



**INVITATION TO BID (ITB)  
BID # FY 2016-2017-009**

**42<sup>ND</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT  
(CDBG)**

**PUBLIC WORKS STORMWATER IMPROVEMENTS PROJECT**

**EXHIBIT I - SCOPE OF WORK**

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

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## **SCOPE OF WORK:**

### **PURPOSE:**

The City of Hallandale Beach is seeking sealed bids from licensed contractor(s) for the performance of drainage improvements, sidewalk improvements, pavement marking and signage improvements and ADA improvements for specific roadway along SW 8<sup>th</sup> Street, SW 9<sup>th</sup> Street and the intersection of SW 8<sup>th</sup> Street and SW 10<sup>th</sup> Avenue. All work will be performed within the limits of the City of Hallandale Beach public right-of-way. The respondents shall furnish all labor, materials, equipment, tools, incidentals and transportation which are necessary for the proper layout and completion of the work, as specified in the Bid documents and shown on the approved plans. The work includes, but is not limited, to sections of work outlined in Exhibit A – Technical Specifications and General Requirements and Exhibit C- Drawings /Plans.

This project consist, of Mobilization, Demobilization, Maintenance of Traffic (MOT); Clearing & Grubbing, Demolition, Removal & Disposal; Stormwater Pollution Prevention and Erosion Control; Pavement Marking & Signage; Earth Work, Excavation & Embankment, Site Grading; Drainage Pipe (15" RCP); Storm Manholes; Storm Inlets, Catch Basins; Exfiltration Trench; Concrete Curbs, Gutter, Curb & Gutter; Swale Restoration, Sod; Concrete Walkways/Sidewalk; Asphalt Driveway Restoration; Asphalt Pavement Milling; Superpave Asphalt Concrete Paving and all else necessary for a complete and functional project as per all Bid documents that meets or exceeds all requirements of the City of Hallandale Beach.

### **LOCATION OF WORK**

All work under this contract is within the City's right-of-way. The project improvements are located at the following intersection in the City of Hallandale Beach as follows:

1. SW 8<sup>th</sup> Street and SW 10<sup>th</sup> Avenue
2. SW 8<sup>th</sup> Street and SW 9<sup>th</sup> Avenue
3. SW 9<sup>th</sup> Street and SW 10<sup>th</sup> Avenue
4. SW 9<sup>th</sup> Street and SW 9<sup>th</sup> Avenue
5. SW 9<sup>th</sup> Street and SW 8<sup>th</sup> Avenue

The following Exhibits are found on the City's website at [www.cohb.org/solicitations](http://www.cohb.org/solicitations)

### **Bid Documents**

This Bid is composed of the following items and Exhibits which all vendors must review prior to submittal of your firm's response.

Exhibit I – Scope of Work

Exhibit II – General Terms and Conditions, Forms and Contract

Exhibit A – Technical Specifications and General Requirements

Exhibit B – A Boiler Plate Guide - Federal Grant Department of Housing and Urban Development (HUD), A Community Development Block Grant Project (CDBG)

Exhibit C – Drawings/Plans

## **BROWARD COUNTY REQUIREMENTS:**

### **COUNTY BUSINESS ENTERPRISES (CBE) PROGRAM**

Broward County has established a policy relating to County Business Enterprise (“CBE”) program participation in all County contracts. Although this agreement does “NOT” have assigned CBE goals, pursuant to 24 C.F.R. 85.36(e) or 84.44( b), the City shall take affirmative steps to use small firms, minority-owned firms, or labor surplus area firms when possible as the sources of supplies, equipment and services.

### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS:**

This is a federally funded project under Community Development Block Grant (CDBG) funding by the Department of Housing and Urban Development (HUD). All HUD Federal rules and regulations pertaining to this project are applicable.

Federal Davis-Bacon Wage Rates for work classifications are specified and must be complied with. Fringe benefits must be added to the prevailing hourly rates where applicable.

Bidders must comply with Section 3 of the Housing and Urban Development Act of 1968 which requires that economic opportunities to the greatest extent feasible be given to low and very low income persons and to businesses that provide economic opportunities for these persons. The City encourages local Contractors and sign companies who reside and/or do business within the City of Hallandale Beach to participate in the bidding process.

