



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**NON-BINDING
REQUEST FOR LETTERS OF INTEREST
(LOI) # FY 2013-2014-012
DEVELOP, IMPLEMENT, FUND A COMPRESSED
NATURALGAS (CNG) FUELING STATION**

PREPARED BY:

CITY OF HALLANDALE BEACH

**NOTE: This LOI will not yield an award of contract at the end of the
process**

TAB A – CNG Refueling Station and Station locations opportunities

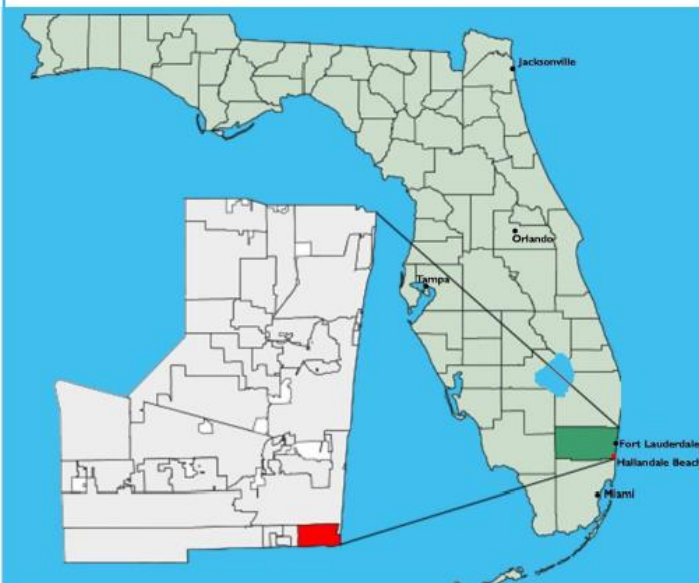


2.74 Acre CNG and LNG Fueling Station Development Site

City of Hallandale Beach, Florida Municipally Owned

Within 1/2 Mile of 2 Interstate-95 Interchanges

Easy Truck/Fleet Access to Interstate



- **Site Already Approved for Natural Gas Filling Station**
- **Phase I and II Environmental Reports Completed**

More site information available at www.cohb.org/bidnotifications

TABLE OF CONTENTS

	TABLE OF CONTENTS	3
	NOTICE TO PROSPECTIVE RESPONDENT	4
	SUBMITTAL INFORMATION	4
	SUBMITTAL DUE DATE	4
	TENTATIVE TIME LINE	6
I.	PURPOSE	7-8
II.	BACKGROUND	7
III.	OBJECTIVES	8
IV.	QUESTIONS	8
V.	SUBMISSION OF PROPOSALS	9-10
	UNABLE TO SUBMIT A RESPONSE	11
	LOI STATEMENT FORM	12-13
	VARIANCES TO LOI	14
	RESPONSE SUBMISSION FORM	15

NOTICE TO PROSPECTIVE RESPONDENT

Information provided as a result of this LOI is subject to the State of Florida public records law. This LOI does not obligate the City to take any action whatsoever.

Nothing within the LOI should be interpreted as a contract with, or obligation of the City.

RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO:

CITY OF HALLANDALE BEACH
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2 ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: LOI # FY 2013-2014-012 DEVELOP, IMPLEMENT, AND FUND A CNG FUELING STATION

All responses must be submitted in accordance with the LOI document which may be obtained online at www.cohb.org/bidnotifications.

CITY CONSULTANT FOR THIS PROJECT:

The City's Consultant for this project, including the development of the technical specifications and consultation services for the evaluation of proposals, is Lambert Advisory L.C.

SUBMITTAL DUE DATE:

RESPONSES ARE DUE: TUESDAY, JULY 1, 2014 BY NO LATER THAN 11:00 A.M.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

1. Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives.

Provide four (4) thumb drives with your firm's submittal.

LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS

1.	CITY MANAGER
	Renee C. Miller
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	DEPUTY CITY MANAGER
	Daniel Rosemond
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
3.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1332 (OR)
4.	SENIOR PROCUREMENT SPECIALIST
	Joann Wiggins
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1333

LOI TENTATIVE SCHEDULE

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

ADVERTISING RELEASE OF LOI DATE	JUNE 12, 2014
QUESTIONS	ALL QUESTIONS MUST BE EMAILED <u>JUNE 19, 2014</u> BY NO LATER THAN <u>11 AM</u>
DEADLINE FOR RECEIPT OF RESPONSES	<u>JULY 1, 2014</u> BY NO LATER THAN <u>11 AM</u>
ORAL INTERVIEWS – (IF REQUIRED)	TO BE DETERMINED

INTRODUCTION / INFORMATION

I. PURPOSE

The purpose of this Request for Letters of Interest (LOI) is to solicit formal interest from private and public entities interested in Developing, Implementing, and Funding a Compressed Natural Gas (CNG) Fueling Station. It is expected that information obtained from the issuance of this LOI will assist the City in determining if a CNG facility can be successfully implemented within the City of Hallandale Beach.

The City is actively purchasing alternative fuel vehicles for the City fleet.

A letter of interest in participating in the development of a CNG facility is not binding or promissory. Responses will be used for evaluating alternatives and determining contract terms and conditions.

This LOI does not constitute a Request for Proposal (RFP) or an Invitation to Bid (ITB) or any promise to issue an RFP or ITB. This LOI does not commit the City of Hallandale Beach to contract for any service or services contemplated. Failure to respond to this LOI in whole or in part does not preclude the ability to respond to any future ITB and/or RFP opportunities. Responders are advised that the City of Hallandale Beach will not pay any cost incurred in responding to this LOI and that any or all such costs are the sole responsibility of the Responder.

NOTE: This LOI will not yield an award of contract at the end of the process

II. BACKGROUND

The City of Hallandale Beach is located in South Florida. It is the southernmost City in Broward County. The City serves an area of approximately 4.4 square miles with a population of approximately 37,000 year round with an increase in population to approximately 50,000 during winter season. The City governmental structure consists of five (5) elected commissioners which make up the City Commission (Commission). The Commission is responsible for setting City policy and direction, and an appointed City Manager is responsible for managing the ongoing operations of the City.

In 2013, the City engaged the services of Lambert Advisory L.C. to perform an assessment of the City's fleet (300 vehicles) to determine the feasibility of the City constructing and operating its own CNG facility. While some CNG vehicles have been purchased, the analysis indicated that the limited size of the City and limited driving distances incurred by staff did not generate sufficient fuel consumption to warrant a full conversion of all fleet to alternative fuel vehicles, nor did it warrant the capital investment to construct and operate a CNG fueling station.

III. OBJECTIVE

The City owns a piece of land that it desires to convert to a CNG fueling facility. The objective of this LOI is to identify interest from private parties that would construct a CNG fueling facility and operate it under a long-term land lease. The City will commit to being a customer of the operator, purchasing CNG for several of its fleet vehicles.

The City requires information and responses from qualified organizations (respondents) regarding their experience and knowledge of:

- (TAB A) CNG Refueling Station and Location Opportunities

IV. QUESTIONS

All questions must be directed to email below. Last day for question is June 19, 2014:

City of Hallandale Beach
Procurement Department
Procurement Director, Andrea Lues
alues@cohb.org

V. **SUBMISSION OF PROPOSALS**

The following format must be followed by firms submitting responses to the LOI.

Provide your written responses to the following questions. Identify the TAB and QUESTION number you are responding to in your response. If your company does not participate in the activities described in certain sections of this LOI, please respond to the question with the phrase, not applicable (N/A).

The City requests that firms provide responses to the items listed below (as applies to the respondent), and/or any other relevant information the firm may elect to present to the City:

The outline for items # 1 through # 3 below must be followed.

1. Title Page

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

2. Table of Contents

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

3. Tab A: CNG Fueling Station Installation and Location Opportunities

Describe in detail the program you recommend.

If a joint venture with other entities is recommended, list the entities and their potential contribution to the program. Be sure to address the following program components:

- a. Outline minimum requirements you require from the City and any local partners under which any development, implementation, financing and/or administration contract could proceed.
- b. Describe your preferred approach for capitalizing and the possibilities of funding an ongoing CNG station.
- c. Describe your experience and /or expertise with building and operating CNG fueling stations. Please provide all locations for CNG fueling stations that you have built.

- d. Indicate if your company has built CNG (from start to finish) fueling stations on property on behalf of others and/or do you build on your own property and take the financial risks associated with operations and market conditions?
- e. Describe the variety of agreements have you entered into pertaining to CNG fueling stations with government and/or private entities.
- f. Describe the estimated time frame to build (from the ground-up) a CNG fueling station.
- g. Is your company familiar with governmental and/or private fleets in the Hallandale Beach or Broward County area that will use a proposed CNG fueling station to help insure CNG fuel sales are met?
- h. Describe any and all other relevant information necessary for the City to proceed with the implementation of a successful CNG fueling station.
- i. Discuss your company's ability for portable CNG fueling capabilities.

END OF SECTION

UNABLE TO SUBMIT A RESPONSE? We sincerely hope this is not the case.
If your firm cannot submit a response at this time, please provide the information requested in the space provided below and return:

WE _____ HAVE RECEIVED THE LOI
(COMPANY NAME)

WE ARE UNABLE TO RESPOND TO THE LOI AT THIS TIME DUE TO THE FOLLOWING REASONS:

COMPLETE INFORMATION BELOW:

SIGNATURE:	
TITLE:	
STREET ADDRESS: (OR)	
P.O. BOX:	
CITY:	
STATE:	ZIP CODE:
TELEPHONE/AREA CODE: ()	
EMAIL ADDRESS:	

RETURN THIS UNABLE TO SUBMIT FORM VIA MAIL OR EMAIL ONLY TO:
CITY OF HALLANDALE BEACH
PROCUREMENT DEPARTMENT
400 SOUTH FEDERAL HIGHWAY, ROOM 242
HALLANDALE BEACH, FL 33009
TITLED: LOI # FY 2013-2014-012 DEVELOP, IMPLEMENT, FUND CNG FUELING STATION
Email: procurement_department@cohb.org

LOI RESPONSE STATEMENT FORM

1. Name of Respondent:
2. Name of Contact Person:
3. Business primary and mailing address:
4. Business Phone #: Business Fax # Business email address:
5. Business has been in operation under its current name since:
6. Business Federal Tax ID #:

The above named Respondent affirms and declares:

- 1) That Respondent is of lawful age.
- 2) That this response is made without any understanding, agreement, or connection with any other person, firm or corporation providing a response for the same purpose, and is in all respects fair and without collusion or fraud.
- 3) That the respondent is not in arrears to the City of Hallandale upon debt, purchase order or contract and is not a defaulter, as surety or otherwise, upon any obligation to the City.
- 4) That no officer or employee or person whose salary is payable in whole or in part from the City, shall be or become interested, directly or indirectly, surety or otherwise in this response.

IN WITNESS WHEREOF, this Response is hereby signed and sealed as of the date indicated.

ATTEST:

RESPONDENT:

Witness BY: _____ (SEAL)
(Authorized Signature in Ink)

Witness _____
(Printed Name of Signer)

(Title of Person Signing)

CORPORATE SEAL
(Where appropriate)

(Date Signed)

(Phone Number of Signer)

RESPONSE SUBMITTED BY:

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