



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL
(RFP) # FY 2014-2015-002**

HALLANDALE OPPORTUNITY PROJECT

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
CITY MANAGER'S OFFICE AND
PROCUREMENT DEPARTMENT**

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

The City of Hallandale Beach seeks to maximize the benefit of both private and public investment in the City for its residents. U.S. Census Bureau, 2010-2012 American Community Survey reveals unemployment rates of 18.2 % in Hallandale Beach. This rate is above both the State and National unemployment rates: 12.4% and 10.1% respectively. Additionally, the growing economic divide among residents continues to serve as a significant barrier to the City's potential for future economic growth and attraction of target industries (hospitality, leisure, and medical).

To address this concern, the Hallandale Beach City Commission adopted a Community Benefit Plan – CBP - (Ordinance 2013-003, Attachment A) aimed at providing a mechanism for private development (specifically construction) and certain city-funded projects (capital) to generate a direct benefit for local residents. The Community Benefit Plan has Two Main Elements:

1. Workforce Utilization
2. Hallandale Beach Vendor Utilization

Workforce Utilization: The successful CBP Plan will detail how the firm will maximize the utilization of Hallandale Beach Residents as a part of the project.

The plan should include:

- What specific actions steps will be taken to recruit and or train employees
- How will the vendor mobilize in the community to be successful
- Greater emphasis should be given to workforce utilization

Hallandale Beach Vendor Utilization (HBVU): A successful CBP Plan will detail what incentives and or business practice that the bidder is willing to put in place to maximize the utilization of Hallandale Beach vendors.

Challenge

City Staff has applied CBP to a number of projects to date. CBP is typically negotiated prior to the award of the contract with the successful company/developer, and then the CBP commitment is incorporated as part of the development agreement. Since its inception, the administration of the CBP has been challenging. The challenges to the successful CBP implementation on a CRA/City funded project are as follows:

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- Initial CBP commitment will undoubtedly change when developer begins to negotiate contracts or make hiring decisions
 - Due to previous point, developer will be reluctant to accept definitive CBP language in executed agreement
 - Establishment of appropriate ramification in agreement for failing to fulfill CBP commitment
 - Once project commences, hired sub-contractors or local residents may change
 - Measurement of CBP may be different for every project (i.e. a specialized, technical project will be different than an unskilled labor project)
 - Interim reporting may provide skewed indicator of overall CBP accomplishment at project's end
 - Verification of information provided by developer is often difficult

Staff has learned several things from its assessment of CBP. First, there is a need for greater capacity/skill training among local residents. Many developers who commit to hiring local residents report that they are unable to meet their CBP commitment due to unavailability of skilled workers. Second, Staff has learned that despite the City's intent with the adoption of the Ordinance, there is still ignorance about the program, its functions, and opportunities for linkage between private sector jobs (permanent) and unemployed Hallandale Beach residents. Lastly, Staff recognizes that the implementation of a successful CBP requires greater monitoring and coordination than what has been committed thus far.

Hallandale Opportunity Project

The City of Hallandale Beach is excited to release this Request for Proposal for the Hallandale Beach Opportunity Project (HOP). The HOP intends to address the need that exists in the Community by assembling a comprehensive approach that will integrate the various elements needed to tackle unemployment and improve the availability of skilled workers. The HOP will be comprised of three essential components:

- Job/Skills Training
- Job identification and staffing
- Monitoring/Quality Control

#1 Job/Skills Training

This component will consist of the engagement of various partners that specialize in training. One of the limitations with the City/CRA's current funding of training is that it may not be targeted toward the specific needs of a particular employer or project. The HOP proposes that the training be tailored to fit the upcoming needs of developers so that the necessary skills are provided to potential employees. Anticipated partners in this component are local vocational schools, community organizations, or private sector entities that provide job skills training.

