



**REQUEST FOR PROPOSALS  
 (RFP) # FY 2021-2022-002  
 CLASSIFICATION AND COMPENSATION STUDY**

<p><b><u>RFP DOCUMENT RELEASED</u></b></p>	<p align="center"><b><u>NOVEMBER 10, 2021</u></b></p>
<p><b><u>NON-MANDATORY PRE-PROPOSAL CONFERENCE AVAILABLE ONLY IN PERSON</u></b></p> <p>The conference will take place at the City Hall Commission Chambers. Attendees that wish to be part of the meeting must participate in person. If vendor is attending meeting a sign in sheet will be available at City Hall Commission Chambers. Access to the building will require time for metal detector walk through, temperature taking, answering questions, and wearing of a face covering.</p> <p>No questions will be answered during this meeting. Please see last day for questions information and submit all questions to email provided below.</p>	<p align="center"><b><u>NOVEMBER 22, 2021 AT 11:00 A.M.</u></b>  <b><u>CITY OF HALLANDALE BEACH</u></b>  <b><u>COMMISSION CHAMBERS</u></b>  <b><u>400 SOUTH FEDERAL HIGHWAY</u></b>  <b><u>HALLANDALE BEACH, FL 33009</u></b></p>
<p><b><u>MANDATORY REGISTRATION FOR NON-MANDATORY PRE-PROPOSAL CONFERENCE:</u></b>  <b>Firms <u>MUST</u> register for the scheduled non-mandatory pre-proposal conference.</b> The registration is being required due to the number of people allowed at 1 time in the Commission Chambers due to COVID19 guidelines. For registration, please email <a href="mailto:gcuevas@cohb.org">gcuevas@cohb.org</a> with subject line to read "Registration for Non-Mandtory Pre-Proposal Conference – RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY", and provide company name; first name, last name, job title, phone number, and email of person attending site visit.</p>	<p align="center"><b><u>REGISTER BY NOVEMBER 19, 2021</u></b>  <b><u>BY 11:00 AM</u></b></p>
<p><b><u>LAST DAY FOR QUESTIONS</u></b>      All questions must be sent via email to <a href="mailto:gcuevas@cohb.org">gcuevas@cohb.org</a>. All questions will be answered via addendum posted to the City's website: <a href="http://www.cohb.org/solicitations">www.cohb.org/solicitations</a> and Demandstar: <a href="http://www.demandstar.com">www.demandstar.com</a></p>	<p align="center"><b><u>DECEMBER 3, 2021</u></b>  <b><u>BY NO LATER THAN 11:00 A.M.</u></b></p>
<p><b><u>DEADLINE FOR RECEIPT OF PROPOSALS</u></b>      For drop off of responses to this RFP see location below. Access to the building will require time for metal detector walk through, temperature taking, answering questions, and wearing of a face covering. All must plan to obtain access to the City Clerk's Office <u>without being late.</u></p> <p><b>No late responses will be accepted.</b></p>	<p align="center"><b><u>DECEMBER 16, 2021</u></b>  <b><u>BY NO LATER THAN 11:00 A.M.</u></b></p>
<p><b><u>RESPONSES TO THE RFP MUST BE SUBMITTED TO THIS ADDRESS:</u></b>      Sealed envelope must clearly provide your firm's company name, address, phone # and contact information and must be labeled with the RFP # and Name. <b>Responses must be received by the City Clerk's Office.</b> Responses must be labeled correctly to be received by City Clerk.</p>	<p align="center"><b><u>CITY OF HALLANDALE BEACH</u></b>  <b><u>OFFICE OF THE CITY CLERK –</u></b>  <b><u>SUITE 204</u></b>  <b><u>400 SOUTH FEDERAL HIGHWAY</u></b>  <b><u>HALLANDALE BEACH, FL 33009</u></b>  <b><u>NO LATE PROPOSALS WILL BE ACCEPTED.</u></b></p>

TABLE OF CONTENTS	PAGE NO.
<u><a href="#">COVER PAGE</a></u>	1
<u><a href="#">TABLE OF CONTENTS</a></u>	2
<u><a href="#">PURPOSE</a></u>	3
<u><a href="#">SCOPE OF WORK</a></u>	4 - 5
<u><a href="#">MINIMUM QUALIFICATION REQUIREMENTS</a></u>	6 - 10
<u><a href="#">COST PROPOSAL</a></u>	11
<u><a href="#">BACKGROUND INFORMATION FOR THE CITY OF HALLANDALE BEACH</a></u>	12
<u><a href="#">DEFINITIONS</a></u>	13 - 14
<u><a href="#">INSURANCE REQUIREMENTS</a></u>	14 - 15
<u><a href="#">CONTRACT TERMS</a></u>	16
<u><a href="#">CONFLICT OF INTEREST</a></u>	16
<u><a href="#">EVALUATION PROCESS AND CRITERIA</a></u>	17
<u><a href="#">INSTRUCTIONS FOR SUBMITTAL OF RESPONSES</a></u>	18
<u><a href="#">PROPOSAL FORMAT</a></u>	18 - 21
<u><a href="#">ORAL PRESENTATIONS</a></u>	21
<u><a href="#">SUBMITTAL DUE DATE</a></u>	21
<u><a href="#">NON-MANDATORY PRE-PROPOSAL CONFERENCE</a></u>	22
<u><a href="#">MANDATORY REGISTRATION FOR PRE-PROPOSAL CONFERENCE</a></u>	23
<u><a href="#">LAST DAY FOR QUESTIONS</a></u>	23
<u><a href="#">TENTATIVE SCHEDULE</a></u>	24
<u><a href="#">FORMS</a></u>	24 - 41
<u><a href="#">GENERAL TERMS AND CONDITIONS</a></u>	42 - 55
<u><a href="#">CITY OF HALLANDALE BEACH LOCAL VENDOR PREFERENCE</a></u>	56 - 59
<u><a href="#">AGREEMENT</a></u>	60 - 73

## PURPOSE:

The City of Hallandale Beach, Florida (the “City”) seeks the services of a qualified firm or individual to perform a comprehensive study of the City’s job classifications and compensation (the “Study”); providing recommendation to the City for implementation of proposed changes. The City wishes to obtain a firm who will assist the City in reviewing the existing pay plans and who will make recommendations for market analysis and internal equity review.

The City prefers that Respondents be a consulting firm with expertise in compensation systems, including pay studies for municipal government, municipal utilities, and jobs not represented and represented by labor unions, including job evaluation, market pricing and salary structure design and implementation. The vendor should be able to demonstrate that its compensation systems have been successfully implemented in at least three (3) large-scale operations.

The City currently has fourteen (14) Departments: Office of the City Manager, Office of the City Clerk, Office of the City Attorney, Human Resources & Risk Management, Community Redevelopment Agency, Finance, Budget and Program Monitoring, Innovation Technology, Procurement, Human Services, Parks, Recreation & Open Spaces, Development Services, Police, and Public Works. Fire services are contracted with the Broward Sheriff’s Office. The City employs approximately 430 regular full-time and part-time employees, and the proposed Study will cover all of these positions.

The City will provide current salary information, organizational charts, pay plans, and job descriptions as exhibits. The City will also provide links to Human Resources Polices and Collective Bargaining Agreements as follows:

- i. Pay Plans –Attachment 1
- ii. Organizational Charts – Attachment 2
- iii. Job Descriptions – Attachment 3
- iv. City’s Civil Service Code – Attachment 4
- v. AFSCME Collective Bargaining Agreement – Attachment 5

## Background:

The City of Hallandale Beach is a South Florida coastal community of 41,000 residents located in southern Broward County. The City is located between Fort Lauderdale and Miami and is neighbored by Hollywood, Pembroke Park and Aventura. This 4.3 square mile community is home to a diverse residential, commercial and industrial population. Hallandale Beach was incorporated in 1927. The City is immediately south of the Fort Lauderdale-Hollywood International Airport, Port Everglades, and the Broward County Convention Center.

## CLASSIFICATION AND COMPENSATION STUDY

Hallandale Beach is a full service City (water, sewer, storm water, streets, permitting, planning/zoning, code/parking enforcement, and parks and recreation including lifeguards) operated under the Commission-Manager form of government. In all positions the City operates under a compensation plan that includes minimums, mid-points, and maximums for each pay grade. Employees receive an annual performance evaluation and may receive an annual Merit increase based on meeting performance expectations.

In 2020, the City joined the Florida Retirement System and employees currently contribute 3% while the City's contribution varies by class. Approximately 75 employees remain in the City's legacy Defined Benefit pension system.

The City provides health, dental, and vision insurance benefits on a fully insured basis. Other benefits include City paid life insurance, leave programs (vacation, sick leave), 10 paid holidays, City paid short-term disability, and other benefit programs.

### SCOPE OF WORK:

The scope of Work includes but not limited to:

1. Meet with City management to assure an understanding of the objectives of the City.
2. During the course of the project, the Consultant will make informal presentations of findings as necessary with City management and possibly two formal meetings with City Commission as determined by City Manager.
3. Conduct a job-task analysis/job audit of all employee positions to verify and validate information from existing job descriptions. Conduct personal interviews with employees, supervisors, and directors as needed.
4. Determine if classifications are correctly placed in organizational hierarchy and review if individual positions classified correctly. Review job descriptions to ensure compliance with federal and state laws including proper designation of classifications as "exempt" vs. "non-exempt".
5. Conduct a comprehensive survey of job classifications to include salary ranges and actual salaries only to ensure the City of Hallandale Beach's compensation is equitable and competitive relative to internal factors and external markets (City goal is to be at midpoint relative to comparable cities).
6. Conduct a market benefits survey to include vacation/sick/holiday leave, accrual pay-outs, medical insurance to include dental and vision, life insurance, disability insurance, deferred compensation, pension, and cell phone and vehicle allowances.
7. Conduct an organizational review to determine appropriate staffing levels in each department relative to the City's size and services.

8. Based upon results of the survey, and review of internal relationships between positions and classifications, recommend a revised Classification & Compensation Plan.
9. Based upon the recommended pay plan, review existing salaries to determine proper placement within proposed classifications, and recommend appropriate “equity adjustments” as needed.
10. Prepare a written report of recommendations, including discussion of methods, techniques and data used to develop the Classification and Compensation Plan. Provide an estimate of the fiscal impact of the recommended changes.
11. Recommend procedures, policies, and methods to maintain an on-going Classification and Compensation Plan that is fair and competitive.
12. Recommendation on how to implement career progression based on education and/or certification requirements. The career progression should also provide support for succession planning via defining career paths or some other methodology.
13. A comprehensive final report is required at the conclusion of the study. The Respondent may be required to present final results to the City Commission or the City Management.
14. Any additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this RFP.
15. Review current job descriptions and revise/update if necessary.

## MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

- a. This RFP contains Minimum Qualification Requirements (MQRs) which the proposing Firm and/or all firms that will be part of the project **must** meet in order for the Firm's response to be considered responsive.
- b. **Please read the MQRs to ensure Firm meet these requirements prior to submitting a response to this RFP.**
- c. **All Minimum Qualification Requirements (MQRs) must be submitted with Firm's response.**
- d. Please note that the information for the Projects/Contracts for MQR # 2 Previous Experience and projects must be the same as the Projects/Contracts provided within the [Reference Form](#).
- e. Proposing Firm that do not comply with MQRs will be determined non-responsive and disqualified from the evaluation process and their proposal will not be evaluated.
- f. The Proposing Firm(s) awarded any contract as a result of this RFP will be required to maintain the Minimum Qualification Requirements (MQR) #1 during the term of the contract and any contract renewals.

### **Minimum Qualification Requirement # 1: Years in Business Sunbiz:**

- a. Proposer must be incorporated through Sunbiz with a status of "Active".
- b. Provide a copy of Proposer's Sunbiz with your response showing a date filed of year **2021** or earlier.

