



**REQUEST FOR PROPOSALS
(RFP) # FY 2015-2016-024**

**DEVELOPMENT OF A SUSTAINABILITY
ACITON PLAN**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
PUBLIC WORKS DEPARTMENT
AND
PROCUREMENT DEPARTMENT**

INTRODUCTION / INFORMATION**Purpose and project scope:**

This Request for Proposals (RFP) is being issued to request Proposals from experienced and visionary firms interested in developing a premier Sustainability Action Plan (SAP) for the City of Hallandale Beach, located in Broward County. This SAP will serve as a blueprint for the City's developing Green Initiatives program.

This RFP is issued by the City to provide potential firms with information, guidelines and rules to prepare and submit a proposal.

The City of Hallandale Beach ("City") is soliciting technical and cost proposals from highly qualified and experienced firms to develop a cutting edge comprehensive five (5) year *Sustainability Action Plan* through the preparation of innovative strategies, policies, and tools aimed at creating sustainable initiatives, reducing waste generation, increasing energy and water efficiency, educating members of and visitors to the City, promoting resource conservation, developing climate resiliency strategies, and reducing greenhouse gas emissions city wide.

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.

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.

The qualified firm will offer qualifications and experience in the realms of technical analysis, sustainability policy development, climate adaptation, integrated land use and transportation planning, website and graphic design, land development regulation and public engagement. The firm will work collectively with the Green Initiatives Coordinator and other representatives of City departments, volunteers from the community, and utilities providers to complete the scope of work.

The firm must first and foremost have a leading edge vision of sustainability and climate issues, and the means to implement the vision by determining the best sustainability strategies suited for Hallandale Beach. The firm shall also have high levels of professional experience in the fields of sustainability, climate adaptation, energy efficiency and conservation, renewable energy, water efficiency and conservation, waste reduction, and community outreach. This expertise will assist the City through identifying projects with the greatest opportunities for sustainability, returns on investment, environmental impact and planning for resiliency. The firm must also be familiar with external funding opportunities to perpetuate opportunities for implementation.

A process shall be included in the proposal to measure the City's performance and progress over time. The Firm shall assist in developing web tools and pages to effectively seek public input and convey the sustainability plan in an interactive, engaging, transparent, and useful manner through the sustainability website. The future website shall allow the public to monitor progress toward achievement of sustainability goals.

Development of the SAP will involve the following *Core Services*:

- 1) Creating sustainable policies, initiatives and strategies;
- 2) Preparing preliminary and final policy recommendations for consideration by the City Commission;
- 3) Providing a detailed implementation strategy;
- 4) Developing a process to measure performance and progress and an outreach strategy to convey this information.
- 5) Developing a finalized Sustainability Action Plan, Executive Summary and 1-Page Summary, specifically suited to meet the needs of the City of Hallandale Beach

The implementation strategy to be developed must clearly define a timeline to develop and complete each component of the SAP along with prioritized goals to be accomplished across the short, medium, and long range planning spectrum.

The development of a comprehensive SAP is essential in advancing the City's energy/water conservation, resiliency, waste reduction, education, climate and environmental sustainability goals. The SAP will serve as the foundation for guiding the City's efforts to meet its objectives in these important arenas and provide a tangible document that can be used to:

- 1) highlight the City's sustainability initiatives;
- 2) demonstrate the City's commitment to sustainability;
- 3) support funding requests, and
- 4) educate the community.

The Proposer may also offer an *Optional Service* consisting of a greenhouse gas inventory, which the City may accept at its discretion. This Optional Service may exceed the budgeted amount and may be accepted by the City at its discretion. Such Optional Service must be proposed and labeled as such.

Background Information about the Project

1. 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 37,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1st and ends September 30th.

2. Sustainability and Climate Initiatives

The City of Hallandale Beach's Green Initiatives Program has historically focused upon water conservation, however in the summer of 2015 the scope of the Program was re-envisioned to include energy conservation, waste reduction, public education via workshops, Green Initiatives branding and long-range planning.

Many of the program areas included in this expanded scope are now entering the early implementation phase. The long-term success of these programs will in large part be due to the Sustainability Action Plan that will be developed as a result of this RFP.