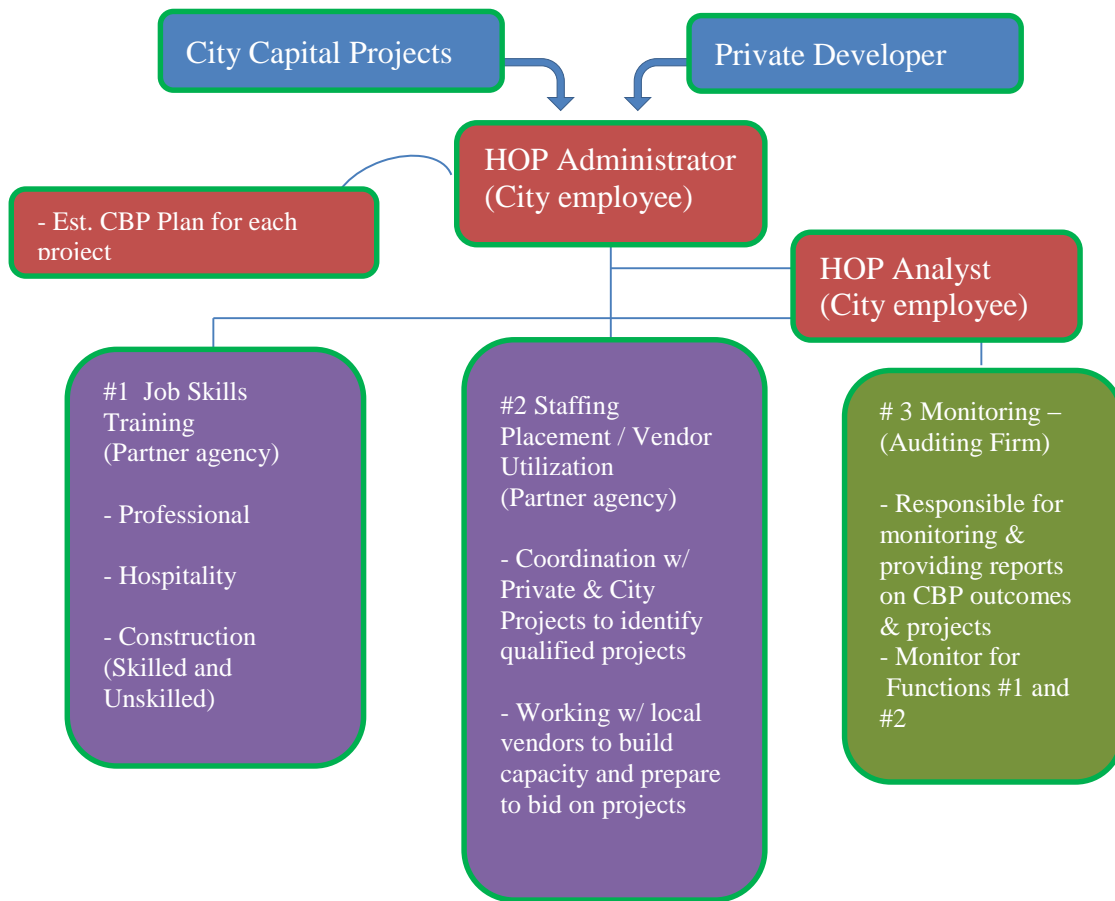
2 Job identification and staffing

The Job identification and staffing component involves brokering the job needs of employers (current and anticipated) with the availability and interests of potential employees. This component would entail the responsible party to serve as the City-wide staffing center where developers that have committed to CBP and local businesses can post the jobs, along with job descriptions, minimum qualifications, pay, physical requirements, etc. The implementation of this component as part of HOP allows for greater transparency among developers and also allows for tailored training for residents seeking work. Additionally, this component will also seek to gain a database of local businesses and material suppliers looking to provide bids on upcoming jobs in the City.

3 Monitoring/Quality Control

As mentioned previously, a number of challenges to the administration of CBP have been uncovered thus far. Staff would be shortsighted if the proposed HOP failed to include an element of monitoring and quality control to ensure that all aspects of the overall project were working cohesively and effectively. The monitoring component would involve an independent firm/person who will generate reports from both the Job/Skills Training component and the Job identification and staffing component to ensure established outcomes and benchmarks were being met, as those outcomes would serve as support for funding of the responsible party.

The chart below provides a macro-level view of the flow of activity and assigned tasks.