### **Minimum Qualification Requirement # 2: Previous Experience and projects:**

Please note that the information for the projects below must be the same as the services/projects provided within the [Reference Form](#).

- 2a. Proposing Firm must have **completed three (3) different projects with other municipalities/government agencies** of similar size and scope as being requested in this RFP **since 2018.**
- 2b. Firm must demonstrate experience with compensation systems, including pay studies for municipal government, municipal utilities, and jobs not represented and represented by labor unions, including job evaluation, market pricing and salary structure design and implementation. Firm to describe in detail in the chart below and provide any additional descriptions to meet this MQR by labeling it correctly in you proposal.



- 2c. Firm must demonstrate that its compensation systems have been successfully implemented in at **least three (3) large-scale operations**. Firm to describe in detail in the chart below and provide any additional descriptions to meet this MQR by labeling it correctly in you proposal.
- 2d. **Proposer must provide proof of the completed three (3) Projects since 2018 using the charts below.**
- 2e. Please note that the information for the projects below must be the same as the services/projects provided within the [Reference Form](#).

MQR # 2. Name and Location of Project # 1:	
Name of the Firm that was awarded the Contract. Explain the role of such firm for the response to this RFP.	
Date when Project started.	Month:            Year:
Date when Project ended.	Month:            Year:
Name of entity for which services were provided to.	
Updated contact name, phone and email for Project Manager where services were provided to.	
2a. Proposing Firm must have <b><u>completed three (3) different projects with other municipalities/government agencies</u></b> of similar size and scope as being requested in this RFP since 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2b. Firm must demonstrate experience with compensation systems, including pay studies for municipal government, municipal utilities, and jobs not represented and represented by labor unions, including job evaluation, market pricing and salary structure design and implementation. Firm to describe in detail and provide any additional descriptions to meet this MQR by labeling it correctly in you proposal. <b>Provide details.</b>	



**CLASSIFICATION AND COMPENSATION STUDY**

2c. Firm must demonstrate that its compensation systems have been successfully implemented in at least three (3) large-scale operations.

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MQR # 2. Name and Location of Project # 2:	
Name of the Firm that was awarded the Contract. Explain the role of such firm for the response to this RFP.	
Date when Project started.	Month:                      Year:
Date when Project ended.	Month:                      Year:
Name of entity for which services were provided to.	
Updated contact name, phone and email for Project Manager where services were provided to.	
<p>2a. Proposing Firm must have <b><u>completed three (3) different projects with other municipalities/government agencies</u></b> of similar size and scope as being requested in this RFP since 2018.</p> <p>2b. Firm must demonstrate experience with compensation systems, including pay studies for municipal government, municipal utilities, and jobs not represented and represented by labor unions, including job evaluation, market pricing and salary structure design and implementation. Firm to describe in detail and provide any additional descriptions to meet this MQR by labeling it correctly in you proposal. <b>Provide details.</b></p> <p>2c. Firm must demonstrate that its compensation systems have been successfully implemented in at <b>least three (3) large-scale operations.</b></p>	<p>Yes <input type="checkbox"/>              No <input type="checkbox"/></p>



MQR # 2. Name and Location of Project # 3:	
Name of the Firm that was awarded the Contract. Explain the role of such firm for the response to this RFP.	
Date when Project started.	Month:                      Year:
Date when Project ended.	Month:                      Year:
Name of entity for which services were provided to.	
Updated contact name, phone and email for Project Manager where services were provided to.	
<p>2a. Proposing Firm must have <b><u>completed three (3) different projects with other municipalities/government agencies</u></b> of similar size and scope as being requested in this RFP since 2018.</p> <p>2b. Firm must demonstrate experience with compensation systems, including pay studies for municipal government, municipal utilities, and jobs not represented and represented by labor unions, including job evaluation, market pricing and salary structure design and implementation. Firm to describe in detail and provide any additional descriptions to meet this MQR by labeling it correctly in you proposal. <b>Provide details.</b></p> <p>2c. Firm must demonstrate that its compensation systems have been successfully implemented in at <b>least three (3) large-scale</b> operations.</p>	<p>Yes <input type="checkbox"/>              No <input type="checkbox"/></p>



**CLASSIFICATION AND COMPENSATION STUDY**

**COST PROPOSAL:**

- I. Proposer must use the Cost Proposal Sheet below to submit Proposer’s price for this Project.
- II. Proposer shall hold the Prices firm throughout the Contract period. Proposer guarantees response time necessary to have a team return to correct unfinished or unsatisfactory services.
- III. Proposer must completely fill out each row below.
- IV. Not applicable or “N/A” is not acceptable and will cause Firm to be determined non-responsive. An authorized officer per the Proposer’s Sunbiz, must sign the Total Cost Proposal.

	<b>A cost proposal for the following services:</b>	<b>TOTAL COST</b>
1.	Lump Sum, inclusive of all compensation for the items listed in the Scope of Work description	\$
2.	Review and Update Job Descriptions	\$
	*Total Not-to-Exceed Cost:	\$

**ADDITIONAL SERVICES:**

**PLEASE NOTE: IN ADDITION TO ALL THE ABOVE STATED FUNCTIONS AND SERVICES, THE CITY MAY HAVE A NEED FOR ANY ADDITIONAL RECOMMENDATIONS AND SERVICES OR OPTIONS TO THE PROJECT ON AN OPTIONAL BASIS.**

	<b>Additional Services describe below:</b>	<b>HOURLY RATE</b>
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$

\*The costs must be inclusive of all related expenses including contract administration, technical assistance to the City, travel, and associated actions necessary for the Project by the Consultant as defined in the scope of work.

I, \_\_\_\_\_, \_\_\_\_\_  
 Name of authorized Officer per Sunbiz and/or legal documentation Title

of \_\_\_\_\_  
 Name of Firm as it appears on Sunbiz and/or legal documentation

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **BACKGROUND INFORMATION FOR THE CITY OF HALLANDALE BEACH:**

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 39,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1 and ends September 30.

The City provides the following services to its residents:

- Police, Fire and Rescue.
- Construction and maintenance of streets, bridges, sidewalks, storm drainage, parks, community and recreational facilities.
- City planning, zoning, subdivision and building code regulation and enforcement.
- Supervised recreation programs
- Redevelopment of commercial and residential neighborhoods; and
- Water, Sewer, Sanitation and municipal cemetery services.

The City of Hallandale Beach is a Commission-Manager form of government, consisting of five (5) elected officials: a Mayor, a Vice-Mayor and three (3) Commissioners who establish legislative policies; which are then carried out by the City Manager. The Commissioners and Mayor are elected at-large during municipal elections that are held the first Tuesday of November in even numbered years. Commission members select the Vice-Mayor from their own membership following each election.

## DEFINITIONS:

**“Addenda or Addendum”** means additional directions, modifications and alternations to solicitation which is issued as separate document prior to the time of receipt of Bids or proposals

**“Award”** means the acceptance of a proposal, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority of the City Manager, except for emergency purchases.

**“City”** the City of Hallandale Beach (COHB) or the City Commission, a municipal corporation of the State of Florida.

**“City’s Project Manager”** means the City’s representative duly authorized by the City Manager to provide direction to the Contractor regarding services provided pursuant to this RFP and the Contract.

**“Contract” and “Contract Documents”** means the Agreement for this Project to be entered between the City and the Successful Proposer/Contractor.

**“Notice to Proceed”** means the written notice given by the City to the Contractor of the date and time for work to start.

**“Proposal”** means the proposal or submission submitted by a Proposer.

**“Proposer”** means one who submits a Proposal in response to a solicitation.

**“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).

**“Addenda or Addendum”** means additional directions, modifications and alternations to solicitation which is issued as separate document prior to the time of receipt of Bids or proposals

**“Award”** means the acceptance of a proposal, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority of the City Manager, except for emergency purchases.

**“City”** the City of Hallandale Beach (COHB) or the City Commission, a municipal corporation of the State of Florida.

**CLASSIFICATION AND COMPENSATION STUDY**

**“City’s Project Manager”** means the City’s representative duly authorized by the City Manager to provide direction to the Contractor regarding services provided pursuant to this RFP and the Contract.

**“Contract” and “Contract Documents”** means the Agreement for this Project to be entered between the City and the Successful Proposer/Contractor.

**“Notice to Proceed”** means the written notice given by the City to the Contractor of the date and time for work to start.

**INSURANCE REQUIREMENTS:**

The awarded Proposer(s) will be required to obtain and maintain the insurance requirements as set forth below in the City’s Form Agreement. Insurance requirements must be held 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 requirements for insurance are stated below, City’s Form Agreement, Article 5.

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverage’s, limits, including endorsements described herein. The requirements contained herein, as well as City’s review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations *assumed* by Contractor under any resulting contract.

**Commercial General Liability:** Contractor agrees to maintain Commercial General Liability at a limit of liability not less than **\$1,000,000** Each Occurrence, **\$2,000,000** Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

**Business Automobile Liability:** Contractor agrees to maintain Business Automobile Liability at a limit of liability not less than **\$1,000,000** Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Worker’s Compensation Insurance & Employers Liability:** Contractor agrees to maintain Worker’s Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440.

**Professional Errors & Omissions Liability:** Contractor agrees to maintain Professional Error’s & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Occurrence **\$2,000,000** Annual Aggregate. The Contractor agrees the policy shall include a minimum three (3) year Discovery (tail) reporting period, and a Retroactive Date that equals or precedes the effective of

**CLASSIFICATION AND COMPENSATION STUDY**

the Contract, or the performance of services hereunder. The Contractor agrees the Self-Insured-Retention shall not exceed \$25,000. This coverage may be provided on a Per-Project Basis.

**Additional Insured:** Contractor **agrees to** endorse City as an Additional Insured with a CG 2026 07 04 Additional - Insured – Designated Person or Organization endorsement or CG 2010 19 01 Additional Insured – Owners

Lessees, or Contractors – Scheduled Person or Organization or CG 2010 07 04 Additional Insured - Owners, Lessees, or Contractors – Scheduled Person or organization in combination with CO 2037 07 04 Additional Insured - Owners. Lessees Contractors- Completed Operations, or similar endorsements, to the Commercial General Liability. The Additional Insured shall read "City of Hallandale Beach."

**Waiver of Subrogation:** Contractor agrees by entering into this contract to a *Waiver of Subrogation* for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify *the* insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor enter into such an agreement on a pre-loss basis.

**Certificate(s) of Insurance** Contractor agrees to provide City a Certificate(s) of Insurance evidencing that all coverage's, *limits* and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty (**30**) day endeavor to notify due to cancellation or non-renewal of coverage. The Certificate Holder address shall read:

City of Hallandale Beach  
Risk Manager  
400 South Federal Highway  
Halladale Beach, FL 33009

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**Umbrella or Excess Liability:** Contractor may satisfy the minimum liability limits required above for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse City as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

**Right to Revise or Reject:** City reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverage's and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, City reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.

## CONTRACT TERMS:

The term of the Agreement shall be for a period of one (1) year.

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.

Any contract awarded as a result of this RFP may be cancelled by the City within thirty (30) days with a written notice by the City of Hallandale Beach.

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 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 on the Conflict of Interest Notification Requirement Questionnaire provided in the [Form's Section](#). 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.



## EVALUATION PROCESS AND CRITERIA:

### Process

The proposal must address all points outlined in the specifications of this RFP. The proposal must provide clear and concise information of the proposer's capability to satisfy the requirements of the RFP. The substance of the proposals will carry more weight than their form or manner of presentation.

The Evaluation Committee will utilize the criteria below to rate the Firm's proposal. Upon review of the proposals by the evaluation committee, oral presentations may be required.

