



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSALS
(RFP) # FY 2015-2016-020**

GRANT MONITORING SERVICES

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
HUMAN SERVICES DEPARTMENT AND
PROCUREMENT DEPARTMENT**

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

The City of Hallandale Beach (City) and the Hallandale Beach Community Redevelopment Agency (CRA) are seeking a Firm that will be responsible for providing Grant Monitoring Services for the City and the Hallandale Beach Community Redevelopment Agency (CRA) Community Partnership Grants Program for the following:

- Community Partnership Historical Grants – Three (3) Year Grant Cycle
- Community Partnership Matching Grants – One (1) Year Grant Cycle
- Community Partnership Mini-Grants under \$10,000 – One (1) Year Grant Cycle
- Community Partnership Grants over \$10,000 – Three (3) Year Grant Cycle

The firm will provide the key scope of services for grant contract monitoring as follows:

- Firm must have understanding of Grant Agreements and Grant Guidelines, including, specific contract obligations performance measures by which performance will be monitored;
- Firm must have understanding of Construction Grant Agreement and unit of service calculations;
- Firm will ensure each grantee has a clear understanding of how the contract will be managed and monitored;
- Firm will make recommendations and provide grantees with guidance and technical assistance, as needed, to promote effective contract performance;
- Firm will monitor grantees' administrative fiscal and programmatic activities to ensure quality service delivery and compliance with the City's grants guidelines and grant agreement.
- Firm will ensure funding is used only for authorized purposes;
- Firm will work collaboratively with grantees to resolve issues or problems that arise during the contractual period.
- Firm will facilitate capacity building and technical assistance workshops associated with Community Partnership Grants;
- Attend all associated Community Partnership Grant City Commission Meetings and CRA Board of Directors Meetings;

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- Firm will perform quarterly site monitoring visit and provide quarterly reports to the City's Project Manager to ensure provider is in compliance with Grant Agreement;
 - Firm will provide technical assistance and/or program observations;
 - Firm will approve advance and monthly request for payments.

MINIMUM QUALIFICATION REQUIREMENTS– MQRs:

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated. Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP. Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs, are easily found and clearly addressed within your firm's response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

Make sure your firm's response to the MQR # 1 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

For this project the City is holding a non-mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, the City's Local Vendor Preference and Community Benefit Plan. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

THE CITY

The City of Hallandale Beach is a vibrant coastal community located in the southeast corner of Broward County on the Atlantic Ocean. The City encompasses 4.4 square miles and has a population of 38,273 residents. The City demographics continue to change as younger families move to Hallandale Beach for its location and quality of life attributes. Tourism plays an

important role in the City's economy as the population during the peak winter season increases to 50,000 within the City. Home to 11 state of the art parks, including two beach parks and two gaming venues, the City hosts visitors year round.

Two (2) primary business corridors transverse the City:

1. Federal Highway – US-1
2. Hallandale Beach Boulevard – State Road 858

Hallandale Beach is unique in that it is home to two pari-mutuel gaming facilities, Gulfstream Park Casino and Race Track and Mardi Gras Casino. Parking at each of these leisure and commercial destinations takes place within their respective development, and is currently free of charge to the public and employees. Parking at all other retail and commercial establishments along the City's business corridors also happens on-site. The City of Hallandale Beach does not have public on-street parking that services the commercial corridors.

The City also has a high concentration of mid-rise and high-rise condominiums. As required by Florida Building Code, all of the condominiums provide off-street parking for residents within the property.

MINIMUM QUALIFICATION REQUIREMENTS:

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated. Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP. Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs are easily found and clearly addressed within your firm's response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).

Make sure your firm's response to the MQR # 1 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

Minimum Qualification Requirement (MQR) # 1: Experience

Firm must have three (3) years’ experience monitoring public or non-profit organizations with similar municipal, state or federally funded programs. The experience must include design and implementation of program evaluation, including, project monitoring, process evaluation and performance outcome evaluation.

Proposing firm must provide the response to MQR #1 by completing the following tables below:

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide <u>detail</u> information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	

<p>Updated contact name, phone and email for Project Manager where services were provided to</p>	
<p>Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.</p>	

<p>Name of the Project # 3</p>	
<p>Date when Project # 3 started</p>	
<p>Date when Project # 3 was completed</p>	
<p>Name of entity for which services were provided to</p>	
<p>Updated contact name, phone and email for Project Manager where services were provided to</p>	
<p>Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.</p>	

Minimum Qualification Requirement # 2: Years' in Business provision of Sunbiz.

Firms must have been incorporated through Sunbiz and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2013 or earlier.

