



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL
(RFP) # FY 2014-2015-013**

**OWNER'S REPRESENTATIVE/CONSTRUCTION PROJECT
MANAGEMENT AND INSPECTION SERVICES**

EXHIBIT I SCOPE OF WORK

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

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

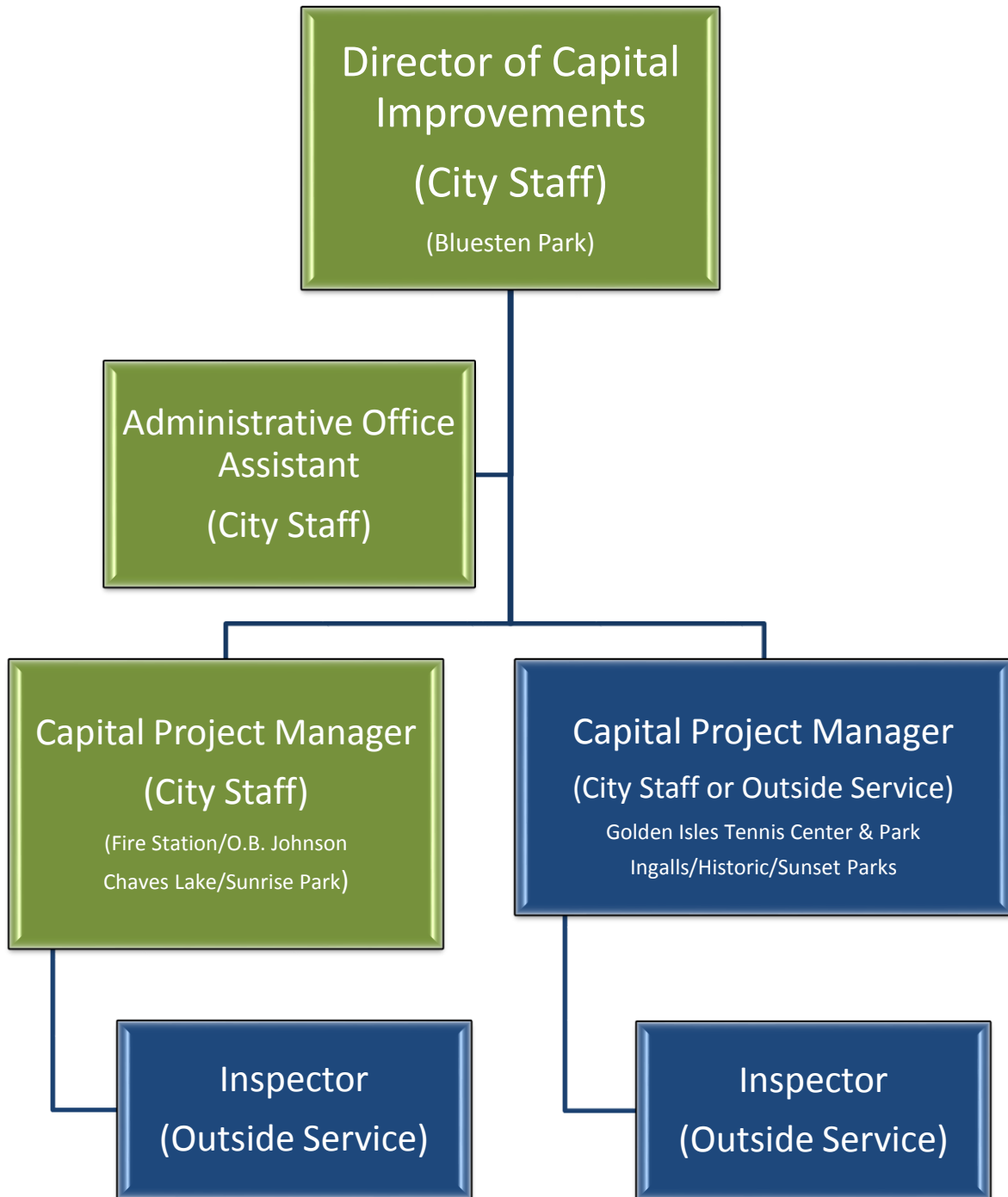
The City of Hallandale Beach is soliciting interested firms with experience and capabilities to provide Owner's Representatives/Construction Project Management and Inspection Services for multiple diverse construction projects for the implementation of the City Wide Parks Master Plan and Main Fire Station Project. Projects are at various stages of development.

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. On November 4, 2014, Hallandale Beach voters approved a \$58.5 Million General Obligation Bond to implement the remaining parks of the Parks Master Plan. All parks are estimated to be completed by 2020.