### Criteria

The recommendation(s) for award shall be made to the City Commission, by the City Manager, of the responsible and responsive proposer(s) whose proposal is highest rated by the Evaluation Committee.

Number	Evaluation Criteria	Maximum Potential Points
1.	MINIMUM QUALIFICATION REQUIREMENTS (MQRs) – this criterion has no points. In order to be considered for award and to be further evaluated, Firm must meet or exceed the stated criteria as of the opening date of the proposal. The Firm is responsible for providing the information in its response. <b>There will be no points awarded for meeting the Minimum Qualification Requirements.</b>	Ensure Firm provides all the MQRs within Firm's submittal
Oral Presentations (if held). Oral Presentations are to support what has been provided in the proposals by each Firm and to exhibit and otherwise demonstrate and clarify and expand on the information contained below.		
2.	Firm's Qualifications and experience	25
3.	Approach to the Project	20
4.	Past Performance References	10
5.	Workload and schedule	15
6.	Cost Proposal	20
7.	Local Vendor Preference	2.5-10
	Total Points	100

**INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:**

- a. Proposers are to submit responses on a Universal Serial Bus (USB) drive only. **Provide one (1) USB drives with your proposal.**
- b. The files on the USB drive must be in a searchable adobe format (.pdf file).
- c. No other form of submission is acceptable, including hardcopy (paper), CDs, e-mail, etc.
- d. **Proposers must make sure that the pdf files provided are searchable prior to submission.**
- e. Do not place passwords on the USB drive.

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

**PROPOSAL FORMAT:**

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

The following format must be followed by Firms submitting responses to the RFP. Firm's response must provide all information requested below for items # 1 through # 11.

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

While additional data may be presented, the information requested in items #1 through #11, must be included in Firm's proposal. The items below represent the criteria by which the 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 (2-page limit)**

- a. A transmittal letter must be provided briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the required time period, a statement why the Firm believes they are the 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.

**CLASSIFICATION AND COMPENSATION STUDY**

- b. The transmittal letter must be signed by a duly authorized officer(s) of your Firm, as registered with the state's authorizing department. This section should include any and all certifications that designate the company's right to do business within the State of Florida, Broward County, and the City of Hallandale Beach.
  - c. Provide the names of the persons who will be authorized to make representation for the Proposer, their titles, addresses, telephone numbers and email addresses.
  - d. Provide the name of the Project Manager who will be the direct point of contact during the term of the Agreement.
4. **Minimum Qualification Requirements (MQRs):**

If Firm does not provide all the required MQR information, Firm's proposal will not be reviewed/evaluated, and Firm's submission will be disqualified. Address in detail each MQR in order for be considered for the project.

**Firm must meet all MQRs and provide all MQRs in order to be Firm's proposal to be reviewed/evaluated, and submission not determined non-responsive.**

5. **Firm's Qualifications and Experience**

- a. The firm must demonstrate experience with compensation systems, including pay studies for municipal government, municipal utilities, and jobs not represented and represented by labor unions, including job evaluation, market pricing and salary structure design and implementation. The vendor should be able to demonstrate that its compensation systems have been successfully implemented in at least three (3) large-scale operations.
- b. Indicate the firm's number of years of experience in providing the required services. The proposal must demonstrate the qualifications and experience of the firm.
- c. Demonstrate your firm's experience and understanding on all the items stated in the Scope of Work.
- d. Provide a list of government clients your firm has contracts for the last three years. Please provide the dollar amount of each contract and a brief description of the services.
- e. Specify the firm's particular area(s) of expertise and how those strengths will benefit the City.
- f. Specify what unique circumstances set the firm apart from others who perform the same or similar services.

**CLASSIFICATION AND COMPENSATION STUDY**

- g. Proposers must provide a description of the firm, including the size, range of activities, strength, stability, experience, awards, recognitions, etc.

**6. Approach to the Project**

- a. 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.
- b. Provide the name of the person who will be assigned to the City as the principal point of contact and having authorization to make representations and agreements on behalf of the Firm.
- c. Provide a table of organization, setting forth the positions, functions, and roles to be performed by key staff and sub-consultants.

**8. Past Performance / References**

- a. Please note: The references provided must be the same as the projects/contracts provided for response to MQR # 2.
- b. 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.
- c. Proposing Firm must send three (3) references and obtain back a completed and signed Reference Form for each of proposing Firm's required three (3) references.
- d. Proposing Firm must include the required completed and signed Reference Forms within proposing Firm's proposal submission on the USB drive.

**9. Workload and Schedule**

Firm to provide detail information to demonstrate ability to meet schedules and complete schedules, stay within the contracted amount, and provide quality documentation.

**9. Cost Proposal**

The cost proposal will be evaluated based on the Cost Proposal Sheet as provided above.

The Cost Proposal Sheet must be utilized for the submission of your firm's Cost. Cost Proposal will be evaluated utilizing the equation of [lowest cost proposal] / [cost of proposer] x 10 seen in the example below:

**CLASSIFICATION AND COMPENSATION STUDY**

- Example: Lowest Cost Proposed gets Total Points = 10 points
- Lowest Cost submitted is \$100,000 and the Proposer's Proposed Cost being evaluated is \$150,000 = So  $\$100,000 / \$150,000 = .70$
- $.70 * \text{total \# of points for cost criteria which is } 10 = .70 * 10 = 7$  which would be the total # of points this Proposer's cost would receive.

**10. Local Vendor Preference:**

All proposers must provide the documentation/paperwork requested below in order for the Procurement Department to grant the LVP status. Please note that the paperwork/documentation being requested below is retroactive, must be dated, one (1) year prior to the bid/proposal due date.

**11. Required Forms**

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

- a. Form A: [Proposal Submitted by Form](#)
- b. Form B: [Variance Form](#)
- c. Form C: [Legal Proceedings Form](#)
- d. Form D: [Public Entity Crime Form](#)
- e. Form E: [Domestic Partnership](#)
- f. Form F: [Conflict of Interest Notification Requirement Questionnaire](#)
- g. Form G: [Drug Free Workplace Form](#)
- h. Form H: [Anti-Kickback Affidavit](#)
- i. Form I: [Confidentiality Form](#)
- j. Form J: [Scrutinized Company](#)
- k. Form J: [Request to Withdraw Proposal Form](#)
- l. Form K: [Unable to Submit a Response](#)
- m. Form L: [Reference Form](#)
- n. [Addenda, if any.](#)

**ORAL PRESENTATIONS:**

Oral presentations may be scheduled with the Proposer(s) as requested by the Evaluation Committee. The oral presentations are exempt 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 Proposer and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein. The City reserves the right, where it may serve the City of Hallandale Beach's best

**CLASSIFICATION AND COMPENSATION STUDY**

interest, to request additional information and clarification from Proposers. Sufficient time will be provided to submit this information.

After Oral Presentations, the proposals will be evaluated by the Evaluation Committee to obtain the results for recommendation to award the Contract.

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

**SUBMITTAL DUE DATE AND INFORMATION:**

**RESPONSES ARE DUE: DECEMBER 16, 2021 NO LATER THAN 11:00 AM.**

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

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  
**INSERT NAME OF PROPOSER**  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR – SUITE 204  
HALLANDALE BEACH, FL 33009  
TITLED: RFP # FY 2021-2022-002  
COMPENSATION & CLASSIFICATION STUDY

**LATE PROPOSALS WILL NOT BE ACCEPTED**

**MANDATORY REGISTRATION FOR THE IN-PERSON PRE-PROPOSAL**

Firms shall register for the pre-proposal conference by November 19, 2021 no later than 11:00 am. For registration, please email [gcuevas@cohb.org](mailto:gcuevas@cohb.org) with subject line to read "Registration for Scheduled Pre-Proposal conference – RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY", and provide company name; first name, last name, job title, phone number, and email of person attending meeting.

## **IN-PERSON NON-MANDATORY PRE-PROPOSAL CONFERENCE:**

For this RFP the City is holding a Non-Mandatory Pre-Proposal Conference. The Non-Mandatory Pre-Proposal Conference is held to explain in detail the RFP.

Non-Mandatory Pre-Proposal Conference is being held **November 22, 2021 at 11:00 AM.**

The conference will be held at the City Hall Commission Chambers.

It is strongly encouraged that Firms interested in proposing to this RFP attend the Pre-Proposal Conference as a tool to be successful in responding to the City's project. The Pre-Proposal Conference presents the opportunity for Firms to clarify anything within the RFP.

Questions will not be answered during this meeting. Proposers must submit all questions via email as stated below.

All documents for this RFP are found on the City's website at [www.cohb.org/solicitations](http://www.cohb.org/solicitations)  
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.

## **LAST DAY FOR QUESTIONS AND CONTACT INFORMATION:**

Any questions are to be submitted via email to the Senior Procurement Specialist, at [gcuevas@cohb.org](mailto:gcuevas@cohb.org) no later than **December 3, 2021 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 RFP procedures will be transmitted only via written addendum and available on the City's website at [www.cohb.org/solicitations](http://www.cohb.org/solicitations). The Procurement Department may be contacted at (954) 457-1333. All contact shall be for clarification purposes only.

**PROPOSERS ARE RESPONSIBLE TO CHECK THE CITY'S WEBSITE PRIOR TO SUBMITTING A RESPONSE TO ENSURE THAT THE PROPOSING FIRM HAS A COMPLETE RFP PACKAGE, INCLUDING ANY ADDENDA.**

**REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE:**

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

RFP DOCUMENT RELEASED	NOVEMBER 10, 2021
<p><b><u>NON-MANDATORY PRE-PROPOSAL CONFERENCE IN PERSON:</u></b> The conference will be held at the City Hall Commission Chambers.</p> <p>If proposing firm is attending meeting a sign in sheet will be available at City Hall Commission Chambers.</p> <p>No questions will be answered during this meeting. Please see last day for questions information below and submit all questions to email below.</p>	<p>NOVEMBER 22, 2021 11:00 A.M. CITY OF HALLANDALE BEACH CITY HALL COMMISSION CHAMBERS 400 SOUTH FEDERAL HIGHWAY HALLANDALE BEACH, FL 33009</p>
<b><u>QUESTIONS DUE BY NO LATER THAN</u></b>	<p>ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN <b><u>DECEMBER 3, 2021</u></b> <b>BY NO LATER THAN</b> <b>11:00 A.M.</b></p>
<b>DEADLINE FOR RECEIPT OF PROPOSALS</b>	<b><u>DECEMBER 16, 2021</u></b> <b><u>BY NO LATER THAN 11:00 A.M.</u></b>
<p><b><u>RESPONSES TO THE RFP MUST BE SUBMITTED TO THIS ADDRESS:</u></b></p> <p>Sealed envelope must clearly provide your firm's company name, address, phone # and contact information and must be labeled with the RFP # and Name. Responses must be received by the City Clerk's Office.</p> <p>Access to the building will require time for metal detector walk through, 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.</p>	<p><b><u>CITY OF HALLANDALE BEACH</u></b> <b><u>OFFICE OF THE CITY CLERK –</u></b> <b><u>2<sup>nd</sup> FLOOR SUITE 204</u></b> <b><u>400 SOUTH FEDERAL HIGHWAY</u></b> <b><u>HALLANDALE BEACH, FL 33009</u></b></p> <p><b><u>NO LATE PROPOSALS WILL BE</u></b> <b><u>ACCEPTED.</u></b></p>
EVALUATION OF PROPOSALS	TO BE DETERMINED
ORAL PRESENTATIONS – (IF REQUIRED)	TO BE DETERMINED
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED



**FORMS:**

Proposing Firm must complete and include all the following forms within the proposal submission on the USB drive.