### **REQUIREMENTS FOR CONTRACTS WITH CDBG GOALS:**

**See Exhibit B - A Boiler Plate (Guide), attached, for Community Development Block Grant Projects.**

### **FEDERAL DAVIS BACON WAGE RATES:**

1. The Federal Davis-Bacon Prevailing Wage Rates for each different type of work are specified in the Bid and must be complied with including applicable fringe benefits. The awarded contractor will be required to provide certified payroll at regular intervals for the duration of the Contract. The Federal Davis-Bacon Prevailing Wage Rates are listed on **Pages 1 OF 6, See Exhibit B.**

2. BOILER PLATE (GUIDE) for Community Development Block Grant Projects of the bid documents must be used for each of the different types of works listed in the Bid documents. The Highway wage rate **FL20150203** listed in the Prevailing Wage Rates of the bid documents applies to: The most current Prevailing Wage Rates are to be utilized for the entire duration of the project.

### **Minimum Qualification Requirements – MQRs:**

This Bid 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.

**Please read the MQRs to ensure your firm meets these requirements and thus is able to provide a response to this Bid**

**Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation/bidding process and not be considered.** Ensure the MQRs below 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.

### **Mandatory Pre-Bid Conference**

For this Bid the City is holding a Mandatory Pre-Bid Conference. The Pre-Bid Conference is held to explain in detail Exhibits I-II, A, B and C, which makes up the Bid for this project. Firms interested in proposing and responding to this Bid **must** send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting, the scope of work will be explained.

The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

The following Exhibits are found on the City's website at [www.cohb.org/solicitations](http://www.cohb.org/solicitations)

### **Bid Award Price**

The award will be to the lowest responsive responsible bidder for the Total Based Bid seen on **page 16.**

### **Working Hours**

Contractor may perform work from 8:00 am through 5:00 pm, Monday through Friday five (5) days a week, excluding the City's observed holidays, within the seventy (70) Calendar days from the Notice to Proceed.

## **Permits**

Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor.

[www.hallandalebeachfl.gov/documentcenter/view/14840](http://www.hallandalebeachfl.gov/documentcenter/view/14840)

## **ADDITIONAL BACKGROUND INFORMATION:**

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 39,000 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.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

All firms responding to this Bid, in order to be eligible to respond to this Bid must demonstrate and submit with firm’s response all of the Minimum Qualification Requirements (MQRs) stated below. Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this Bid.

Proposing firm must meet the (MQRs) stated below in order to be eligible for firm’s submittal.

Firm must provide a section with your firm’s response labeled “Minimum Qualification Requirements” addressing all items stated below by #.

Your firm’s non-compliance to the outline below will hinder the ability to find the responses of the MQRs to the Bid and could cost your firm to be determined non-responsive and disqualified from this MQRs evaluation bidding process and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm’s response.

All firms within your response being proposed to do the work for this project must provide and meet the (MQRs)



**Minimum Qualification Requirement # 1: Experience:**

Firm must provide three (3) similar completed projects of the same size and scope as those requested in this Bid, that have been completed within the past five (5) years; 2012 – 2017. Make sure your firm’s response to the MQR # 1 addresses similar projects related to the scope of work as stated in this Bid that your firm has provided/performed. The City 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 Bid.

**Your firm must provide this information on the following tables/chart:**

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 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 Bid.	

42<sup>ND</sup> YEAR CDBG BLOCK GRANT PROJECT

PUBLIC WORKS STORMWATER IMPROVEMENTS PROJECT

EXHIBIT I – SCOPE OF WORK

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 Bid.	

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 Bid.	

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

Firm must have been incorporated through Sunbiz showing a date filed or incorporation of 2012 or earlier. Firm must provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2012 or earlier.

**Minimum Qualification Requirement # 3: Licenses**

Proposing firm must be licensed as a General Contractor in the State of Florida. Firm must provide copies of all applicable licenses with their response.

**Minimum Qualification Requirement # 4: Section 3 Grant Requirements:**

Proposing firm(s) must complete and submit with your response Exhibit B, Broward County Community Development (CDBG) A Boiler Plate Guide.

Forms to be submitted are as follows:

- a) Bidder's Initial Section 3 Goals Form (Page 12)
- b) Section 3 "Eligible Jobs Availability Form" (Page 15) or the Section 3 "Unavailability Certification" (Page 16). **NO FORMS WILL BE ACCEPTED AFTER THE BID DUE TIME. NO EXCEPTIONS. (SEE EXHIBIT B – CDBG A BOILER PLATE GUIDE).**

**All firm(s) named and providing work under your firm's submission must also submit all forms requested in Exhibit II.**

**All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal.**

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

**PROJECT DESIGN DRAWINGS – EXHIBIT C:**

Copies of projects drawing are available as PDF files on the City's Website at no charge, see EXHIBIT C.

Project Drawings/Plans can be obtained online at [www.cohb.org/solicitations](http://www.cohb.org/solicitations)

## **MEDIA ADVERTISEMENT**

**LEGAL CLASSIFIED ADVERTISING  
NEWS/SUN-SENTINEL  
333 S.W. 12TH AVENUE  
DEERFIELD BEACH, FL 33442**

Please insert the following Legal Notifications in the **JULY 8, 2017 AND JULY 15, 2017** issues of the **NEWS/SUN-SENTINEL**. Send certified copy of insertion to the City of Hallandale Beach, Procurement Department.

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**INVITATION TO BID (ITB)  
BID # FY 2016-2017-009: 42ND YEAR COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROJECT  
PUBLIC WORKS STORMWATER IMPROVEMENTS PROJECT**

**SEALED RESPONSES ARE DUE: **AUGUST 7, 2017 BY NO LATER THAN 11:00 A.M.**  
BY THE CITY CLERK'S OFFICE, CITY OF HALLANDALE BEACH, 400 SOUTH FEDERAL HIGHWAY,  
HALLANDALE BEACH, FL 33009.**

**LATE SUBMITTALS WILL NOT BE ACCEPTED OR CONSIDERED.**

**PURPOSE:** The City of Hallandale Beach is seeking sealed bids from licensed contractor(s) for performing roadway, drainage, pavement marking and signage, landscaping, Maintenance of Traffic (MOT), Mobilization, Utility Locations to SW 8<sup>th</sup> Street and SW 9<sup>th</sup> Street and at the intersection in City of Hallandale Beach as indicated on the design plans.

Pursuant to the installation of the Infrastructure Improvements located in the public Right-of-Way, including storm drainage, landscaping, driveways, pavement, sidewalks, swales, and other miscellaneous items, shall be restored to their original condition or better. The contractor shall furnish all labor, equipment, tools, incidentals and transportation which are necessary for the proper layout and completion of the work, as specified herein and shown on the design plans for this solicitation.

**TO OBTAIN SPECIFICATIONS PACKAGE:** Bids and project drawings may be obtained through the City of Hallandale Beach Website at [www.cohb.org/solicitations](http://www.cohb.org/solicitations) and Demand Star at [www.demandardstar.com](http://www.demandardstar.com).

**Drawings/Plans:** Copies of projects drawing are available as PDF files on the City's website at no charge.

## **MEDIA ADVERTISEMENT - CONTINUE**

### **MANDATORY PRE-BID CONFERENCE:**

There is a Mandatory Pre-Bid Conference that will be held **JULY 25, 2017 at 11:00 A.M.**, City Hall, City Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

**A representative from your firm must attend this Mandatory Pre-Bid Conference and sign in on behalf of your firm in order for your firm's response/proposal to be accepted.**

**Federal Guidelines will be discussed at this Mandatory Pre-Bid meeting.**

### **CONE OF SILENCE:**

Code of Ordinances Chapter 23, Procurement, Section 23-14 Cone of Silence – imposes a Cone of Silence for City purchases of goods and services. The Cone of Silence means prohibition on 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; the evaluation/selection committee; the mayor; and the city commission and their respective staff.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the Commission/Board of Directors takes any other action which ends the solicitation.

Should any firm contact you, please direct the communication to the Procurement Department.

**This Bid includes the following mandatory criteria:**

### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS:**

This is a federally funded project under Community Development Block Grant (CDBG) funding by the Department of Housing and Urban Development (HUD). All HUD Federal rules and regulations pertaining to this project are applicable.

Federal Davis-Bacon Wage Rates for work classifications are specified and must be complied with. Fringe benefits must be added to the prevailing hourly rates where applicable.

Bidders must comply with Section 3 of the Housing and Urban Development Act of 1968 which requires that economic opportunities to the greatest extent feasible be given to low and very low income persons and to businesses that provide economic opportunities for these persons.

## **ADVERTISEMENT - CONTINUE**

The City encourages local contractors and sign companies who reside and/or do business within the City of Hallandale Beach to participate in the bidding process.

### **COUNTY BUSINESS ENTERPRISES (CBE) PROGRAM**

Broward County has established a policy relating to County Business Enterprise (“CBE”) program participation in all County Contracts. Although this agreement does NOT have assigned CBE goals, pursuant to 24 C.F.R. 85.36(e) or 84.44( b), the City shall take affirmative steps to use small firms, minority-owned firms, or labor surplus area firms when possible as the sources of supplies, equipment and services.

### **10% BID BOND:**

As per Procurement Code Section 23-12 (2) Security Bonds: Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier’s Check, or Bid Bond in the amount of ten percent (10%) payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

### **PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:**

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

The City of Hallandale Beach, Florida reserves the right to waive any informality in any response and to reject any or all responses.

**BID PRICE SHEET**

Vendor shall hold the unit bid prices firm throughout the contract period. Vendor guarantees response time necessary to have a crew return to correct unfinished or unsatisfactory services.

The City reserves the right to increase, decrease, and/or choose the items and quantities below for the project to meet its available budget using the unit prices provided below.

**Proposing vendor must completely fill out each column below, unit price and total price. Not applicable or n/a is not acceptable and will cause your firm's response to be determined non-responsive and not be considered. An authorized officer per the vendor's Sunbiz must sign the bid price sheet.**

**The award will be to the lowest responsive responsible bidder for Total Based Bid on page 16.**

BID ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
1.01	General Requirements				
1.02	Mobilization/Demobilization (Maximum 5% of total bid base construction price)	1	LS		
1.03	Maintenance of Traffic (Maximum 3% of total bid base construction price)	1	LS		
1.04	Prevention, Control and Abatement of Erosion and Water Pollution	1	LS		
1.05	Clearing & Grubbing, Demolition, Removal & Disposal	1	LS		
1.06	Earthwork, Excavation & Embankment, Site Grading	1	LS		
1.07	Retro-Reflective Pavement Markers	20	EA		
1.08	Thermoplastic, STD, White, Solid, 24"	185	LF		
1.09	Thermoplastic, STD, Yellow, Solid, 6"	350	LF		
1.10	Thermoplastic, STD, White, Solid, 12"	267	LF		
1.11	Thermoplastic, Standard, White , Pavement Message (SCHOOL)	1	EA		
1.12	Thermoplastic Speed Hump Marking	1	EA		
1.13	Single Post Sign, Furnish & Install	1	EA		
1.14	Multi-Post Sign, Furnish & Install	3	EA		
1.15	Detectable Warning Surface (Cast-in-place)	12	EA		
1.16	15" HP Storm Gray Pipe (High Performance Polypropylene Pipe)	405	LF		

BID ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
1.17	Storm Manhole	2	EA		
1.18	Storm Inlets/Catch Basins	4	EA		
1.19	Exfiltration Trench	25	LF		
1.20	Concrete Curb & Gutter, Type F	20	LF		
1.21	Remove and Reinstall Mail Boxes	3	EA		
1.22	Root Pruning & Root Barrier	30	LF		
1.23	Swale restoration, SOD	350	SY		
1.24	Adjust Sanitary Sewer Lateral	100	LF		
1.25	Adjust Potable Water Services	2	EA		
1.26	Concrete Walkways/Sidewalk (6" Thick)	270	SY		
1.27	Asphalt Driveway Reconstruction	200	SY		
1.28	Milling Existing (Roadway) Asphalt Pave. (1" avg. depth)	921	SY		
1.29	Concrete Apron for Catch Basins	3	EA		
1.30	Asphalt Pavement (Roadway) Resurfacing, FDOT Type SP-9.5 (Traffic C) (1 inch)	51	TN		
<b>TOTAL BASE BID ITEMS 1.01 THROUGH 1:30</b>					

<b>TOTAL BASE BID (1.01 THROUGH 1.30)</b>	<b>\$</b>
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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



## **CONTRACT TERMS**

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

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis. 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 Bid 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 Bids, with or without cause, to waive technical errors and informalities or to accept the Bid which in its judgment, best serves the City of Hallandale Beach.

## **CONTRACT TIME**

The work shall be substantially completed within seventy (70) calendar days from the Project initiation specified in the Notice to Proceed, and completed and ready for final payment in accordance with Article 22 within ninety (90) calendar days from Project initiation date specified in the Notice to Proceed.

The City Project Manager will coordinate the contract start time.

The City of Hallandale Beach reserves the right to waive technicalities or irregularities in Bids at its discretion or to reject any or all Bids.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any bid 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 Bids, with or without cause, to waive technical errors and informalities or to accept the Bid which in its judgment, best serves 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 drive is tested for this function before submission. Do not place a password on the thumb drive. Provide one (1) thumb drive with your firm’s submittal and one (1) hardcopy (paper) with your firm’s submittal.

## 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.

<http://fiche.hallandalebeach.org/WebLink/0/doc/5274/Page1.aspx>

## REFERENCES

References will be required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. Your firm must send the Reference Check Form provided on Page 25-30 of Exhibit II to the number of references requested and submit with your firm’s response.

Each firm responding to this Bid must provide five (5) verifiable references for project of similar scope as outlined in this Bid. Your firm must send and obtain a completed Reference Check Form as found on pages 25-30 of Exhibit II for each of your firm’s five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm’s thumb drive.

Do not provide more or less than five (5) references.

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of bids. If verification of references is not available or unable to respond within two (2) business days from email request, the reference will not be considered valid.

Please make sure that the references listed in your firm's Bid are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with the firm's bid.

Each firm must also list the following information for each of the references provided.

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager).
6. Updated email address for Project Manager.

## DEFINITIONS

Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:

- Definitions: Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:
- As Built: or record drawings are the official graphic representation of the construction project depicting the work as it was constructed.
- Bid Takeoff: The final estimate, tabulation, or worksheet prepared by the Contractor in anticipation of the bid submitted, and which shall reflect the final bid price.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the CITY (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- Change Order: A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
- City: the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

- CITY or Owner: City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed. In all respects hereunder, CITY'S performance is pursuant to CITY'S capacity as the owner of a construction project. (In the event CITY exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances shall be deemed to have occurred pursuant to City's regulatory authority as a governmental body and shall not be attributable in any manner to CITY as a party to this Contract.)
- City Commission: The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.
- City Engineer: The City Engineer or designee employed full time by the City and assigned to specific aspects of the project.
- Claim: Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Contractor, grantee, or other recipient if any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.
- Consultant: To be determined on a project basis.
- Contract: The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
- Contract Administrator: The City Engineer or Designee expressly designated as Contract Administrator in writing by the Director of Public Works, Utilities and Engineering.
- Contract Documents: The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the Bid Tender Form, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.

- Contract Price: The original amount established in the bid submittal and award by the City, as may be amended by Change Order.
- Contract Time: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
- Contractor: The person, firm, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of CONTRACTOR shall be deemed to be a reference to CONTRACTOR
- Final Completion: The date certified by CITY ENGINEER that any documents and all required by the Contract Documents have been received by CITY ENGINEER; any other documents required to be provided by CONTRACTOR have been received by CITY ENGINEER; and to the best of CITY ENGINEER's knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.
- Notice to Proceed: Written notice to CONTRACTOR authorizing the commencement of work as provided for by the Contract.
- Plans and/or Drawings: The official graphic representations of this Project, which are a part of the Bid Documents.
- Project: The construction project described in the Contract Documents, including the Work described therein.
- Project Initiation Date: The date upon which the Contract Time commences.
- County Business Enterprise (CBE) Program: COUNTY has been established a policy relating to County Business Enterprise (“CBE”) program participation in all County Contracts. Although this Agreement does NOT have assigned CBE goals, pursuant to 24 C.F.R. 85.36(e) or 84.44( b), CITY shall take affirmative steps to use small firms, minority-owned firms, or labor surplus area firms when possible as the sources of supplies, equipment and services.
- Schedule of Bid Prices: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Schedule of Bid Prices establishes the cash flow for the Project.

- Subcontractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
- Substantial Completion: The date certified by CITY ENGINEER when all the Work is sufficiently complete in accordance with the Contract Documents so the Project is available for beneficial occupancy by CITY.
- Surety: The surety company or person which is bound by the performance bond and payment bond with and for CONTRACTOR who is primarily liable, and which surety company or person is responsible for CONTRACTOR's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.
- Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by CONTRACTOR to fulfill CONTRACTOR's obligations. The Work may constitute the whole or a part of the Project.

## SUBMITTAL DUE DATE

**RESPONSES ARE DUE: AUGUST 7, 2017 BY NO LATER THAN 11:00 A.M.**

**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  
**Your Firms Name Here**  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: BID # FY 2016-2017-009  
42<sup>ND</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT- PUBLIC WORKS  
STORMWATER IMPROVEMENTS PROJECT

**LATE PROPOSALS WILL NOT BE ACCEPTED**

## MANDATORY PRE-BID CONFERENCE

If your firm is going to provide a response to this Bid your firm must send a representative of your firm to this Mandatory Pre-Bid Conference. A representative from your firm must attend this Pre-Bid Conference and sign in on behalf of your firm. This meeting is held to explain in detail Exhibits I-II and all Exhibits which makes up the Bid for this project. Firms interested in proposing and responding to this Bid must send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff. The Procurement Department strongly urges that firms attend the Pre-Bid Conference as a tool to be successful in responding to the City's projects.

Mandatory Pre-Bid Conference is being held **JULY 25, 2017 at 11:00 A.M.**, City Hall, City Commission Chambers at 400 S. Federal Highway, Hallandale Beach, FL 33009.

This meeting will be recorded and available as a public record if requested.

## LAST DAY FOR QUESTIONS

Any questions are to be submitted via email to [jwiggins@cohb.org](mailto:jwiggins@cohb.org) no later than **JULY 27, 2017 BY NO LATER THAN 11:00 A.M.**

Answers to questions received before the deadline will be released via addendum.

### **10% BID BOND**

As per Procurement Code Section 23-12 (2) Security Bonds: Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of ten percent (10%) payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

### **PERFORMANCE AND LABOR MATERIALS PAYMENT BOND**

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

### **QUESTIONS REGARDING BID**

For information pertaining to this Bid, contact Joann Wiggins at the Procurement Department (954) 457-1331 or via email [jwiggins@cohb.org](mailto:jwiggins@cohb.org). 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. City's website, [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

**FIRMS ARE RESPONSIBLE TO CHECK THE CITY'S WEBSITE PRIOR TO SUBMITTING A RESPONSE TO ENSURE THAT THE BIDDER HAS A COMPLETE BID PACKAGE, INCLUDING ANY ADDENDUM.**



## TENTATIVE SCHEDULE

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

BID DOCUMENT ADVERTISED	JULY 8, 2017 AND JULY 15, 2017
BID DOCUMENTS RELEASED	JULY 7, 2017
MANDATORY PRE-BID CONFERENCE	JULY 25, 2017 AT 11AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN JULY 27, 2017 BY NO LATER THAN 11 AM
BID DEADLINE FOR RECEIPT OF PROPOSALS	<u>AUGUST 7, 2017</u> <u>BY NO LATER THAN 11 AM</u>
CONTRACT AWARD BY CITY COMMISSION	TO BE DETERMINED
PROJECT START DATE –NOTICE TO PROCEED	WITHIN 15 CALENDAR DAYS FROM EXECUTION OF CONTRACT

**LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS**

<b>1.</b>	<b>CITY MANAGER</b>
	Roger M. Carlton, City Manager
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
<b>2.</b>	<b>ASSISTANT CITY MANAGER/ PUBLIC WORKS DIRECTOR</b>
	Steven Parkinson,
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, FL 33009
	(954) 457-1611
<b>3.</b>	<b>ASSISTANT DIRECTOR OF PUBLIC WORKS / CITY ENGINEER</b>
	Mariana Pitiriciu,
	630 NW 2 Street
	Hallandale Beach, FL 33009
	(954) 457-3042
<b>4.</b>	<b>PROJECT MANAGER</b>
	Aqeel Abdool-Ghany, Engineer III
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, FL 33009
	954-457-3045
<b>5.</b>	<b>PROCUREMENT DIRECTOR</b>
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1332
	<b>CONTRACTS COORDINATOR</b>
<b>6.</b>	Tom Camaj
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1374
	<b>PROCUREMENT SPECIALIST</b>
<b>7.</b>	Joann Wiggins
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1331
	<b>PROCUREMENT SPECIALIST</b>
<b>8.</b>	Carolyn Allen-Smith
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-3073