The City is seeking the services of a firm to provide both Owners Representative/Project Manager and Inspection Services for the City's Office of Capital Improvement. The Capital Improvement Office is comprised of the following anticipated positions. As set out in the following Table 1, the potential positions to be filled through this RFP are one (1) Project Manager and two (2) inspectors.

For continuity of operations, staff commitment, and consistent project management, the positions are to be housed in the Office of Capital Improvement and shall report to the Office of Capital Improvement Director.

Table 1: Office of Capital Improvement anticipated staffing level



OWNER'S REPRESENTATIVE/PROJECT MANAGER

The Owner's Representative shall serve as the City's principal point of contact and liaison between the architect, construction manager, and other consultants, contractors and vendors throughout the project. It shall advocate for the City interests of quality, timely and cost-sensitive construction and/or renovation of the selected project components while maintaining professional relationships with consultants, contractors, and City personnel. The Owner's Representative will be responsible for ensuring the project is completed at the lowest possible cost and highest degree of functionality and quality. However, the Owner's Representative will not replace the architect, construction manager and other consultants. The Owner's Representative will be responsible for monitoring progress on all aspects of the project in every phase. The desired minimum qualifications may include, but is not limited, to:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the assigned construction program and other projects as assigned, overseeing all aspects of implementation and coordination of project management including the planning and scheduling and coordination of activities; following procedures and setting priorities to meet established goals and objectives.
- Assists consultants in the development of construction projects; issues work orders to consultants, surveyors and testing labs; reviews consultant's plans and specifications at various stages of development for conformance to design standards, completeness and accuracy; monitors consultant's cost estimates and verifies consultant's invoices and recommends payment.
- Review and proofread plans, specifications, codes, shop drawings, submittals, procedures, reports, memos, status reports, contractor's minimum days, delay days, change order days and all correspondence between the architect, engineer, testing agencies, and the contractor.
- Establish and maintain all files, submittals, daily reports, and contractor daily reports. Establish and maintain all Architects' reports which include submittals, correspondence, pay requests, change orders, meeting minutes, supplemental instructions, sketches, Requests for Information (RFI), Requests for Changes (RFC), and all correspondence between the architect, engineer, testing agency, and the contractor.
- Establishes guidelines for reviewing consultants' plans and specifications, and policies and procedures for processing consultants' invoices, requisitions and purchase orders.
- Participates in negotiations with contractors, consultants and the City Attorney's Office.

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- Conduct meetings with consultants, contractors, and City staff.
 - Coordinates the process of contract development, bidding, exchange of information, surveys, equipment and services.
 - Attends and writes reports of meetings with consultants and City agency representatives; resolves conflicts between consultant and the City.
 - Coordinates with procurement for the procurement of solicitations; assists in conducting pre-bid conferences; evaluates bids and makes recommendations for award of contract.
 - Coordinates signing of contracts with contractors; schedules and conducts pre-construction meetings with consultants, contractors and sub-contractors.
 - Issues Notices to Proceed to contractors; reviews field inspection reports.
 - Monitors progress of projects; reviews change orders and maintains records of contingency allowance and consultant's payments.
 - Inspects projects for substantial completion and reviews punch list for any deficiencies; arranges for correction of defects by contractor during warranty period and conducts inspections at the end of the warranty period to ensure correction of defects.
 - Prepares required paperwork for capitalizing and closing the project.
 - Provides exceptional internal and external customer service. Answers the telephone, waits on the general public and co-workers, and provide information related to department and/or City policies and procedures. Builds and maintains positive working relationships with co-workers, other employees, and the public using principles of good customer service; promotes and represents the City to the public in a courteous, helpful, diplomatic and professional manner. Resolves service problems by clarifying the customer's complaint; accessing validity of complaint, determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
 - Monitor quality assurance, contract compliance and report discrepancies to the City and contractor.
 - Performs related work as required.

Education and Experience:

Graduation from an accredited four-year college or university with major course work in architecture, civil engineering, construction management or field of specialization appropriate to area of assignment and, four (4) years progressively responsible experience in architecture, professional engineering and/or construction management work including experience in project management.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of planning, engineering disciplines and management related to construction. Ability to understand and manage complex architectural and engineering drawings and specifications related to complex projects. Ability to review and suggest changes, additions and corrections in detailed plans and specifications.

Thorough knowledge of all federal, state and local regulatory requirements applicable to project planning, design and construction. Ability to interpret pertinent laws and regulations and enforce compliance with project designs and schedules. Ability to inspect complex projects for conformance to contract documents.

Thorough knowledge of construction management methods, standard construction practices, and construction contracts and agreements. Thorough knowledge of the principles of supervision, organization and administration. Thorough knowledge of building materials, methods and construction systems.

Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and officials. Ability to plan, direct and coordinate the work of employees and contracts and consultants.

Prior experience managing simultaneously construction projects in various phases of development. Ability to analyze bids and make recommendations for award of contracts. Ability to conduct meetings with consultants, contractors and representatives of various agencies. Ability to express ideas clearly and concisely, both orally and in writing. Skill in the use of a personal computer and related software for report preparation.

Thorough knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial management.

Ability to plan, implement, and coordinate technical and administrative programs.

INSPECTION SERVICES:

The Construction Inspectors provide construction inspection services and serve as the City's quality assurance/control measure at the project site. It shall advocate for the City interests of quality, timely and cost-sensitive construction and/or renovation of the selected project components while maintaining professional relationships with consultants, contractors, and City personnel. The desired minimum qualifications may include, but not be limited, to:

- Acts as liaison between the City and outside contractors, engineers and architects on construction projects and construction inspection; responds to inspection requests and coordinates inspections with other City departments and public utilities; reviews construction project requirements, costs and issues with project managers; initiates pre-job meetings with developers to gather required information; represents the City in meetings with developers and contractors as required; provides daily inspection reports to project managers.
- Inspects capital projects work sites and assesses construction performance and records construction activities to ensure compliance with project documents, including major mechanical, electrical, civil, instrumentation and control, telemetry, structural concrete and masonry, heating, ventilation and air conditioning systems, structural steel, piping systems, metal work and welding, painting and coating, asphalt and concrete pavement, earthwork, motor control systems and column pipe; makes grading observations and conducts erosion control inspections; checks lines, grades, elevations and size and location of structures; verifies that adequate material sampling and testing is performed; inspects adjacent properties for damage from construction activities; samples or requests samples be taken by independent laboratories and tests materials for compliance with specifications; enforces compliance with contract plans and specifications and rejects unsatisfactory or defective work.
- Reviews and examines materials delivered to worksites for installation to verify their conformance to specifications; identifies and locates faulty materials and workmanship; documents compliance and suitability of materials for installation and application.
- Tracks progress of construction projects; calculates and records quantities or materials used and computes contractor work in progress for progress payments; drafts and maintains files of daily inspection reports and project activities.
- Ensures proper placement and maintenance of signs, barricades and warning devices; ensures proper safety practices are followed at work sites.

Education and Experience:

Graduation from high school and five years of increasingly responsible experience in building construction and underground infrastructure or any equivalent combination of education and experience. Example combinations include at least two years of college level training in engineering construction, public works or a related field, and five years of sub-professional engineering or journey level construction experience including some construction inspection experience.

Must possess a valid Florida Driver's License and maintain a satisfactory driving record throughout employment.

Necessary Knowledge, Skills and Abilities:

- Knowledge of federal, state and local laws, statutes, codes and ordinances governing construction projects; common engineering construction methods; proper use of construction materials and equipment; Safety requirements and procedures pertaining to work practices.
- Understanding and Practical knowledge of theories, principles and practices of engineering, electronics and mathematics, including algebra, geometry and trigonometry; earthwork, asphalt paving and concrete construction principles, methods and techniques; surveying principles, methods and techniques; Compaction principles, methods and techniques.
- Principles and practices of mechanical equipment and paint/coating inspection; electric wire, conduit, electrical metallic tubing, cable tray and cable materials and terminology; electrical and telemetry principles, circuits, devices and systems.
- Ability to exercise considerable judgment and diplomacy in field conditions.
- Ability to analyze, interpret, prepare and make recommendations on complex construction plans, specifications, drawings, sketches, diagrams and codes.
- Ability to operate and use common electronic, construction, surveying and drafting tools including compaction and concrete testing equipment and nuclear density gauges.
- Ability to make quantity calculations and prepare estimates; inspect routine and difficult engineering construction; perform field tests following precise procedures and interpret observations and test results to determine acceptability.
- Coordinate necessary work between several entities.
- Establish and maintain effective working relationships with City management, staff, contractors, the public and others encountered in the course of work.

EVALUATION PROCESS:

An Evaluation Committee may select no fewer than three (3) of the highest ranked proposers for oral interviews/presentations.

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.

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 an Agreement.

- 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.

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 five (5) verifiable references. The five (5) references shall be project client/owners.

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 email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided: Owners Representative/Project Management and/or Inspection Services.
- d. Date project was completed or is anticipated to be completed.
- e. Size of project (gross square feet of construction)
- f. Cost of the Project
- g. Present status of the project.
- h. Phone # for Reference (Project Manager). Updated email address for Project Manager.

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.

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).

CONTRACT TERMS

The term of the Agreement shall be for a period of five years or until the final project is completed.

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.

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.

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.

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

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.

The outline for items # 1 through # 12 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 12, must be included. Items 1-12 represent the criteria against which proposals will be evaluated.

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.

5. Firm's Qualifications and Experience

An explanation of why the Proposer is the best qualified to perform the services as outlined in the RFP.

Demonstrate qualifications, including an item by item disclosure outlining how the firm meets or exceeds the requirements of the RFP.

Describe the experience, qualification and other vital information, including relevant experience on similar projects to confirm these requirements.

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.

Provide a list of government and private clients your firm has under contract through 2020. 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. Team's Experience/Qualifications

Provide a list of the personnel to be used on this project and their qualifications. A resume of key management personnel, including education, experience, and any other pertinent information shall be included for each member to be assigned to this project.

Project Manager's education and experience

Graduation from an accredited four-year college or university with major course work in architecture, civil engineering, construction management or field of specialization appropriate to area of assignment and, four (4) years progressively responsible experience in architecture, professional engineering and/or construction management work including experience in project management. Please provide affirmative statement and submission of evidence demonstrative of these requirements.

Construction Inspectors

Graduation from high school and five years of increasingly responsible experience in building construction and underground infrastructure or any equivalent combination of education and experience. Example combinations include at least two years of college level training in engineering construction, public works or a related field, and five years of sub-professional engineering or journey level construction experience including some construction inspection experience.

Must possess a valid Florida Driver's License and maintain a satisfactory driving record throughout employment.

7. 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 five (5) verifiable references for projects of similar scope as outlined 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, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided: Owners Representative and/or Inspection

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- Services.
- d. Date project was completed or is anticipated to be completed.
 - e. Size of project (gross square feet of construction)
 - f. Cost of the Project
 - g. Present status of the project.
 - h. Phone # for Reference (Project Manager). Updated email address for Project Manager.

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 from the City of Hallandale Beach to complete by a deadline date.

8. Financial Capacity

Provide documentation of your firm's financial stability and sufficient financial capability to complete a project of this scope, as follow:

- A. Financial Stability. Provide summary certified financial statements demonstrating the tangible net worth of your firm, current operating cash balances, bank lines of credit and contingent liabilities.
- B. Ownership. Provide information on the form of ownership, principal owners, and length of ownership; if there are any pending changes to the company's ownership, identify the nature of these changes.

9. Proposer's Approach to the Project

In narrative and tabular format as appropriate, describe your firm's approach to Project Management and Inspection Services on a project by project basis related to vertical construction projects, including but not limited to, community engagement, project coordination, project financial oversight, preconstruction phase, design phase, construction and project closeout.

Additionally, detail the process the City will engage in to select and approve the Owner's Representative/Project Manager and Inspectors to ensure compatibility and consent of the City.

10. Legal Proceedings

There are no points for this information.

- A. Arbitrations: any 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 lawsuits 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).

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

12. Community Benefit Plan – BONUS POINTS, See Exhibit III for further details.

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 the City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	FIRM'S QUALIFICATIONS AND EXPERIENCE	20
2.	TEAM'S EXPERIENCE/ QUALIFICATIONS	25
3.	PAST PERFORMANCE (REFERENCES)	10
4.	PROPOSER'S APPROACH TO THE PROJECT	25
5.	FINANCIAL RESOURCES	10
6.	LOCAL CITY OF HALLANDALE BEACH VENDOR PREFERENCE*	(2.5-10)
	TOTAL POINTS **	100
BONUS	COMMUNITY BENEFIT PLAN	(2.5-10)

*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:

Responses are due: May 18, 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
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
PLACE THE NAME OF YOUR FIRM HERE
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP NO. FY2014-2015-013
OWNER'S REPRESENTATIVE/ CONSTRUCTION PROJECT MANAGEMENT
AND INSPECTION SERVICES

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

Non-Mandatory Pre-Proposal Conference is being held **April 21, 2015 at 11:00 am**, 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 **April 27, 2015 no later than 11:00 A.M.**

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	APRIL 13, 2015
RFP DOCUMENT RELEASED	APRIL 13, 2015
NON-MANDATORY PRE-PROPOSAL CONFERENCE	APRIL 21, 2015 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN APRIL 27, 2015 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>MAY 18, 2015</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	MAY 25 THROUGH JUNE 30, 2015
ORAL INTERVIEWS – (IF REQUIRED)	MAY 25 THROUGH JUNE 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 in Exhibit II, Article 5.