- a. Form A: [This Proposal Submitted by Form](#)
- b. Form B: [Variance Form](#)
- c. Form C: [Legal Proceedings Form](#)
- d. Form D: [Public Entity Crime Form](#)
- e. Form E: [Domestic Partnership Certification Form](#)
- f. Form F: [Conflict of Interest Notification Requirement Questionnaire](#)
- g. Form G: [Drug Free Workplace Form](#)
- h. Form H: [Anti-Kickback Affidavit](#)
- i. Form I: [Confidentiality Form](#)
- j. Form J: [Scrutinized Company](#)
- k. Form K: [Request to Withdraw Proposal Form](#)
- l. Form L: [Unable to Submit a Response](#)
- m. Form M: [Reference Form](#)
- n. [Addenda, if any.](#)

**FORM A: THIS PROPOSAL SUBMITTED BY:**

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

WE (I) the above signed hereby agree to furnish the item(s), service(s) and have read all attachments including specifications, terms and conditions and fully understand what is required.

The Request for Proposals, Specifications, Proposal Forms, and/or any other pertinent document form a part of this proposal and by reference made a part hereof. Signature indicates acceptance of all terms and conditions of the RFP.

**FORM B: VARIANCE FORM**

The Proposer must provide and state any and all variances to this RFP, specifications, the Terms and Conditions on this variance form (provide additional pages if necessary).

After award of Contract through City Commission, via Resolution, the awarded Firm's Variance Form will be reviewed by appropriate City Staff, the City Attorney and the Risk Manager. If the Variances presented by Firm are acceptable to the City a City Agreement will be routed to the awarded Firm for execution by the authorized officer per Sunbiz. The Project Manager will manage the execution of the agreement process. The fully executed Agreement will be required to be returned to the City of Hallandale Beach Procurement Department, Genesis Cuevas, via email [gcuevas@cohb.org](mailto:gcuevas@cohb.org) within five (5) business days from receipt of the email from the Procurement Department. Failure to provide a duly executed Agreement to the City within five (5) business days from receipt may result in loss of award.

**Variances requested to either the RFP, Terms and Conditions and Agreement may result in the City rescinding award of Contract.**

If Firm has no Variances, Firm must state "**None**" below. This form must be provided back in Firm's response.





**FORM D: PUBLIC ENTITY CRIME FORM**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(2) (a),  
FLORIDA STATUTES,  
PUBLIC ENTITY CRIME INFORMATION**

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”

By: \_\_\_\_\_

Title: \_\_\_\_\_

Signed and Sealed \_\_\_\_\_ day of \_\_\_\_\_, 2021

**FORM E****Domestic Partnership Certification Form**

**This form must be completed and submitted with your Firm's submittal.**

**Equal Benefits Requirements** As part of the competitive solicitation and procurement process a Contractor seeking a Contract shall certify that upon award of a Contract it will provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses. Failure to provide such certification shall result in a Contractor being deemed non-responsive.

**Domestic Partner Benefits Requirement means** a requirement for City Contractors to provide equal benefits for domestic partners. Contractors with five (5) or more employees contracting with City, in an amount valued over \$50,000, provide benefits to employees' spouses and the children of spouses.

The Firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of City of Hallandale Beach Ordinance 2013-03 Domestic Partnership Benefits Requirement, and certifies the following:

**Check only one box below:**

- 1. The Contractor certifies and represents that it will comply during the entire term of the Contract with the conditions of the Ordinance 2013-03, Section 23-3, Domestic Partner Benefits Requirement of the City of Hallandale Beach, or
- 2. The Firm does not need to comply with the conditions of Ordinance 2013-03, Section 23-3, Domestic Partner Benefits Requirement of the City of Hallandale Beach, because of allowable exemption: **(Check only one box below):**
  - The Firm's price for the contract term awarded is \$50,000 or less.
  - The Firm employs less than five (5) employees.
  - The Firm does not provide benefits to employees' spouses nor spouse's dependents.
  - The Firm is a religious organization, association, society, or non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society.
  - The Firm is a government entity.
  - The contract is for the sale or lease of property.
  - The covered contract is necessary to respond to an emergency.

CLASSIFICATION AND COMPENSATION STUDY



- The provision of Ordinance 2013-03, Section 23-3 Definition, of the City of Hallandale Beach, would violate grant requirements, the laws, rules or regulations of federal or state law.

I, \_\_\_\_\_, \_\_\_\_\_  
 Name of authorized Officer per Sunbiz Title

of \_\_\_\_\_  
 Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

\_\_\_\_\_  
 Signature Print Name

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF  
 \_\_\_\_\_, 20\_\_ BY \_\_\_\_\_

TO ME PERSONALLY KNOWN OR PRODUCED IDENTIFICATION:

\_\_\_\_\_  
 (type of ID)

\_\_\_\_\_  
 Signature of Notary Commission expires

\_\_\_\_\_  
 Print Name of Notary Public



**FORM F: CONFLICT OF INTEREST NOTIFICATION REQUIREMENT QUESTIONNAIRE**

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship below. 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 Board of Directors prior to entering into a contract with the City.

\_\_\_\_\_

**1. Name of Firm submitting a response to this RFP.**

\_\_\_\_\_

**2. Describe each affiliation or business relationship with an employee, board member, elected official(s) or an immediate family member of any such person of the City of Hallandale Beach or Hallandale Beach Community Redevelopment Agency, if none so state.**

\_\_\_\_\_

**3. Name of City of Hallandale Beach or Hallandale Beach Community Redevelopment Agency employee, board member, elected official(s) or immediate family member with whom filer/respondent/Firm has affiliation or business relationship, if none so state.**

\_\_\_\_\_

**4. Describe any other affiliation or business relationship that might cause a conflict of interest, if none so state.**

\_\_\_\_\_

**CONFLICT OF INTEREST NOTIFICATION REQUIREMENT QUESTIONNAIRE**

\_\_\_\_\_

**5.**

\_\_\_\_\_  
Signature of person/Firm

\_\_\_\_\_  
Date





**FORM G: DRUG-FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087

Hereby certified that \_\_\_\_\_ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through I implementation of this section.

As a person authorized to sign the statement, I certify that this Firm complies fully with the above requirements.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FIRM'S SIGNATURE



**CLASSIFICATION AND COMPENSATION STUDY**

**FORM H: ANTI-KICKBACK AFFIDAVIT**

STATE OF \_\_\_\_\_ )

) SS:

COUNTY OF \_\_\_\_\_ )

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein Bid/RFP will be paid to any employees of the City of Hallandale Beach and its elected officials, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my Firm or by an officer of the corporation.

By: \_\_\_\_\_  
Signature of Authorized Officer per Sunbiz

\_\_\_\_\_  
Print Name of Authorized Officer per Sunbiz

\_\_\_\_\_  
Title of Authorized Officer per Sunbiz

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC

State of Florida at Large

My Commission Expires: \_\_\_\_\_



**FORM I: CONFIDENTIALITY FORM**

Sealed bids/proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Chapter 119, Florida Statutes. The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, RFP Number and Name - Confidential Material".

The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

Proposer should take special note of this as it relates to proprietary information that might be included in this solicitation.

**If N/A please circle:    N/A**

I, \_\_\_\_\_,  
Name of authorized Officer per Sunbiz and/or legal documentation Title

of \_\_\_\_\_  
Name of Firm as it appears on Sunbiz and/or legal documentation hereby, attest that I have the authority to sign this notarized certification and certify that the Firm complies with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**FORM J: SCRUTINIZED COMPANIES**

The undersigned vendor in accordance with Florida Statute § 287.135

Hereby certify that \_\_\_\_\_  
does not:

(Name of Business)

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.

**Affirm**



**FORM K: REQUEST TO WITHDRAW PROPOSAL FORM**

Requests to withdraw proposal will be considered if received by the City, via email to [gcuevas@cohb.org](mailto:gcuevas@cohb.org) before deadline for receipt of proposals.

This form must be provided back via email to [gcuevas@cohb.org](mailto:gcuevas@cohb.org) before deadline for receipt of proposals

I, \_\_\_\_\_,  
Name of authorized Officer per Sunbiz and/or legal documentation Title

of \_\_\_\_\_  
Name of Firm as it appears on Sunbiz and/or legal documentation request to withdraw Firm's proposal for **RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY.**

\_\_\_\_\_  
Signature Title

Date: \_\_\_\_\_

Time: \_\_\_\_\_



**FORM L: 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](mailto:procurement_department@cohb.org).

\_\_\_\_\_ **HAVE RECEIVED THE RFP**

**(COMPANY NAME)**

**UNABLE TO RESPOND TO THE RFP AT THIS TIME DUE TO THE FOLLOWING REASONS:**


**COMPLETE INFORMATION BELOW:**

SIGNATURE:
TITLE:
STREET ADDRESS: (OR)
CITY:
STATE: <span style="float:right;">ZIP CODE:</span>
TELEPHONE/AREA CODE: (    )
EMAIL ADDRESS:
<b>RETURN THIS UNABLE TO SUBMIT FORM ONLY TO EMAIL ABOVE:</b>
<b>CITY OF HALLANDALE BEACH</b>
<b>PROCUREMENT DEPARTMENT</b>
<b>400 SOUTH FEDERAL HIGHWAY, ROOM 242</b>
<b>HALLANDALE BEACH, FL 33009</b>
<b>TITLED: RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY</b>



**CLASSIFICATION AND COMPENSATION STUDY**

**FORM M: REFERENCE FORM**

(Please refer to MQR # 2)

**NOTE, THAT THE INFORMATION FOR PROJECTS/CONTRACTS FOR MQR #2 MUST BE SAME AS THE PROJECTS/CONTRACTS PROVIDED FOR FIRM'S REFERENCES. THE BELOW FORM MUST BE COMPLETED BY YOUR 3 REFERENCES AND SUBMITTED WITH YOUR PROPOSAL SUBMISSION.**

<b>REFERENCE CHECK FORM</b>		
<b>RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY</b>		
<b>FIRM NAME(S):</b>		
<b>PROJECT NAME:</b>		
<b>PROJECT START DATE:</b>	<b>MONTH</b>	<b>YEAR</b>
<b>PROJECT COMPLETED DATE:</b>	<b>MONTH</b>	<b>YEAR</b>
<b>NAME OF CONTRACTOR THAT WAS AWARDED THE AGREEMENT FOR THE PROJECT:</b>		
<b>NAME ALL THE FIRMS THAT WERE SUBCONTRACTORS TO THE PROJECT AND PROVIDED SERVICES:</b>		

<b>Name of reference:</b>		<b>Phone:</b>	
<b>Title of reference:</b>		<b>E-mail Address:</b>	
<b>Company/Employer:</b>			

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

<ul style="list-style-type: none"> <li>Provide detail information about the level of commitment of the Contractor to your Project. Did the Contractor devote the time, and personnel necessary to successfully complete the entities needs?</li> </ul>



• Provide detail information about the competence, accessibility, and responsiveness of the Firm’s personnel supervising and performing the work on the Project.

[Empty response box]

• Provide detail information about the Firm’s response time as required by your Agreement. Where there ever any issues and why.

[Empty response box]

• Provide detail information about the Firm’s success at minimizing any issues.

[Empty response box]

• Provide detail what type of service the Firm provided? How satisfied are you with the end result?

[Empty response box]





<ul style="list-style-type: none"><li>• Would you consider this Firm for this type of work in the future?</li></ul>

**ADDITIONAL COMMENTS:**

--

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS:

### I. SUBMISSION AND RECEIPT OF PROPOSALS

1. Proposals to receive consideration must be received on or prior to the specified time and date of opening, as designated in the proposal.
2. Unless otherwise specified, Firms **MUST** use the proposal form(s) furnished by the City. Failure to do so may be cause for rejection of proposal. Removal of any part of the proposal forms may invalidate proposal.

### II. GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to all responses made to the City of Hallandale Beach by all prospective Proposers. The City of Hallandale Beach reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, to enter into contract negotiations with the selected Proposer(s) or take any other actions that may be deemed to be in the best interest of the City of Hallandale Beach.

#### 1. CONE OF SILENCE:

- (a) *Purpose.* A cone of silence shall be applicable to all requests for proposal (RFP), invitations to bid (ITB), RFLI, or any other advertised solicitations for the provision of goods and services, professional services, and public works or improvements for amounts greater than fifty thousand (\$50,000) dollars, unless otherwise exempted in this section.
- (b) *Definition.* The term "cone of silence" means a prohibition on:
  - (1) Any communication regarding a particular RFP, RFQ, ITB, RFLI, or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist or consultant and the City's staff including, but not limited to, the City Manager and his/her staff.
  - (2) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and any member of the selection/evaluation committee therefor.
  - (3) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and the mayor and commissioners and their respective staff.

**CLASSIFICATION AND COMPENSATION STUDY**

- (c) *Exemptions.* Notwithstanding the foregoing, the cone of silence shall not apply to:
- (1) Communications between a potential proposer, offeror, respondent, bidder, consultant and City purchasing staff, prior to bid opening date or receipt of proposals, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.
  - (2) Duly noticed pre-bid/proposal conferences and site inspections.
  - (3) Duly noticed site visits to determine the competency of bidders/proposers regarding a particular solicitation during the time period between the opening of bids/receipt of proposals and the time the City Manager presents his/her written recommendation to the city commission.
  - (4) Emergency procurements.
  - (5) Communications with the City Attorney.
  - (6) Sole source procurements.
  - (7) Those purchases that are exempted from competitive requirements in accordance with Code of Ordinances, Section 23-8
  - (8) Bid waivers.
  - (9) Oral presentations before selection/evaluation committees and communications occurring during duly noticed meetings of selection/evaluation committees.
  - (10) Public presentations made to the city commission and communications occurring during any duly noticed public meeting.
  - (11) Communications in connection with the collection of industry comments or the performance of market research regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation by the purchasing staff.
  - (12) Contract negotiations that occur after an award; and
  - (13) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between the city manager and his/her staff, and the mayor and city commission and their staff, following the evaluation process, to discuss the documents released by the city as well as documents received from responders. The city manager shall make available to the mayor and the city commission all documents reviewed by the evaluation committee for the top three ranked responders.
- (d) *Procedure.*
- (1) *Imposition.* A cone of silence shall be imposed upon each RFP, RFQ, RFLI, ITB or any other advertised solicitation when the solicitation is advertised. At the time of imposition of the cone of silence, the city manager or his/her designee shall issue a notice thereof to the affected department, the city clerk, mayor and city commission and shall include in any advertised solicitation a statement disclosing that the solicitation is subject to the cone of silence.

**CLASSIFICATION AND COMPENSATION STUDY**

- (2) Termination; city commission awarding authority. Except as otherwise provided herein, the cone of silence shall terminate at the date and time of the city commission meeting where the award will be made; provided, however, that if the city commission defers the matter to a future date, the cone of silence shall be re-imposed until such time as the matter is brought back before the city commission for further deliberation. In the event the city commission decides to reject all bids, then the cone of silence shall be lifted.
- (3) City Manager awarding authority. Except as otherwise provided herein, the cone of silence shall terminate at the time the originating department issues a written recommendation to the city manager; provided, however, that if the city manager refers the recommendation back for further review, the cone of silence shall be reinstated until such time as the city manager issues a recommendation for award pending the bid protest period.
- (e) Penalties. Violation of the cone of silence by a particular bidder or proposer shall render the award to said bidder or proposer voidable by the city commission. A violation of this section by a particular bidder, proposer, offeror, respondent, lobbyist or consultant shall subject said bidder, proposer, offeror, respondent, lobbyist or consultant to five hundred (\$500.00) dollars fine per violation and debarment.

**2. CONFIDENTIAL MATERIAL**

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, (*Name of RFP*) - Confidential Material". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

**3. SPECIAL ACCOMODATIONS**

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

**CLASSIFICATION AND COMPENSATION STUDY**

accommodations or assistance, please notify the Office of the City Clerk at (954) 457-1340 of such need.

**4. NOT APPLICABLE                      DOMESTIC PARTNER BENEFITS REQUIREMENT:**

A requirement for City of Hallandale Beach Contractors to provide equal benefits for domestic partners. Contractors with five (5) or more employees contracting with the City of Hallandale Beach, in an amount valued over \$50,000, must provide benefits to employees' spouses and the children of spouses. All Firms must complete and provide with their response the Domestic Partnership Certification Form.

**Equal Benefits Requirements**

As part of the competitive solicitation and procurement process a Contractor seeking a Contract shall certify that upon award of a Contract it will provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses. The certification shall be in writing and signed by an authorized officer of the Contractor. Failure to provide such certification shall result in a Contractor being deemed non-responsive.

**Contracts**

Every Contract, unless otherwise exempt as per the section below, shall contain language that obligates the Contractor to comply with the applicable provisions of this section. The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during entire term of the Contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
- (iii) The City may terminate the Contract if the Contractor fails to comply with this section.
- (iv) The City may retain all monies due or to become due until the Contractor complies with this section.

**Exception and waiver**

The provision of this section shall not apply where:

- a. The contractor provides benefits neither to employees' spouses nor spouse's dependents.
- b. The contractor is a religious organization, association, society or any non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society.

**CLASSIFICATION AND COMPENSATION STUDY**

- c. The contractor is a governmental entity.
- d. The contract is for the sale or lease of property.
- e. The covered contract is necessary to respond to an emergency.
- f. The provision of this section would violate grant requirements, the laws, rules or regulations of federal or state law.
- g. The City Commission waives compliance of this section in the best interests of the city, including but not limited to, the following circumstances:
  1. Where only one (1) solicitation response is received.
  2. Where more than one (1) solicitation response is received, but the solicitation demonstrates that none of the proposed solicitations can comply with the requirements of this section.

**5. LOBBYIST REGISTRATION:**

Annual registration. Every lobbyist shall file a registration form with the City Clerk's Office. The registration form requires the Lobbyist to state under oath the lobbyist's name, business address, the name and business address of each party, person, principal, and/or client represented on city matters, any previous principal, and/or client represented who has, at the time of registration, any pending matters involving the City, and the general and specific areas of lobbyist interest in any City matter, if not previously disclosed. Registration is required annually, along with a payment of an annual registration fee of fifty (\$50.00) Dollars.

**6. SCRUTINIZED COMPANIES:**

The City, entering into a contract for goods or services or renewed on or after July 1, 2011, can terminate such contract at the option of the City if the Firm awarded the contract is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2018), or is engaged in a boycott of Israel, or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2018), as may be amended or revised.

**7. PROPOSAL ACCEPTANCE PERIOD:**

Proposer warrants by virtue of submitting a proposal that costs, terms and conditions quoted in the Proposal will remain Firm for acceptance by City Commission until such time as the City Commission approves award of contract.

## **8. PUBLIC RECORDS:**

Sealed bids, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. In the event the City Commission elects to reject all bids and indicates its intent to reissue the solicitation of bids, the submitted proposals remain exempted from s. 119.07(1) and s. 24(a) Art. I of the State Constitution until the City gives notice of its intent to award the contract under the reissued solicitation.

If the bidder/proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. City's determination of whether an exemption applies shall be final, and bidder/proposer agrees to hold harmless and releases the City, and to defend, indemnify, by Counsel chosen by the City Attorney, the City and City's officers, employees, and agents against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

## **9. ADDENDA AND MODIFICATIONS:**

All addenda and other modifications to the documents or this RFP made prior to the time and date of proposal opening shall be issued as separate documents identified as changes to the proposal project document. The City shall make reasonable efforts to issue addenda within seven days prior to proposal opening.

If any addenda are issued, the City will attempt to notify known prospective Proposers. Addenda to this solicitation will be posted on the City's webpage <http://www.cohb.org/solicitations>.

Firms are solely responsible to check the website or contact the Procurement Department prior to the Proposal submittal deadline to ensure addenda has not been released. All Proposals shall be construed as though all addenda had been received and acknowledged and the submission of his/her Proposal shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her. It is the responsibility of each prospective Proposer to verify that he/she has received all addenda issued before depositing the Proposal with the City.

## **10. PERFORMANCE:**

It is the intention of the City to obtain the products and services as specified herein from a source of supply that will give prompt and convenient service. The awarded Proposer must be able to perform as required under the Scope of Service. Any failure of

Contractor to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the City. The City reserves the right to obtain these products and services from other sources, when necessary, should Contractor be unable to perform on a timely basis and such delay may cause harm to the using department or City residents.

The City, in its absolute discretion, will consider a Vendor's prior performance on any City of Hallandale Beach contracted project to determine if the Vendor has completed prior contracted projects in a timely fashion and/or has failed in any other way, in the opinion of the City, to perform a prior contract in a satisfactory manner.

**11. DELIVERY:**

Time is of the essence. City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made at the time specified on the proposal form.

**12. DEFAULT PROVISION:**

In case of default by the successful Firm the City may procure the products or services from other sources and hold the Firm responsible for any excess cost occasioned or incurred thereby.

**13. COPYRIGHTS AND/OR PATENT RIGHTS:**

Proposer warrants that there has been no violation of copyrights and/or patent rights in the manufacturing, producing or selling the goods, shipped or ordered, as a result of this proposal and the Proposer agrees to hold the City harmless from any and all liability, loss, or expense occasioned by any such violation.

Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the City to make paper and electronic copies necessary for the use of City staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

**14. TAXES:**

The City is exempt from any taxes imposed by the State of Florida and/or Federal Government. State Sales Tax Exemption Certificate No. 85-8015922477C-2; United States Treasury Department. Exemption Certificates provided on request.

**15. FAILURE TO SUBMIT PROPOSAL:**

If your Firm does not submit a proposal, PLEASE return the form, "**UNABLE TO SUBMIT A PROPOSAL**", stating thereon and request that your name be retained on the City mailing



list, otherwise, your Firm's name will be removed from the City's bid mailing list.

**16. SIGNED PROPOSAL CONSIDERED AN OFFER:**

The signed Proposal shall be considered an offer on the part of the Proposer or Firm, which offer shall be deemed accepted upon approval by the City Commission of the City of Hallandale Beach, Florida and in case of default on the part of the successful Proposer or Firm, after such acceptance, the City may take such action as it deems appropriate, including legal action, for damages or specific performance.

**17. LIABILITY, INSURANCE, LICENSES AND PERMITS:**

Where Proposers are required to enter onto City of Hallandale Beach property to deliver materials or perform work or services, as a result of proposal award, the Proposer will assume full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance, as required. The Proposer shall be liable for any damage or loss to the City occasioned by negligence of the Proposer (or agent) or any person the Proposer has designated in the completion of a contract as a result of the proposal.

**18. RESERVATION FOR REJECTION AND AWARD:**

The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request re-submission of proposals. The City also reserves the right to award the contract on such material the City deems will best serve its interests.

The City also reserves the right to waive minor variations to specifications (interpretation of minor variations will be made by applicable City Procurement personnel). In addition, the City reserves the right to cancel any contract by giving thirty (30) days written notice. **The City reserves the right to negotiate the type and cost of specific types of services to be purchased. These negotiations may be held with one or more proposers, as is deemed in the best interest of the City.**

Other conditions which may cause rejection of proposals include, but are not limited to, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the General Services Administration Excluded Parties List. Proposers whose proposals, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible. The City reserves the right to determine which proposals meet the requirements of this solicitation, and which Proposers are responsive and responsible.