Minimum Qualification Requirement # 3: Licenses

Proposing firm must provide copies of all applicable licenses with their response, if any. If none are required by County and State, you must so state in your firm's response.

EVALUATION PROCESS:

An Evaluation Committee may select the highest ranked proposers for oral interviews/presentations.

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

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

After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award an Agreement.

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

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

COST PROPOSAL:

Firm's must provide the price for services in the format below. Total Cost proposal will be evaluated by comparing it mathematically to the other cost proposal received. The lowest cost will receive the maximum score. The response with the Highest Cost will receive scores based on the mathematical relationship they bear to the lowest offer.

All tasks to be performed as required in this RFP	Costs \$ per contract year
	Year 1 \$ _____
	Year 2 \$ _____
	Year 3 \$ _____
TOTAL THREE (3) YEAR CONTRACT	\$ _____

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

REFERENCES:

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

Each firm responding to this RFP must provide five (5) verifiable references.

Do not provide more or less than five (5) references. The City will only contact the five (5) references provided.

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

- a. Client name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Date project commenced and current status.
- e. Size of project.
- f. Awarded contract amount of Project per year.
- g. Present status of the project.
- h. Phone # for Reference (Project Manager).
- i. Updated email address for Project Manager.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form via email from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

DEFINITIONS

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

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

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

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

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

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

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

“Project Manager” means the Consultant’s representative authorized to make and execute decisions on behalf of the Consultant.

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

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

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

CONTRACT TERMS

The term of the Agreement shall be for a period of three (3) years.

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

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

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

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

CONFLICT OF INTEREST

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

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drives are tested for this function before submission.** Do not place password on the thumb drives. Provide one (1) thumb drives with your firm's submittal.

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

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

The following criteria stated below is what the Evaluation Committee will utilize to rate your firm's response. Your firm's response must provide all information requested below items # 1 through # 14. 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 your firm points for information that is not easily found. The information must be included in the thumb drives that are searchable in adobe format. No hardcopy paper submittals or CDs will be accepted.

Firms are to submit this information/responses **only on one (1) thumb drive** that are searchable in adobe format. No hardcopy (paper) submittals or CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search, your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. **Provide one (1) thumb** drive with your firm's submittal.

The outline for items # 1 through # 14 below must be followed.

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

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

In order to be eligible for evaluation, all firm(s) responses to this RFP must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be eligible for evaluation of their response/submittal. If firm is proposing work to be provided by more than one (1) firm, **all proposed firms** must meet and provide the MQRs with the response/submittal.

While additional data may be presented, the information requested in items 1 through 14, **must be included**. Items 1-14 represent the criteria against which proposals will be evaluated.

1. Title Page

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal.

2. Table of Contents

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

3. Cover Letter

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

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

4. Executive Summary

The Proposer shall submit an executive summary, which outlines its Proposal, including the proposed general management philosophy. The executive summary shall, at a minimum, include an identification of the proposed team, responsibilities of the team, and a summary of the proposed services. This section should highlight aspects of this Proposal, which make it superior or unique in addressing the needs of the City.

5. Minimum Qualification Requirements (MQRs)

Ensure that within this section your firm include the MQRS portion outlined and requested below.

All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).

Minimum Qualification Requirement (MQR) # 1:

Experience

Firm must have three (3) years' experience monitoring public or non-profit organizations with similar municipal, state or federally funded programs. The experience must include design and implementation of program evaluation, including, project monitoring, process evaluation and performance outcome evaluation.

Make sure your firm's response to the MQR # 1 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

Proposing firm must provide the response to MQR #1 by completing the following tables below:

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Date when Project # 1 was completed	
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Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

Name of the Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

Minimum Qualification Requirement # 2:

Years' in Business provision of Sunbiz

Firms must have been incorporated through Sunbiz and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2013 or earlier.

Minimum Qualification Requirement # 3:

Licenses

Proposing firm must provide copies of all applicable licenses with their response, if any. If none are required by County and State, you must so state in your firm's response.

6. Firm's Qualifications and Experience

- a. In order for your firm's response to be considered, firm must have three (3) years' experience having provided the scope of work as outlined in this RFP. An affirmative statement and submission of evidence for items below must be included with the firm's response indicating that firm meets the requirement. This must be under the Proposer's current business name. Any business owner who has previously operated in a business under another name must include a description of the previous business.

The three (3) years' experience must include:

- Experience monitoring public or nonprofit organizations.
 - Experience monitoring similar municipal, state or federally funded programs.
 - Experience in evaluating social/human services or related programs.
 - Experience in the design and implementation of program evaluation, including project monitoring, process evaluation and outcome evaluation.
- b. Describe any prior or pending litigation or investigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered. This is to include the Proposer, any of its employees (while in the performance of their duties), subcontractors or subconsultants that are or have been involved within the last three years.
- c. List names and addresses of all first tier Subcontractors, sub consultants, or suppliers, who will perform and/or provide services for the Contract.