Information pertaining to the City's Green Initiatives can be found on the City's Public Works webpage, but a brief overview can be found below. It is possible that the City website will not be updated with more in depth information pertaining to newly launched initiatives at the time of this RFP's release. The list below represents current and planned initiatives for FY 15-16 and FY 16-17.

FY 15-16 and FY 16-17 City of Hallandale Beach Green Initiatives

- Branding, Green Initiatives Program
 - Slogan: “Be Present. Think Future.”
 - Logo: Can be seen on City webpage (Public Works > Services > Green Initiatives > Overview)
- Updating strategic plan to include sustainability concepts
 - Present Green Initiatives overview at 100% of new employee orientations
 - Achieve a quarterly Green Initiatives Newsletter survey response rate of 30%
 - Issue a total of 99 toilet rebates through the City’s Broward Water Partnership Program
- Incorporating sustainability in current City operations
 - Parks: Youth Beach Clean Up Program
 - Fire: Recycling Audit and Education Program
- Launching Green Initiatives section of the City website
- Partnering with the City of Hollywood to begin a quarterly sustainability workshop series
- Hosting a successful 2016 Green Fest event
 - 30+ Green Vendors, giveaways, presentations and Trashion Show (fashion show with clothes made from recycled material) in partnership with Memorial Healthcare System/Gulfstream Middle School
- Launching hotel/motel water conservation program
 - South Florida Water Management District’s WaterCHAMP program
- Encouraging residents to take part in Broward Water Partnership programs
 - Toilet Rebate Program (\$100 toilet rebates, aimed at replacing pre-1994 toilets that use more than 1.6gpf with toilets that use 1.28gpf or less)
 - 2016 Neighborhood Water Challenge – teams of households compete to save the most water and/or create an outreach/education project
- Expanding water conservation program
 - Water conservation device giveaways (shower heads, faucet aerators, toilet bladders, hose nozzles)
 - Resource Action Water Wise Program – water conservation information and take-home conservation devices built into 5th grade classroom curriculum
- Partnering with Dream in Green’s WE LAB program to offer residents energy and water conservation workshops and take-home devices to help save resources and money
- Launching Green Initiatives online newsletter
- Launching energy conservation program
 - Energy conservation device giveaways (energy efficient light bulbs and smart power strips)
- Bolstering internal/external recycling program
 - Internal recycling audit
 - Creation of a visual recycling guide

- Initiating the sustainability planning process

1. Purpose

The development of a comprehensive Sustainability Action Plan (SAP) is essential in advancing the City's energy/water conservation and environmental sustainability goals and in developing climate resiliency strategies. The SAP will serve as a blueprint for the City's developing Green Initiatives Program. The SAP will serve as the foundation for guiding the City's efforts to meet its objectives in this important arena and provide a tangible document that can be used to:

1. Highlight the City's sustainability initiatives;
2. Demonstrate the City's commitment to sustainability;
3. Reduce the effects of greenhouse gases as they relate to climate change by reducing energy consumption;
4. Support funding requests; and
5. Educate and inform the community.

2. Project Description

The primary project objectives are to:

1. Provide a long term blueprint for public and private sector decision-making that substantially advances the City in its pursuit of holistic sustainability and quality of life; and
2. The resulting ***Sustainability Action Plan*** shall be a collective list of a vision statement, goals, objectives and incrementally building policies based on a mutually decided planning horizon. A 5-year planning horizon shall be referenced.

3. Project Components

1. **Project Management:** Regularly meet with the City's project team to coordinate data needs, access staff expertise, and ensure full understanding and agreement on scope specifications, including desired deliverable formats. Conduct meetings/presentations with City commission, City administration, City staff, and community stakeholders advising on the progress of the SAP, as well as requesting any input needed from the departments regarding Plan evaluation/monitoring responsibilities.
2. **Data collection and updating inventory development:** Data collection, existing conditions analysis, trend analysis, documentation.

3. **Engage Citizens and Businesses:** Outline steps to build additional stakeholder support via coordination and collaboration with City staff/officials, participating agencies and the public throughout the project to ensure support and acceptance of preferred alternatives and policy documents by the public, City Commission and other reviewing agencies. Duties will include coordination with county and regional partners as required to acquire available data, identify best practices and contribute to citywide initiatives. Two (2) public meetings shall be held in Hallandale Beach, one in the East section of the City and one in the West. City facilities may be used if available.

4. **Sustainability Action Plan:** Develop strategies relative, but not limited to, the following focus areas:
 - a) Energy efficiency
 - Evaluation of current practices affecting energy, thus greenhouse gas emissions, in every major sector of the community.

 - b) Energy and resource efficient land use patterns and redevelopment policies which promote the inclusion of energy conservation areas within the City's Comprehensive Plan and Land Development Code.

 - c) Transportation analysis including measures to reduce vehicle miles traveled, transportation demand management, increased street and mode connectivity, complete streets, multimodal mobility planning that places emphasis on public transportation systems, reduces greenhouse gas emissions and supports energy efficient land use patterns; and energy efficient traffic control. Strategies related to this focus area should be associated with and function within the City's recently completed Complete Streets Basis of Design Report.

 - d) Potential for renewable power generation and energy conservation.

 - e) Housing, including energy efficient design and construction of new housing, and use of renewable resources consistent with chapter 553, Florida Statutes.

 - f) Recycling and environmentally responsible waste reduction within industry, community, and City government.

 - g) Natural resources conservation that affects energy and water conservation and education of greenhouse gases (e.g., demand side water conservation to preclude need for energy intensive alternative water supplies). Also consider green space access, tree canopy, and habitat preservation.

- h) Locally- based, sustainable food production to enhance economic, environmental and social health in the community.
- i) Community education and outreach.
- j) External funding to implement SAP strategies and capital improvements.
- k) Periodic evaluation and refinement of objectives strategies and actions to increase effectiveness.

4. Scope of Services

The Contractor will assist the City with building on and moving forward with what has already been accomplished and established as sustainability initiatives. The Contractor will work collectively with the Green Initiatives Coordinator, other representatives of City departments, volunteers from the community, and utilities providers to complete the scope of work. **The Contractor will analyze and prioritize initiatives that effectively and efficiently meet the overall purpose of the SAP. These prioritized actions shall be linked to a cost along with estimated returns on investment and staff resources to be dedicated.**

The Contractor shall provide services including the tasks identified below:

1. Analysis and development sustainability policies, initiatives and strategies,
2. Collaboration with City staff,
3. Graphic and website design,
4. Development of tools to monitor/evaluate progress and goals (performance measures),
5. Solicitation of public input,
6. Public meeting presentations – 1 each in the East section and West section of the City,
7. Coordination with other community organizers,
8. Development of a premier Sustainability Action Plan, Executive Summary and 1-Page Summary specifically suited to meet the needs of the City of Hallandale Beach.

Sustainability Action Plan. The Contractor shall develop a comprehensive 5-year *Sustainability Action Plan* (SAP) through the preparation of cutting edge strategies, policies, and tools aimed at creating sustainable initiatives, increasing energy and water efficiency, waste reduction, promoting resource conservation, and working toward reducing greenhouse gas emissions City wide. A process shall be included to measure performance and progress.

Development of the SAP will involve:

- 1) Creating sustainable policies, initiatives and strategies;
- 2) Preparing a long range SAP recommending target GHG reduction areas;
- 3) Preparing preliminary policy recommendations for consideration by the City Commission;
- 4) Providing a detailed implementation strategy; and
- 5) A process to measure performance and progress.

Final project deliverables will include: 1) a comprehensive 5-year Sustainability Action Plan detailing short, medium and long range projects and initiatives, 2) an executive summary condensing the information in the SAP, and 3) a one-page public information document that will serve to convey information included in the SAP in a concise and easy to understand manner and 4) a website to convey the information contained in the 3 previously listed items.

Implementation Strategy. Critical to the success of the Sustainability Action Plan will be an implementation strategy utilizing existing and cutting edge new tools to comply with laws and regulations, potentially securing funding and incorporating the City's goals into its short term and long-term decision making. The SAP will also include a list of specific recommendations to prioritize projects and initiatives to reduce the City's energy expenses and thus greenhouse gas emissions. Based upon City Commission direction, Green Initiative Coordinator direction and a survey of other local government approaches, the SAP shall also address projected impacts of climate change on facilities/infrastructure and opportunities to proactively plan for increased efficiency and resiliency.

The **implementation strategy** to be developed shall clearly define a timeline to develop and complete each component of the SAP along with prioritized goals to be accomplished across the short, medium, and long range planning spectrum.

1. Develop evaluation, monitoring metrics and verifications protocols through preparing a program whereby City staff can monitor the City's annual progress toward achievement of the SAP goals. The program shall include an annual score/report card for Plan evaluation, monitoring, and reporting progress to the public and regulating entities.
2. Develop an implementation schedule to meet goals.
3. Identify obstacles to reaching goals and strategies to remove obstacles.

Graphics and Web Design. The Contractor shall assist in the development of web tools and pages to effectively seek public input and convey the sustainability plan in an interactive, engaging, transparent, and useful manner through the sustainability website. The future website shall allow the public to monitor progress toward achievement of sustainability goals

Project Timeline. The duration and scope of work is projected to be between 6-8 months with a final draft (ready for City Commission review) to be presented during FY 16-17. Components of the project schedule can be seen below. The final schedule will be determined once this RFP has been awarded. Proposers should submit a proposed schedule with their response to this RFP.

- a. Project Start Date and Kick-off Meeting:
- b. Draft SAP Based on City Input:
- c. Community Public Outreach meetings:
- d. Present Draft SAP before City Commission:
- e. City Commission Adoption/Approval of Final SAP

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).

Minimum Qualification Requirement # 1: Number of Years of Experience

Firm must have completed two (2) projects of similar size and scope as to the requested services in this RFP.

In order to provide a response to this MQR, item 1.a., firm(s) **must** utilize the tables below to respond to the MQR for all proposed firms that will be providing the services through this project.

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.

Development of Sustainability Action Plan

Exhibit I – Scope of Services

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 detailed 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 detailed 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 2011 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 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 and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein for clarification purposes. City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information and clarification from Proposers.

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

Oral Presentations 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.

- **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.

Development of Sustainability Action Plan

Exhibit I – Scope of Services

COST PROPOSAL

All proposing firms must complete all sections of the following price sheet. The hourly rate must include all costs associated with the *Core Services* listed. All proposing firms must provide an hourly rate for every item listed below. The hourly rate total will be used to award the cost of the contract.

The points used to evaluate the Cost Proposal shall be based only on the cost proposed for the *Core Services*.

Award of contract through Commission will be based on the Cost Proposal below.

Proposing vendor must completely fill out below, hourly rate and price per core service task. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted.

I.	CORE SERVICE TASK	HOURLY RATE	NUMBER OF HOURS TO COMPLETE	TOTAL TASK COST
1.	Creating sustainable policies, initiatives and strategies within key focus areas	\$		\$
2.	Preparing preliminary policy recommendations for consideration by the City Commission	\$		\$
3.	Providing a detailed implementation strategy	\$		\$
4.	Creating a process to measure performance and progress	\$		\$
5.	Public meeting presentations and input solicitation	\$		\$
6.	Graphic and website design	\$		\$
7.	Development of a finalized Sustainability Action Plan, Executive Summary and 1-Page Summary specifically suited to meet the needs of the City of Hallandale Beach, which will be presented to the City Commission for final adoption	\$		\$
	TOTAL ITEMS 1-7	\$		

COST PROPOSAL FOR OPTIONAL SERVICES

Proposers may also submit a response to the *Optional Service* of a Green House gas inventory.

If this *Optional Service* is proposed, proposers shall also submit a detailed budget and cost proposal for the *Optional Service*. The cost proposal for the *Optional Service* **will not be evaluated**, but will be used as a basis of negotiations should the proposal and option be selected and/or to be utilized when funding becomes available.

I.	DESCRIBE IN DETAIL BELOW EACH OPTIONAL SERVICE TASK	HOURLY RATE	NUMBER OF HOURS TO COMPLETE	TOTAL TASK COST
1.		\$		\$
2.		\$		\$
3.		\$		\$
4.		\$		\$
5.		\$		\$
6.		\$		\$
7.		\$		\$
	TOTAL ITEMS 1-7 FOR OPTIONAL SERVICES	\$		\$

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 by population of entity and revenue paid.
- f. Present status of the project.
- g. Phone # for Reference (Project Manager).
- h. 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 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.

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 drive 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 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 drive with your firm's submittal.

The outline for items # 1 through # 14 below must be followed by your firm's written proposal.

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.

All documents and transmittal letter must be executed by a duly authorized officer of the firm. If you do business as a corporation, partnership, or limited liability company (LLC), you must register with the Florida Secretary of State. For more information, visit the Division of Corporations website at: www.sunbiz.org. Your firm must provide a copy your firm's Sunbiz following the transmittal letter. The officer signing on behalf of the firm must be listed on the Sunbiz. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses 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 includes 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 # 1: Number of Years of Experience

Firm must have completed two (2) projects of similar size and scope as to the requested services in this RFP.

In order to provide a response to this MQR, item 1.a., firm(s) must utilize the tables below to respond to the MQR for all proposed firms that will be providing the services through this project.

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.

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 detailed 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 detailed 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 2011 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. Exhibit II – Required Forms – Pages 15-23:

- a. Variance Form
- b. Proposal Submitted by Form
- c. Payment Terms
- d. Public Entity Crime Form
- e. Domestic Partnership Certification Form
- f. Conflict Of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form

7. Firm's Qualifications and Experience

- a. The Proposer shall describe the composition and structure of the firm (sole proprietorship, corporation, partnership, joint venture) and include names of persons with an interest in the firm.
- b. If the Proposer is anything other than an individual or sole proprietorship, the Proposer shall include a list of the proposed staff that will perform the work required and identify all sub-contractors that will be used, if awarded this contract.
- c. Identify members of the project team and their anticipated roles for this project, and provide a summary of their previous experience.
- d. Include staff, as well as sub-consultants that will have key roles in the team organization chart.
- e. Provide concise, yet detailed, resumes for key team members.
- f. Make a statement of commitment that the team will remain committed to the project until completion.

8. Sustainability Vision Statement and Synopsis of Sustainability

In an essay:

1. Share your understanding of sustainability from a broad perspective and your firm's perspective on the concept.
2. Provide a synopsis of your firm's environmental and sustainability policies and initiatives.
3. Discuss your impressions of the City's Green Initiatives as they currently stand and how your vision of a Sustainability Action Plan for the City is important to its residents, visitors and environment.

9. Approach of Services to be Provided

- a. Describe the firm's capabilities and approach toward this Project, including your proposed work program, schedule, and any other activities that will be necessary to complete the scope of work.

- b. Include a proposed activity schedule and any innovative methods or concepts that might be particularly helpful in accomplishing this Project.
- c. Provide a statement of acknowledgement that the consultant understands this Project and its scope of work and goals.
- d. Affirm that your firm can meet the anticipated project schedule for the *Core Services* included in this RFP.
- e. The Proposer shall set forth a schedule for project completion which includes a work plan and scope of work for each phase of the project, clearly identifying the tasks to be completed, the amount of time to complete, and approach to work. The work plan should also include key reporting dates in which the Proposer updated the City on project progress. The work plan should also include any necessary meetings with staff, commissioners, and the public.

10. 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 by population of entity and revenue paid.
- f. Present status of the project.
- g. Phone # for Reference (Project Manager). Updated email address for Project Manager.

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

11. Professional Licenses and Certifications

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

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 below 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 listed	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	20
3.	Sustainability Vision Statement and Synopsis of Sustainability	10
4.	Approach of Services to be provided	30
5.	Past Performance (References)	15
6.	Cost Proposal	15
7.	Local 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: OCTOBER 14, 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 2015-2016-024
DEVELOPMENT OF SUSTAINABILITY ACTION PLAN

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 **September 14, 2016 at 11:00 am**, City Hall, City Commission Chambers, 400 S. Federal Highway, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamaj@cohb.org no later than **September 19, 2016 no later than 11:00 A.M.**

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

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

RFP DOCUMENT RELEASED	SEPTEMBER 6 , 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	SEPTEMBER 14 , 2016 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN SEPTEMBER 19 , 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>OCTOBER 14, 2016 BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	OCTOBER THROUGH DECEMBER , 2016
ORAL INTERVIEWS – (IF REQUIRED)	OCTOBER THROUGH DECEMBER , 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

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.