The City Manager shall have the authority to recommend to the City Commission award

of contracts. Contracts shall be awarded to the lowest responsive, responsible bidder, or as otherwise determined in the best interest of the City. The City Commission shall not be involved in the preparation, submittal and evaluation of Bids, request for proposals and other purchases, including attendance at or participating in presentations to or deliberations by a selection committee or contact with persons, Firms, organizations and corporations submitting Bids or proposals to the City. Following an evaluation of responses received for Bids, request for proposals, and other purchases, the City manager shall have the authority to recommend to the City Commission award of contracts.

**19. OMISSION OF INFORMATION:**

Any omissions of detailed specifications stated herein, that would render the materials/services not suitable for use as specified, will not relieve the Proposer from responsibility.

**20. INSPECTION OF FACILITIES / SITE VISIT:            N/A**

Proposers wishing to inspect facilities where services are to be rendered must make an appointment by calling the City's Procurement Department.

**21. PROPOSER'S COSTS:**

The City shall not be liable for any costs incurred by proposers in response to the RFP.

**22. UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor/Firm is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor/Firm knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

**23. NONDISCRIMINATION, EQUAL OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT**

CONTRACTOR shall not discriminate against any person in its operations and activities in its use or expenditure of funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines and standards.

CONTRACTOR's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

CONTRACTOR shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability. In addition, CONTRACTOR shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship, and accessibility).

CONTRACTOR shall take affirmative action to ensure that applicants are employed, and employees are treated without regard to race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff; termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

CONTRACTOR shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16 ½) in performing any services pursuant to this Agreement.

#### **24. PROTEST PROCEDURES:**

Any party may present a written protest about the award of a contract as a result of an RFP, RFQ or Bid to the Director of Procurement. Emergency procurements, purchases for goods, supplies, equipment, and services, the estimated cost of which does not exceed fifty thousand (\$50,000.00) dollars, are not subject to protests.

(1) Time for Protest

The submission of a protest about the award of a contract, as a result of an RFP, RFQ or Bid, to the Director of Procurement must be made no later than ten (10) calendar days of approval of Notice of Award.

(2) Form and Content of Protest

The protest shall be filed in writing with the Director of Procurement and shall state the contested information about the RFP, RFQ or Bid.

The Procurement Director will provide a copy of the written protest to the City Attorney and/or City Attorney and other appropriate City staff.

(3) Protest Filing Fee

**CLASSIFICATION AND COMPENSATION STUDY**

The written protest must be accompanied by a filing fee in the form of a money order or cashier's check payable to the City of Hallandale Beach in an amount equal to one (1%) percent of the contract value, which resulted from an RFP, RFQ or Bid, but no greater than five thousand (\$5,000.00) dollars. The filing fee shall guarantee the payment of all costs which may be adjudged against the protestor in any administrative or court proceeding. If a protest is upheld by the Director of Procurement, the filing fee shall be refunded to the protestor less any costs assessed under section 4. "Costs" below.

- (4) **Costs**  
All costs accrued from a protest shall be assumed by the protestor.
- (5) **Authority to resolve protests**  
The Procurement Director shall have the authority, subject to the approval of the City Manager Executive Director and the City Attorney, to settle and resolve any written protest within thirty (30) days after receipt of the written protest.
- (6) **Special Magistrate**  
In the event the protest is not resolved by the Procurement Director, a hearing shall be scheduled by the City before a special magistrate selected by the City, who shall only determine whether procedural due process has been afforded, whether the essential requirements of law have been observed, and whether the Procurement Director's finding are arbitrary, capricious, or an abuse of discretion. Any hearing shall be limited to two (2) hours per side, unless the special magistrate rules otherwise. This requirement is a jurisdictional prerequisite to the institution of any civil action regarding the same subject matter.

**25. QUALIFICATIONS OF PROPOSER:**

Proposals shall be considered only from Firms normally engaged in performing the type of work specified within the RFP Project Document. The Firm proposing must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the City. In determining a Proposer's responsibility and ability to perform the contract, the City has the right to investigate the financial condition, experience record, personnel, equipment, facilities, and organization of the Proposer. The City has the right to conduct further investigation of the Firm's responsibility. The unreasonable failure of Proposer or Firm to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for determination of non-responsibility with respect to such Proposer or Firm.

**26. TAX SAVINGS DIRECT PURCHASES (TSDP)**

The City of Hallandale Beach is recognized by the State of Florida as being exempt from state sales tax and use tax and is therefore, qualified for an exemption from Florida and all other state sales taxes on the purchase of tangible personal property if certain criteria are met. The City may realize savings of sales tax on selected material and equipment needed for use in public works contracts. Public works contracts are Projects for public use or enjoyment, financed and owned by the City, in which private firms install tangible property that becomes part of a City facility. See Rule 12A-1.094 and Section 212.08(6) Florida Statutes.

The City will implement the TSDP for Projects of \$1 million or above and apply it if applicable to this Project.

**27. 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. 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.

**28. SAMPLE FORM CONTRACT (if applicable):**

The City's Form Contract is attached as part of this solicitation. Submission of a response without identifying variances expressly acknowledges and formally evidences acceptance of all terms and conditions of the form Contract. Any and all variances must be submitted in writing by the Proposer.

**29. AWARD OF CONTRACT:**

The City exercises the right reserved herein to reject any or all solicitations (Bids/RFPs). The Contract shall be awarded by the City to the responsive, responsible Bidder who has submitted either the lowest responsive bid or the lowest responsive bid on the base bid including such alternates as the City determines to be in its own best interests depending upon whichever is applicable to the particular bid.

Services will be authorized to begin when the awarded Firm(s) receives, as appropriate a fully executed contract, a notice to proceed and a purchase order indicating encumbrance of funds.

**30. POLYSTYRENE (STYROFOAM) ADMINISTRATIVE POLICY:**

The City of Hallandale Beach Administrative Policy 2009.002, Expanded Polystyrene Administrative Policy was approved by the City Commission during the April 18, 2018 by City Commission. The Policy is to preserve and enhance the health and quality of the environment in Hallandale Beach by restricting the use of City funds by City employees, contractors and/or vendors to purchase expanded polystyrene (Styrofoam) products for use or sale on City property or City facilities. Under the policy, City funds may not be expended to purchase Styrofoam food services articles for use or sale in City facilities or on City property. This includes funds used by City employees or used to pay City Contractors or vendors. Styrofoam food service articles will no longer be permitted to be sold or used in City facilities or on City properties by contractors or vendors that are paid with City funds. Click to access [2009.002 Expanded Polystyrene \(Styrofoam\) Administrative Policy](#).

**28. FALSE CLAIMS ORDINANCE NO. 2018-22:**

The City of Hallandale Beach Code of Ordinances, Chapter 19, Article V, False Claims (Ordinance No. 2018-22) was approved by City Commission on August 15, 2018. The False Claims Ordinance purpose is to deter persons from knowingly causing or assisting in causing the City to pay false claims, and to provide remedies for obtaining damages and civil relief for the City if a false claim is sought or obtained from the City. Click link to access [False Claims Ordinance No. 2018-22](#).

**29. SUSTAINABLE PRACTICE ADMINISTRATIVE POLICY:**

The City of Hallandale Beach Administrative Policy 2009.002, Sustainable Practice Policy was approved by the City Manager on October 9, 2019. The Policy is to set a standard of sustainable, environmentally preferable, and resilient practices, purchases, and procurement made to demonstrate the City's commitment to environmental stewardship. Under the policy the city's purchases and procurements must meet certain sustainability qualifications including: (1) copy paper, cardboard, business cards, and office supplies must contain a minimum of 20% recycled content, (2) cleaning and janitorial products must be Green Seal certified including 100% post-consumer recycled content paper products, (3) appliances and electronics must be EnergyStar or EPEAT certified, (4) lighting and light fixtures must be EnergyStar certified, (5) HVAC systems and equipment must be EnergyStar certified whenever possible, (6) indoor and outdoor water fixtures and irrigation must be WaterSense certified, (7) fleet vehicles must be electric or hybrid wherever appropriate and, (8) capital and/or infrastructure projects with a lifespan of 30 years or more shall be designed to withstand 34 inches of sea level rise by 2060, 81 inches of sea level rise if infrastructure's lifespan extends to 2100, and must be able to withstand corrosion caused by exposure to saltwater. Click to access [2009.004 Sustainable Practice Policy](#).

**30. PART 200-UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

**Contractor must comply with all applicable Federal law, regulations, executive order, FEMA policies, procedures and directives. The applicable procurement standards must be in met in accordance with all 2CFR guidelines:**

The applicable procurement standards must be in met in accordance with all 2CFR guidelines:

- General procurement standards (2 C.F.R. Part 200.318).
- Competition (2 C.F.R. Part 200.319).
- Methods of procurement (2 C.F.R. Part 200.320).
- Contracting with small and minority businesses, women’s business enterprises, and area labor surplus firms (2 C.F.R. Part 200.321).
- Procurement of recovered materials (2 C.F.R. Part 200.322).
- Contract cost and price (2 C.F.R. Part 200.323).
- Awarding agency and pass-through entity review (2 C.F.R. Part 200.324).
- Bonding requirements (2 C.F.R. Part 200.325).
- Contract provisions (2 C.F.R. Part 200.326 and Appendix II).

## HALLANDALE BEACH LOCAL VENDOR PREFERENCE (HBLVP) How a proposer qualifies for Tier 1, Tier 2 or Tier 3 LVP:

The City of Hallandale Beach Procurement Code, Section 23-6, Local Vendor Preference (LVP) may be granted by application of the guidelines below.

**Please note that HBLVP is not a requirement of this RFP.**

**All proposers must provide the documentation/paperwork requested below in order for the Procurement Department to grant the LVP status.** Please note that the paperwork/documentation being requested below is retroactive, must be dated, one (1) year prior to the bid/proposal due date.

***In order to grant Local Vendor Preference the firm being requested as a Local Vendor must provide and perform work within the scope of this RFP. The points for each Tier are specified below. The type of business a firm is able to perform will be determined through what is stated on the Business Tax Receipt (BTR) which provides the category/type of business a firm is able to perform. In addition, the comments/descriptions on the BTR will be reviewed.***

Please note that the submission of incomplete/incorrect information and/or omissions of detailed information as required per this section may deem the LVP preference from being granted.

**Proposer must provide the following submittal to be granted Tier 1, 2 or 3 LVP:**

In order to grant the Local City of Hallandale Beach Vendor preference, the firm must submit the specified paper work/documents stated below and must provide the submittal of the LVP labeled as Exhibit A with all the following requirements for the firm(s), letters a-d below.

**Firm must clearly label the LVP submittal “Local City of Hallandale Beach Vendor Preference”, Exhibit A. The submittal must include:**

- a) The Tier applicability being required.
- b) The name of the company that meets the Tier applicability.
- c) Copy of the forms required to apply for the specific Tier preference.
- d) The percentage (%) of the total project cost which will be provided and performed by the Local Vendor whose name is provided for letter b above. Exact type of service, or direct labor or a bona fide service that Local Vendor will provide to the project.



**CLASSIFICATION AND COMPENSATION STUDY****Tier 1 LVP:**

A Tier 1 "local City of Hallandale Beach vendor" shall mean a resident which has a valid homestead from Broward County Property Appraiser's in the City's limits and the resident owns a business within the City limits with a valid business tax license issued by the City that authorizes the business to do business in the City and that authorizes the business to provide the goods, services or construction to be purchased.

**Documentation to provide to receive LVP Tier 1:****Business Tax License (BTL) from Hallandale Beach:**

The valid business tax license shall have been issued by the City at least one (1) year prior to the bid or proposal due date. The business must have a physical address located within the City limits. Post office boxes shall not be utilized for the purpose of establishing said physical address. Proof of business tax license must be submitted with response to the solicitation.

**Homestead in Hallandale Beach:**

Proof of the homestead must be submitted with the response to the solicitation.

A valid homestead from Broward County Property Appraiser's in the City's limits must be provided. The homestead shall have been issued by the County at least one (1) year prior to the bid or proposal due date.