7. Project Manager and Assigned Staff

- a. Provide the names of key personnel and subcontractors that will perform services for this project.
- b. Provide an organizational chart showing all individuals, including their titles, whom will perform any work on the Contract. This chart must clearly identify the Proposer's employees and those of the subcontractors or sub consultants.
- c. Describe the experience, qualifications, and other vital information, including relevant experience on similar contracts, of all key individuals and subcontractors or sub consultants who will perform work on the Contract. This information shall include functions to be performed by the key individuals and the subcontractors or sub consultants.
- d. Provide resumes with job descriptions and other detailed qualification information on all key personnel who will be assigned to the Contract, including any subcontractors or sub consultants. The phrase "all key personnel" includes all partners, managers, seniors and other professional or technical staff that will perform work on the Contract.

8. Understanding of Community Partnership Grants

Firm is to provide detailed information about:

- Firms knowledge of programs to be monitored
- Firms knowledge of compliance monitoring
- Availability and ability to meet delivery schedule

9. Past Performance (References)

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

Each firm responding to this RFP must provide five (5) verifiable references for projects of similar scope as outlined in this RFP.

Do not provide more or less than five (5) references. The City will only contact the five (5) references provided.

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

- a. Client name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Date project commenced and current status.
- e. Size of project.
- f. Awarded contract amount of Project per year.
- g. Present status of the project.
- h. Phone # for Reference (Project Manager).
- i. Updated email address for Project Manager.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

10. Legal Proceedings

There are no points for this information.

- A. Arbitrations; any arbitration demands filed by or against your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding.
- B. Lawsuits: List all lawsuits filed by or against, your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.
- C. Other Proceedings: Identify any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past five (5) years concerning any labor practices by your firm. Identify the nature of any proceeding and its ultimate resolution. Identify any lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health

administration concerning the project safety practices of your company in the last five years. Identify the nature of any proceeding and its ultimate resolution.

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

11. Professional Licenses and Certifications

There are no points for this information.

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

12. Cost Proposal

The proposed costs will be evaluated by dividing the lowest cost submitted by the total cost for the Cost Proposal being evaluated. The result will be multiplied by the maximum cost points to arrive as a cost score of less than the full score for cost. Please see Cost Sheet on page 8, which must be utilized for the submission of your firm's Cost.

- 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.

13. Local City of Hallandale Beach Vendor Preference (LVP)

See Exhibit III for further details.

14. Community Benefit Plan

BONUS POINTS, See Exhibit III for further details.

PROPOSAL EVALUATIONS:

Criteria. Proposal packages will be evaluated as stated below.

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

NUMBER	CRITERIA	MAXIMUM Potential Points
1.	MINIMUM QUALIFICATION REQUIREMENTS (MQRs) – this criteria has no points. If your firm does not provide all the required MQRs information, your firm’s proposal will not be reviewed/evaluated and your firm’s submission will be disqualified.	Ensure your firm provides all the MQRs within your firm’s submittal
2.	Firm’s Qualifications and Experience	25
3.	Project Manager and Assigned Staff	20
4.	Understanding of Community Partnership Grants	20
5.	Past Performance (References)	10
9.	Cost Proposal	15
11.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
	TOTAL POINTS **	100
BONUS	Community Benefit Plan	(0-15)

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

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

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

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

SUBMITTAL DUE DATE:

RESPONSES ARE DUE: AUGUST 29, 2016 NO LATER THAN 11:00AM.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
PLACE THE NAME OF YOUR FIRM HERE
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP # FY 2015-2016-020
GRANT MONITORING SERVICES

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, the City's Local Vendor Preference and Community Benefit Plan. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

Non-Mandatory Pre-Proposal Conference is being held August 1, 2016 at 11:00 am, Cultural Center, 410 S.E. 3rd Street, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamai@cohb.org by no later than August 8, 2016 no later than 11:00 A.M.

INSURANCE REQUIREMENTS:

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

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated in Exhibit II, Article 5.

QUESTIONS REGARDING RFP:

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

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

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

RFP DOCUMENT RELEASED	JULY 15, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	AUGUST 1, 2016 11 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN AUGUST 8, 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>AUGUST 29, 2016 BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	SEPTEMBER 5 THROUGH OCTOBER 28, 2016
ORAL INTERVIEWS – (IF REQUIRED)	SEPTEMBER 19 THROUGH OCTOBER 28, 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED