Construction Services.
- k. The dollar value and the percentage of the final GMP awarded to and performed by local subcontractors (of any tier).
- l. Present status of the project.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form via email from the City of Hallandale Beach to complete by a deadline date.

Note: Incomplete or partial responses to all items requested above may result in a proposal being deemed unresponsive.

CONTRACT TERMS

The term of the Agreement shall be for a period concurrent with the design and construction of the project.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this RFP.

Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

The City will evaluate proposals and may conduct discussions with, and may require presentations by firms.

Oral presentations may be required from the responsive proposers by the Evaluation Committee to provide an oral presentation in support of what has been provided in the proposals by each firm or to exhibit or otherwise demonstrate the information contained therein for clarification

purposes. No new information or material not already provided in the firm's proposal is to be presented during oral presentations.

CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section, Exhibit II. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

I. DEFINITIONS

"Award" means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the authority of the City Manager, with the exception of emergency purchases.

"City" the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

"City's Contract Administrator" means the City's representative duly authorized by the City Commission and/or City Manager, to provide direction to the Consultant regarding services provided pursuant to this RFP and the Contract.

"Contract" and "Contract Documents" means the agreement for Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

"Consultant" the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

"Local City of Hallandale Beach Vendor" pursuant to Chapter 23, Procurement, Section 23-3 of the Code of Ordinances of the City of Hallandale Beach, Florida.

"Notice to Proceed" means the written notice given by the City to the Consultant of the date and time for work to start.

"Project Manager" means the Consultant's representative authorized to make and execute decisions on behalf of the Consultant.

“Proposal” means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

“Proposer” means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

“Proposal Documents” the Request for Proposals, Instructions to Proposers, Technical Specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

II. PROPOSAL FORMAT: The following format must be followed by firms submitting responses to the RFP.

All firms must submit two (2) sealed envelopes with their submission.

Sealed Envelope Labeled: Envelope A Technical - RFP # FY 2014-2015-010 CMAR (CCNA) Bluesten Park:

This envelope is to include five (5) thumb drives that contain the information requested below, items 1-15 below. Firms are to submit this information/responses only on five (5) thumb drives that are searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide five (5) thumb drives with your firm’s submittal.

Sealed Envelope Labeled: Envelope B Cost RFP # FY 2014-2015-010 CMAR (CCNA) Bluesten Park :

This envelope is to include one (1) hard copy paper that provides the proposed cost to the City for this project.

Upon review of the proposals by the evaluation committee (envelope A), oral presentations may be required. After ranking the evaluation committee will select and short list no less than the three (3) top ranked firms. Envelope B, containing the cost proposal, will be opened for only top ranked firms. Envelope B of the firms not short listed will be returned unopened by the City.

The outline for items # 1 through # 15 below must be followed.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 15, must be included. Items 1-15 represent the criteria against which proposals will be evaluated, except for Cost.

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 Contents

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

3. Transmittal Letter

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be 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.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses and telephone numbers.

4. Professional Licenses and Certifications

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm and all assigned key professional staff possess all licenses and certifications required to undertake and complete the project.

All Architects, Engineers and General Contractors must be licensed by the State of Florida and maintain certification as and be in good standing with the Department of Business and Professional Regulation.

5. Firm's Qualifications and Experience

In order for your firm's response to be considered, firm must have ten (10) years' experience having provided a minimum of two (2) projects of similar scope/elements. In addition, firm must provide a list of projects and contact resources and stated in past performance outlined in item # 8.

- Proposers must provide a description of the firm, including the size, range of activities, strength, stability, experience, awards, recognitions, etc.
- Particular emphasis shall be given as to how the firm's experience and expertise in construction of similar facilities will be directly beneficial to the City in the construction of the projects.
- Describe what unique and extraordinary skills or qualifications your firm brings to this Project, including industry "Best Practices". How would the selection of your firm add value to the Project?
- Describe your company's resources and capabilities with respect to scheduling (specific computer programs), cost control and reporting quality control, on site safety, value engineering, and coordination with the A/E and the City.
- Describe your firm's experience with green building practices¹ and identify any Green Building Council (LEED) or equivalent approved projects your firm has. Describe your firm's experience with green building practices² and identify any

¹ The City will require the selected firm and its subcontractors to adhere to the City's 'green building' code requirement during the construction of the Project. Please refer to City Ordinance Section 32-287(k) and Chapter 8, Article II – Building Code.

² The City will require the selected firm and its subcontractors to adhere to the City's 'green building' code requirement during the construction of the Project. Please refer to City Ordinance Section 32-287(k) and Chapter 8, Article II – Building Code.

Green Building Council (LEED) or equivalent approved projects your firm has completed or is in progress of completing and the number of local office staff with a LEED AP certification.

- Describe your firm's experience and understanding regarding local subcontractors and bidding conditions. Explain how your firm stays current with the construction costs and bidding conditions in Southeast Florida.
- Describe your firm's in-house cost estimating and bidding staff resources and capabilities. Identify your company's procedures for finalizing GMP pricing and whether subcontractor bids are hard, soft or a combination at final GMP pricing.
- Describe your firm's historical experience in meeting Community Benefits, and local hire goals of prior clients.
- The proposal should indicate the total number of employees of the firm, including the number of staff in the local office, 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.
- Commitment to use the same personnel consistently throughout the project
- Provide a list of government and private clients your firm has under contract through 2016. Please provide the amount of each contract and a brief description of the services, including the number of employees your firm is supervising on each project.

6. **Project Team's/Staff's Experience/Qualifications**

Project Team Experience

- Identify the key personnel to be assigned on this Project and their qualifications. Provide brief resumes of key persons to be assigned to the project and their respective responsibilities, including, but not limited to:
 - 1) Name and title.
 - 2) Job assignment performed for other projects.
 - 3) Percentage of time to be assigned full time to this Project.
 - 4) How many years with firm providing the response.
 - 5) How many years with other firms

-
- 6) Experience
 - a) Types of projects
 - b) Size of projects (dollar values, square footage, etc.)
 - c) Tasks performed on the specific projects
 - d) LEED AP qualification or equivalent green building certification.
 - 7) Education.
 - 8) Other experience and qualifications relevant to this Project.

Project Staff Experience:

- Provide a complete description of the experience and qualifications of the individuals who are proposed to be assigned to the Project, including: Project Manager, Project Engineer(s), Cost Estimator(s), and Superintendent(s). Staff to be assigned to the Project must have a minimum of (5) five years' experience in their designated professional specialization.
- Describe the capabilities and Project level responsibilities of the staff to be assigned in each of the following:
 - 1) Overall project management and coordination with the City, the Architect of Record and subcontractors
 - 2) Design review and options analysis of plans and specifications
 - 3) Constructability analysis
 - 4) Cost estimating
 - 5) Value engineering
 - 6) Life cycle cost analysis
 - 7) Project scheduling
 - 8) Quality Control (design and construction)
 - 9) Bidding and subcontractor relationships
 - 10) Cost controls and change order management
 - 11) Preparation/review of shop drawings
 - 12) Project mobilization
 - 13) Project punch list management and close-out
 - 14) Inspections
 - 15) Security and safety
 - 16) Brief description of experience working with LEED practices and protocols

7. Subconsultants

- Indicate what portion of the work, if any, will be subcontracted to any third party.

8. Past Performance (References)

The City will conduct reference checks as component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email, therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this RFP must provide six (6) verifiable references for projects of similar size, scope and complexity that have been completed by your firm within the last ten (10) years which demonstrate the experience of the firm and the team that will be assigned to provide services as required and as outlined in this RFP. The period of time for meeting the requirement of ten (10) years shall be from January 1, 2005.

Four (4) references shall be project client/owners and two (2) shall be from A/E firms that have been Architect of Record on projects where your firm has served in the capacity of a CM at Risk and provided comparable services to those request in this RFP.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference.

- a. Client name/Owner's Representative name, address, phone number and updated email address.
- b. Name and location of the Project. Provide a description of the scope of work.
- c. Role your company provided: CMAR and/or General Contractor and/or other.
- d. Date project was completed or is anticipated to be completed.
- e. Size of project (gross square feet of construction).
- f. Original Owner Budget vs. Final GMP.
- g. Saving achieved through Value Engineering or other approaches.
- h. The percentage of the GMP for General Conditions, Profit and an Overhead.
- i. The total amount of approved Change Orders added to the Original GMP.

- j. The dollar amount of fees for Pre-Construction Services.
- k. The dollar value and the percentage of the final GMP awarded to and performed by local subcontractors (of any tier).
- l. Present status of the project

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form via email from the City of Hallandale Beach to complete by a deadline date.

Note: Incomplete or partial responses to all items requested above may result in a proposal being deemed unresponsive.

9. Proposer's Approach to the Project

Proposer should demonstrate in their Proposal their approach to the Project for the services required, including, but not limited to, staffing and manpower requirements, methodology for tracking and maintaining the Project's budget and schedule, performance benchmarks, approach to quality control, and, techniques for problem solving and value engineering.

Proposer should include a clearly defined approach to provide a Community Benefit Plan preferably with partners clearly defined.

Proposers shall organize their proposed approach in two parts as follows:

Part 1. Preconstruction Services: In narrative and tabular format as appropriate, outline the services to be provided and associated the staffing complement and level of effort (hours) expected to be incurred. Specifically identify and describe how your firm will address:

- A. Coordination and review meetings; meeting minutes/acceptance, intervals for progress reports
- B. Review and recommendations of Project plans for constructability and code compliance and regulatory approvals
- C. Recommendations of 'green' building products and construction practices
- D. Cost estimating procedures and process at 30%, 60% and 90% CDs
- E. Value Engineering and materials substitution/selection
- F. Scheduling, scheduling software, Project critical path, and Project construction durations.

- G. Project total GMP, and allocation of General Conditions, Profit, Overhead and insurance requirements.
- H. Site construction sequencing and contingency planning if one or more of the parks requires extended regulatory approval(s).
- I. Project mobilization plan
- J. Subcontractor pre-qualification and selection
- K. Preparation and use of Scoping Packages for subcontractor bids
- L. Subcontractor bidding for GMP purposes, including whether subcontractor bids will be firm, soft or a combination at final GMP pricing.
- M. Outreach program for Community Benefits
- N. Approach and procedures for achieving sales tax savings through an Owner Direct Purchasing Program
- O. Completion of a Project Management Plan prior to acceptance of the GMP, including , but not limited to:
 - i. Cost controls and reporting
 - ii. Schedule controls and reporting
 - iii. Staffing
 - iv. Owner Direct Purchase Program
 - v. Quality Control and Safety

Part 2. Construction: In narrative and tabular format as appropriate, describe your firm's approach to:

- A. The bid process and procedures to be employed with subcontractors to finalize the GMP.
- B. Monthly reporting and client approvals in changes in Schedule and Costs.
- C. Adjustment in the Schedule, construction sequencing and the GMP if one or more of the parks is delayed due to regulatory approvals.
- D. Preparation and approvals of shop drawings.
- E. Establishing a Schedule of Values (SOV),e.g. single site or combined and monthly Pay Applications.
- F. Coordinating Architect of Record site visits and other Inspections.
- G. Code inspections, Substantial Completion punch list.

10. Financial Resources

Each Proposer shall provide a financial summary statement in writing, signed by a duly authorized representative, stating the present financial condition of the Proposer, and disclosing information as to Proposer's involvement in any prior or current bankruptcy proceedings.

11. Proximity to Site

Provide address, location map and description of the relative distance and travel time from the firm's home office to the City's Project Site Location(s).

12. Legal Proceedings

A. Arbitrations: List all construction arbitration demands filed by or against your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding.

B. Lawsuits: List all construction related lawsuits (other than labor or personal injury litigation) filed by or against, your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.

C. Other Proceedings: Identify any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past five (5) years concerning any labor practices by your firm. Identify the nature of any proceeding and its ultimate resolution. Identify any lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health administration concerning the project safety practices of your company in the last five years. Identify the nature of any proceeding and its ultimate resolution.

D. Bankruptcies: Has your firm or its parents or any subsidiaries ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

13. Local City of Hallandale Beach Vendor Preference (LVP): See Exhibit III for further details.

14. Community Benefit Plan –See Exhibit III for further details.

15. Total Project Cost Preconstruction Services:

The estimate construction cost is \$20,000,000.00. Proposer is requested to provide the anticipated total cost of preconstruction services for this project as outlined in the above section, labeled in envelope B. ***The proposed cost will not be included in the evaluation of the RFP.***

III. PROPOSAL EVALUATIONS:

Criteria. Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	Firm's Qualifications and Experience	20
2.	Project Team's/Staff's Experience/Qualifications	10
3.	Past Performance (References)	10
4.	Proposer's Approach to the Project	15
5.	Financial Resources	10
6.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
7.	Community Benefit Plan	25
	TOTAL POINTS **	100

*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III)

**Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference. (See Exhibit III)

The criteria stated above will be utilized to rank proposer(s).

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

SUBMITTAL DUE DATE:

Reponses are due: March 20, 2015 no later than 11:00am.

RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO AND LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
Name of your firm Here
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP NO. FY2014-2015-010
CCNA – CMAR BLUESTEN PARK

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

Non-Mandatory Pre-Proposal Conference is being held **February 20, 2015 at 3:00 pm**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to alues@cohb.org by no later than **February 26, 2015 no later than 11:00 A.M.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

The City's estimated construction cost of the Bluesten Park Project is \$20 Million.

PROPOSAL BOND:

Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of \$20,000 payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Code of Ordinance No. 2013-03, Section 23-3 if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

CCNA - CMAR

BLUESTEN PARK

Exhibit I – Scope of Services

PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:

A Performance and Labor Materials Payment Bond in an amount equal to one Hundred (100%) percent of total Contract amount awarded must be submitted by the Awarded Contractor within fifteen (15) days after receipt of Notification of Award. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Contractor shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

END OF SECTION

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

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

RFP ADVERTISING DATE	FEBRUARY 9, 2015
RFP DOCUMENT RELEASED	FEBRUARY 9, 2015
NON-MANDATORY PRE-PROPOSAL CONFERENCE	FEBRUARY 20, 2015 3 PM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN FEBRUARY 26, 2015 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>MARCH 20, 2015</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	MARCH 27 THROUGH APRIL 30, 2015
ORAL INTERVIEWS – (IF REQUIRED)	MARCH 27 THROUGH APRIL 30, 2015
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

QUESTIONS REGARDING RFP:

For information pertaining to this Request for Proposals (RFP), contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the attached agreement, for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated under the Contracts, Article 7 Phase 1 Contract and Article 9 Phase 2 Contract.