**Tier 2 LVP:**

A Tier 2 "local City of Hallandale vendor" shall mean a business within the City limits that has a valid business tax license issued by the City that authorizes the business to do business in the City and that authorizes the business to provide the goods, services or construction to be purchased. The valid business tax license shall have been issued by the City at least one (1) year prior to the bid or proposal due date.

**Documentation to provide to receive LVP Tier 2:****Business Tax License (BTL) from Hallandale Beach:**

The business must have a physical address located within the City limits. Post office boxes shall not be utilized for the purpose of establishing said physical address. Proof of business tax license must be submitted with response to the solicitation. The valid business tax license shall have been issued by the City at least one (1) year prior to the bid or proposal due date.

**Tier 3 LVP:**

A Tier 3 “local City of Hallandale vendor” shall mean a resident which has a valid homestead from Broward County Property Appraiser’s in the City’s limits at least one (1) year prior to the bid or proposal due date. Additionally, the resident owns a business outside of the City limits. The valid Business Tax Receipt shall have been issued at least one (1) year prior to the bid or proposal due date. Post office boxes shall not be utilized for the purpose of establishing said physical address. Proof of the Business Tax Receipt must be submitted with response to the solicitation.

**Documentation to provide to receive LVP Tier 3:****Homestead in Hallandale Beach:**

Proof of the homestead must be submitted with the response to the solicitation. A valid homestead from Broward County Property Appraiser’s in the City’s limits must be provided with the submission. The homestead shall have been issued by the County at least one (1) year prior to the bid or proposal due date. Proof of homestead must be submitted with the response to the solicitation.

**Business Tax Receipt (BTR) for the business from City business is conducting business:**

Proof of the Business Tax Receipt from business outside City limits must be submitted with response to the solicitation. A valid Tax Receipt from the City in which the business is located must be provided with the submission. The Business Tax Receipt must have been issued at least one (1) prior to the bid or proposal due date.

**Process to apply the Local Vendor Preference to Competitive Proposal.**

The Procurement Department will review the submission of Exhibit A by the proposer and review of the proper documentation that has been submitted for the requested LVP tier, as well as, all requirements for the LVP. If the complete information/documentation/paperwork has been provided by the proposer, and the Procurement Department will advise the evaluation committee to provide the following points to be awarded based on the tier applicability.

**Evaluation Points – Local Vendor Preference****The points shall be awarded as follows:**

Tier 1 Local Vendor Preference: If 100% through 50% of the Project Work submitted as a response to a solicitation will be provided and performed by a Tier 1 Local Vendor then the firm will receive, through the evaluation process, a total of ten (10) points.

## CLASSIFICATION AND COMPENSATION STUDY

**Tier 2 Local Vendor Preference:** If 49% through 20% of the Project Work submitted as a response to a solicitation will be provided and performed by a Tier 2 Local Vendor then the firm will receive, through the evaluation process, a total of five (5) points.

**Tier 3 Local Vendor Preference:** If 19% through less than 5% of the Project Work submitted as a response to a solicitation, will be provided and performed by a Tier 3 Local Vendor then the firm will receive, through the evaluation process, a total of two and half (2.5) points.

	<b>Total project work to be performed</b>	<b>Total Points awarded</b>
Tier 1 Local Vendor	100 % to 50%	10
Tier 2 Local Vendor	49% to 20%	5
Tier 3 Local Vendor	19% to less than 5%	2.5

The percentage of Tier 1, Tier 2 or Tier 3 local vendor participation will be calculated by the proposer's cost and/or expenditure percentage (%) of the Project Work to be provided and performed by a local Tier 1, Tier 2 or Tier 3 local vendor subcontractor for providing direct labor or a bona fide service, submitted and identified in the proposal.

Exemptions to Tier 1, Tier 2 and Tier 3.

The City will not count toward a proposer Tier 1, Tier 2 or Tier 3 local vendor participation any portion or portions of the local vendor subcontractor's work that is subcontracted back to as follows:

- a) The proposer, either directly, or through any other company or firm owned or controlled by the proposer.
- b) Any nonlocal business.
- c) A Tier 1, Tier 2 or Tier 3 local vendor shall not be permitted to subcontract all or a majority of the sub contractual portion of the work to another nonlocal business. A Tier 1, Tier 2 or Tier 3 local vendor subcontractor shall be prohibited from engaging in a sub contractual agreement with the intent of collecting a broker's fee or commission. A Tier 1, Tier 2 or Tier 3 local vendor subcontractor shall also be prohibited from entering into a sub contractual agreement with a firm whose employees perform none of the direct labor or service activities specified in the contract.
- d) Participation by a Tier 1, Tier 2 or Tier 3 local business shall not be considered and the Tier 1, Tier 2 or Tier 3 local vendor shall be disqualified if the owner of the Tier 1, Tier 2 or Tier 3 enters into an agreement with a nonlocal business with the intent of securing employment with that nonlocal business during the course of performing a City contract.

AGREEMENT  
Between  
CITY of HALLANDALE BEACH, FLORIDA  
and  
\_\_\_\_\_  
(TYPE NAME OF FIRM AS IT APPEARS IN SUNBIZ)  
for

\_\_\_\_\_  
RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY

PLEASE NOTE:

Firm must provide and state any and all Variances to this Bid, Specifications, the Terms and Conditions and City Form Agreement on this Variance Form.

Variances requested to either the RFP, the Terms and Conditions, Specifications and the City Form Agreement may result in the City rescinding award of contract.

After award of Contract through City Commission, via Resolution, the awarded Bidder's Variance Form will be reviewed by appropriate City Staff, the City Attorney and the Risk Manager. If the Variance(s) presented by Bidder are acceptable to the City, the Agreement will be routed to the awarded Firm for execution by the authorized officer per Sunbiz.

The routing of the agreement for execution will be processed by the Project Manager.



**CLASSIFICATION AND COMPENSATION STUDY**

**AGREEMENT**

**Between**

**CITY OF HALLANDALE BEACH, FLORIDA**

**and**

\_\_\_\_\_  
**(TYPE THE NAME OF THE FIRM AS IT APPEARS IN SUNBIZ)**

**for**

**(RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY)**

This is an Agreement, made and entered into by and between: the CITY OF HALLANDALE BEACH (the "CITY"), a Florida municipal corporation,

**AND**

\_\_\_\_\_, a Florida corporation, hereinafter referred to as "CONSULTANT." (TYPE THE NAME OF THE FIRM AS IT APPEARS IN SUNBIZ)

WHEREAS <ADD WHEREAS CLAUSES BY STATING THE NEED AND PURPOSE FOR THE AGREEMENT >

IN CONSIDERATION of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, CITY and CONSULTANT agree as follows:

**ARTICLE 1**  
**TERM**

1. The term of this Agreement shall begin on the date it is fully executed by last signing party and shall end on \_\_\_\_\_; provided, however, if the term of this Agreement extends beyond a single fiscal year of CITY, the continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.

2. At the \_\_\_\_\_ (date) 202\_ City Commission Meeting the City Commission adopted Resolution # \_\_\_\_\_ awarded through RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY. The Contract value and per such Resolution # \_\_\_\_ shall not exceed \$\_\_\_\_\_. The contract value shall not exceed \_\_\_\_\_ dollars (\$000,000) for the fiscal year starting DATE and ending DATE.

**CLASSIFICATION AND COMPENSATION STUDY**

**ARTICLE 2**  
**SCOPE OF SERVICES TO BE PROVIDED TO THE CITY**

The CITY has employed the CONSULTANT to provide <WRITE OUT THE SCOPE OF WORK CONSULTANT WILL PERFORM IN DETAIL, INCLUDING THE TIME FRAME AND MILESTONES; THE SCOPE CAN ALSO BE ATTACHED AS AN EXHIBIT.> The services to be provided include the scope of work in RFP # FY 2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY. Title of Project, which is hereby incorporated and made part of the agreement by reference and the Proposal submitted by CONSULTANT, which is hereby incorporated and made part of this Agreement by reference.

**Local City of Hallandale Beach Vendor Preference (IF APPLICABLE IF NOT DELETE)**

CONSULTANT has been granted LVP as per Proposal submitted Exhibit C. CONSULTANT includes in the attached Exhibit C and identifies the vendors that are going to be utilized through the LVP participation and delineate for each the specific elements of work each local vendor will be responsible for performing and the dollar value of work as a percentage of the total contract value.

**ARTICLE 3**  
**INDEMNIFICATION**

To the fullest extent permitted by law, the CONSULTANT agrees to indemnify and hold-harmless the City, its officers and employees from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney fees to the extent caused, in whole or in part, by the professional negligence, error or omission of the CONSULTANT or persons employed or utilized by the CONSULTANT in performance of the Agreement.

To the fullest extent permitted by law, the CONSULTANT agrees to indemnify and hold-harmless the City, its officers and employees from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney fees to the extent caused, in whole or in part, by the recklessness or intentionally wrongful conduct, of the CONSULTANT or persons employed or utilized by the CONSULTANT in performance of the Agreement.

CONSULTANT agrees to indemnify, save harmless and, at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend CITY, their officers, agents, servants and employees against any and all claims, losses, liabilities and expenditures of any kind, including attorney's fees, court costs, and other expenses, caused by negligent act or omission of CONSULTANT, any sub-contractors, their employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Agreement including, without limitation, any and all claims, demands, or causes of action of any nature, whatsoever, resulting from injuries or damages sustained by any person or property. In the event that any action or proceeding is brought against CITY by reason of any such claim or demand, CONSULTANT, upon written notice from CITY, shall defend such action or proceeding.

To the extent considered necessary by the City Attorney, any sums due to CONSULTANT under this Agreement may be retained by CITY until all of CITY's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved; and any amount withheld shall not be subject to payment of interest by CITY.

In the event that any action or proceeding is brought by CONSULTANT against CITY, CONSULTANT hereby waives the right to a jury trial. Venue shall be Broward County, Florida. The provisions of this Article shall survive the expiration or early termination of this Agreement.

CONSULTANT acknowledges that it has received adequate consideration concerning the monetary limitation on the indemnification provided to City, which shall not be less than \$1 million per occurrence.

Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the City pursuant to Section 768.28 Florida Statutes.

#### **ARTICLE 4** **PERSONNEL**

**Competence of Staff.** The CONSULTANT agrees to provide and assign the following employee(s) to this Agreement. In the event that any of CONSULTANT's employee is found to be unacceptable to the CITY, including, but not limited to, demonstration that he or she is not qualified, the CITY shall notify the CONSULTANT in writing of such fact and the CONSULTANT shall immediately remove said employee unless otherwise agreed and, if requested by the CITY, promptly provide a replacement acceptable to the CITY.

#### **ARTICLE 5** **INSURANCE REQUIREMENTS**

##### **PROFESSIONAL SERVICES AGREEMENT**

CONSULTANT agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverage's, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by CONSULTANT is not intended to and shall not in any manner limit or qualify the liabilities or obligations *assumed* by CONSULTANT under any resulting contract.

**Commercial General Liability:** Contractor agrees to maintain Commercial General Liability at a limit of liability not less than **\$1,000,000** Each Occurrence, **\$2,000,000** Annual Aggregate.

Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

**Business Automobile Liability:** Contractor agrees to maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Worker's Compensation Insurance & Employers Liability:** Contractor agrees to maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440.

**Professional Errors & Omissions Liability:** Contractor agrees to maintain Professional Error's & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Occurrence **\$2,000,000** Annual Aggregate. The Contractor agrees the policy shall include a minimum three (3) year Discovery (tail) reporting period, and a Retroactive Date that equals or precedes the effective of the Contract, or the performance of services hereunder. The Contractor agrees the Self-Insured-Retention shall not exceed \$25,000. This coverage may be provided on a Per-Project Basis.

**Additional Insured:** Contractor **agrees to** endorse City as an Additional Insured with a CG 2026 07 04 Additional - Insured – Designated Person or Organization endorsement or CG 2010 19 01 Additional Insured – Owners

Lessees, or Contractors – Scheduled Person or Organization or CG 2010 07 04 Additional Insured - Owners, Lessees, or Contractors – Scheduled Person or organization in combination with CO 2037 07 04 Additional Insured - Owners. Lessees Contractors-Completed Operations, or similar endorsements, to the Commercial General Liability. The Additional Insured shall read "City of Hallandale Beach."

**Waiver of Subrogation:** Contractor agrees by entering into this contract to a *Waiver* of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor to enter into an pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify *the* insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor enter into such an agreement on a pre-loss basis.

**Certificate(s) of Insurance** Contractor agrees to provide City a Certificate(s) of Insurance evidencing that all coverage's, *limits* and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage.

The Certificate Holder address shall read:

City of Hallandale Beach  
Risk Manager  
400 South Federal Highway  
Halladale Beach, FL 33009

**Umbrella or Excess Liability:** Contractor may satisfy the minimum liability limits required above for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the





**CLASSIFICATION AND COMPENSATION STUDY**

highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse City as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

**Right to Revise or Reject:** City reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverage's and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, City reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.

**ARTICLE 6**  
**COMPENSATION**

6.1 CITY agrees to pay CONSULTANT, in the manner specified in Section 6.2, the total amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for work actually performed and completed pursuant to this Agreement, which amount shall be accepted by CONSULTANT as full compensation for all such work. It is acknowledged and agreed by CONSULTANT that this amount is the maximum payable and constitutes a limitation upon CITY's obligation to compensate CONSULTANT for its services related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon CONSULTANT's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. No amount shall be paid to CONSULTANT to reimburse its expenses.

6.2 **METHOD OF BILLING AND PAYMENT**

6.2.1 Payment shall be due within thirty (30) days of date stipulated on the invoice, provided, invoice is accepted for payment. Payment shall be made only for approved invoices. The CITY retains the right to delay or withhold payment for services which have not been accepted by the CITY.

6.3 Notwithstanding any provision of this Agreement to the contrary, CITY may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work which has not been remedied or resolved in a manner satisfactory to the City's Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by CITY.

6.4 Payment shall be made to CONSULTANT at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE 7**  
**TERMINATION**

**CLASSIFICATION AND COMPENSATION STUDY**

7.1 This Agreement may be terminated for cause by the aggrieved party if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. All Articles in this contract are material and a breach of any Article shall be grounds for termination for cause. This Agreement may also be terminated for convenience by the CITY. Termination for convenience by the CITY shall be effective on the termination date stated in written notice provided by the CITY, which termination date shall be not less than thirty (30) days after the date of such written notice. This Agreement may also be terminated by the CITY Manager upon such notice as the CITY Manager deems appropriate under the circumstances in the event the CITY Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the CITY erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

7.2 Notice of termination shall be provided in accordance with the "NOTICES" section of this Agreement except that notice of termination by the CITY Manager, which the CITY Manager deems necessary to protect the public health, safety, or welfare may be verbal notice that shall be promptly confirmed in writing in accordance with the "NOTICES" section of this Agreement.

7.3 In the event this Agreement is terminated for convenience, CONSULTANT shall be paid for any services properly performed under the Agreement through the termination date specified in the written notice of termination. CONSULTANT acknowledges and agrees that it has received good, valuable and sufficient consideration from CITY, the receipt and adequacy of which are, hereby acknowledged by CONSULTANT, for CITY's right to terminate this Agreement for convenience, and that CONSULTANT shall not be entitled to any consequential damages or loss of profits.

**ARTICLE 8**  
**MISCELLANEOUS**

**8.1 RIGHTS IN DOCUMENTS AND WORK**

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of CITY; and, if a copyright is claimed, CONSULTANT grants to CITY a non-exclusive license to use the copyrighted item(s) indefinitely, to prepare derivative works, and to make and distribute copies to the public. In the event of termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by CONSULTANT, whether finished or unfinished, shall become the property of CITY and shall be delivered by CONSULTANT to the City's Contract Administrator within seven (7) days of termination of this Agreement by either party. Any compensation due to CONSULTANT shall be withheld until all documents are received as provided herein.

**8.2 AUDIT RIGHT AND RETENTION OF RECORDS**

CITY shall have the right to audit the books, records, and accounts of CONSULTANT and its subcontractors that are related to this Project. CONSULTANT and its subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Project. All books, records, and accounts of CONSULTANT and its subcontractors shall be kept in written form, or in a form capable of conversion into written form

within a reasonable time, and upon request to do so, CONSULTANT or its subcontractor, as applicable, shall make same available at no cost to CITY in written form.

CONSULTANT and its subcontractors shall preserve and make available, at reasonable times for examination and audit by CITY, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by CITY to be applicable to CONSULTANT's and its subcontractors' records, CONSULTANT and its subcontractors shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by CONSULTANT or its subcontractors. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for CITY's disallowance and recovery of any payment upon such entry.

CONSULTANT shall, by written contract, require its subcontractors to agree to the requirements and obligations of this Section.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY CLERK AT (954) 457-1340, BY EMAIL AT [CITYCLERKOFFICE@COHB.ORG](mailto:CITYCLERKOFFICE@COHB.ORG), OR AT 400 S. FEDERAL HWY, ATTN: CITY CLERK, HALLANDALE BEACH, FL 33009**

### **8.3 PUBLIC ENTITY CRIME ACT**

CONSULTANT represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to CITY, may not submit a bid on a contract with CITY for the construction or repair of a public building or public work, may not submit bids on leases of real property to CITY, may not be awarded or perform work as a CONSULTANT, supplier, subcontractor, or consultant under a contract with CITY, and may not transact any business with CITY in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by CITY pursuant to this Agreement, and may result in debarment from CITY's competitive procurement activities.

In addition to the foregoing, CONSULTANT further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether CONSULTANT has been placed on the convicted vendor list.



**CLASSIFICATION AND COMPENSATION STUDY**

**8.4 INDEPENDENT CONSULTANT**

CONSULTANT is an independent CONSULTANT under this Agreement. In providing the services, neither CONSULTANT nor its agents shall act as officers, employees, or agents of CITY. No partnership, joint venture, or other joint relationship is created hereby. CITY does not extend to CONSULTANT or CONSULTANT’s agents any authority of any kind to bind CITY in any respect whatsoever.

**8.5 THIRD PARTY BENEFICIARIES**

Neither CONSULTANT nor CITY intends to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

**8.6 NOTICES**

Whenever either party desires to give notice to the other, such notice must be in writing, sent by certified United States Mail, postage prepaid, return receipt requested, or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present, the parties designate the following:

**City of Hallandale Beach**  
City Manager  
400 South Federal Highway  
Hallandale Beach, FL 33009

**With Copy to:**  
Name of Director  
Attn: Department Name  
Department Address  
Hallandale Beach, FL 33009

**And:**  
City Attorney  
400 South Federal Highway  
Hallandale Beach, FL 33009

Consultant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8.7 ASSIGNMENT AND PERFORMANCE**

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other party. CITY may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or

encumbrance, by CONSULTANT of this Agreement or any right or interest herein without CITY's written consent.

CONSULTANT represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

CONSULTANT shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of CONSULTANT's performance and all interim and final product(s) provided to or on behalf of CITY shall be comparable to the best local and national standards.

#### 8.8 **CONFLICTS**

Neither CONSULTANT nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with CONSULTANT's loyal and conscientious exercise of judgment and care related to its performance under this Agreement.

In the event CONSULTANT is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, CONSULTANT agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as CONSULTANT.

#### 8.9 **MATERIALITY AND WAIVER OF BREACH**

CITY and CONSULTANT agree that each requirement, duty, and obligation set forth herein was bargained for at arms-length and is agreed to by the parties in exchange for quid pro quo, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

CITY's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

#### 8.10 **COMPLIANCE WITH LAWS**

CONSULTANT shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

#### 8.11 **SEVERANCE**

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless CITY or CONSULTANT elects to terminate this Agreement. An election to terminate this Agreement based upon this provision shall be made within seven (7) days after the finding by the court becomes final.

## CLASSIFICATION AND COMPENSATION STUDY

### 8.12 **JOINT PREPARATION**

Each party and its counsel have participated fully in the review and revision of this Agreement and acknowledge that the preparation of this Agreement has been their joint effort. The language agreed to expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

### 8.13 **PRIORITY OF PROVISIONS**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of Articles 1 through 8 of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 8 shall prevail and be given effect.

### 8.14 **JURISDICTION, VENUE, WAIVER OF JURY TRIAL**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. All parties agree and accept that jurisdiction of any controversies or legal problems arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Seventeenth Judicial Circuit in Broward CITY, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. BY ENTERING INTO THIS AGREEMENT, CONSULTANT AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.

Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the City pursuant to Section 768.28 Florida Statutes.

### 8.15 **AMENDMENTS**

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the CITY and CONSULTANT or others delegated authority to or otherwise authorized to execute same on their behalf.

### 8.16 **PRIOR AGREEMENTS**

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

## 8.17 PAYABLE INTEREST

8.17.1. Payment of Interest. CITY shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof CONSULTANT waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

8.17.2. Rate of Interest. In any instance where the prohibition or limitations of Section 8.17.1 are determined to be invalid or unenforceable, the annual rate of interest payable by CITY under this Agreement, whether as prejudgment interest or for any other purpose, shall be .025 percent simple interest (uncompounded).

## 8.18 INCORPORATION BY REFERENCE

The truth and accuracy of each "Whereas" clause set forth above is acknowledged by the parties. The attached Exhibits \_\_\_\_\_ are incorporated into and made a part of this Agreement. <IF THERE ARE EXHIBITS PLEASE PROVIDE THEM WITH THE CONTRACT. AND LIST/NAME THEM HERE. IF THERE ARE NO EXHIBITS WRITE N/A>

## 8.19 REPRESENTATION OF AUTHORITY

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

## 8.20 MULTIPLE ORIGINALS

Multiple copies of this Agreement may be executed by all parties, each of which, bearing original signatures, shall have the force and effect of an original document.

## ARTICLE 9

### NONDISCRIMINATION, EQUAL OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT

9.1 CONSULTANT shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines and standards.

CONSULTANT's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

CONSULTANT shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate

**CLASSIFICATION AND COMPENSATION STUDY**

against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability. In addition, CONSULTANT shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship, and accessibility).

CONSULTANT shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff; termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

CONSULTANT shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16 ½) in performing any services pursuant to this Agreement.

**9.2 Domestic Partner Benefits Requirement**

CONTRACTOR certifies, and has provided the Domestic Partnership Certification Form, that it would provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

CONTRACTOR shall comply with the applicable provisions of this section.

- i. The Contractor certifies and represents that it will comply with this section during the entire term of the Contract.
- ii. The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
- iii. The City may terminate the Contract if the Contractor fails to comply with this section.
- iv. The City may retain all monies due or to become due until the Contractor complies with this section.





**CLASSIFICATION AND COMPENSATION STUDY**

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

**CITY**

ATTEST: CITY OF HALLANDALE BEACH

\_\_\_\_\_ By \_\_\_\_\_  
CITY CLERK Jeremy Earle, City Manager  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Approved as to legal sufficiency and form by  
CITY ATTORNEY

\_\_\_\_\_  
Jennifer Merino, City Attorney

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

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

(If incorporated sign below).

**CONSULTANT**

WITNESSES:

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(PRESIDENT OR VICE-PRESIDENT)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(TYPE NAME & SIGNED ABOVE)

**NOTARY SEAL**