- Key Roles**
- Establish partnerships with partner agencies with a proven track record to find and fill seats for above
 - Time training with project schedule
 - Readiness and background checks
 - Work with hard to hire
 - Establish curriculum and training plan

How it will work

The HOP Administrator will oversee all elements of the project and will be an employee of the City. The day-to-day functions of creating and maintaining the jobs board and soliciting additional partners will be done by a HOP Analyst, also an employee of the City. The City will procure the services of entities to provide job skills training through formal solicitation. The monitoring/quality control function will also be procured through formal solicitation. And it should be noted that while the HOP Administrator will oversee all project elements, copies of reports from monitoring entity will be provided directly to City Manager and City Commission.

MINIMUM QUALIFICATION REQUIREMENT YEARS OF EXPERIENCE:

All firms responding to this RFP, in order to be eligible to respond to this RFP, must demonstrate and submit with firm's response all of the requirements stated below.

The City of Hallandale Beach is seeking qualified non-profit and/or for-profit providers to provide: (1) Job Skills Training, and (2) Staffing Placement/Vendor Utilization identified above.

The City is strongly encouraging joint collaborative proposals (partnering agencies) to perform both job skills and training and staffing placement/vendor utilization. All agencies must demonstrate a proven documented track record of providing: (1) Job Skills Training and (2) Staffing Placement/Vendor Utilization Services.

In order for your firm's response to be considered, firms must each have two (2) years' experience having provided the scope of work as outlined in this RFP and proven experience in providing *(each firm must be incorporated for two (2) years)*:

1. Job Skills Training
2. Staffing Placement/Vendor Utilization Services
3. All firms listed as part of the RFP must be licensed under the appropriate State and Local laws
4. Proof of experience may be provided by incorporation for the required two (2) years as reflected on Sunbiz.org, OR, an affirmative statement and submission of evidence demonstrative of the two (2) years' experience.

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm meets this requirement.

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- **Forms: 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, with completed forms in Exhibit II by all firms named under the submission.**

While providers do not necessarily need to be located within Hallandale Beach a presence in Hallandale Beach will be necessary. Please be advised that only Hallandale Beach residents can be served with these funds, and accessibility for Hallandale Beach residents will be a key evaluation criteria. Proposals must demonstrate capacity to provide services to successfully prepare people for employment as well as permanent placement.

Successful proposers will incorporate the following in their application:

1. Have a demonstrated administrative and fiscal controls to responsibly administer Grant Funds; and
 2. Established presence in Hallandale Beach; and
 3. Proven track record with job training and placement; and
 4. Collaborate to successfully and efficiently provide said services; and
 5. Capacity to offer varied training curriculum.
- The firm must be licensed under the appropriate State and Local laws.

Firm must demonstrate a proven track record, to include documented experience, of providing the scope of work as outlined in this RFP. Within the proposal, the firm must describe your organization's work over the past two years involving Job Skills Training and Staffing Placement/Vendor Utilization Services. Specifically, firms should describe and provide documentation on your experience and expertise in the following areas:

- A documented proven track record of past performance, to successfully educate, train and job-place adults, in permanent full-time placement.
- Staff expertise in providing proactive case management to support clients in overcoming barriers to training, completing a program and retaining employment.
- Demonstrated ability to adapt curriculum and instructional methodology to meet the needs of people with a variety of learning styles and ability levels.
- Internal monitoring capabilities which allow for program modification as needed.
- Job development and placement/Vendor Utilization - Staff experience in engaging employers and strong employer involvement in program design.
- Staffing structures which support the services proposed.
- Job skills training
- Counseling, case management, and post-placement services

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

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 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.

END OF SECTION

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

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 proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide seven (7) thumb drives with your firm’s submittal.

Section below, Submission of Proposals, outlines the format to be followed for responses to this RFP.

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 with knowledge of your firm’s contract performance with local government entities or private sector entities.

Each firm must provide the following information for the references provided and ensure that the contact information provided is up to date and accessible.

- Name of firm-company for which work was provided.
- Name of Reference (Project Manager) charged with managing said project. References shall be employees in senior level management positions.
- Type of services provided. Year services started and was completed.
- Dollar amount of contract.
- 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.

CONTRACT TERMS

The term of the Agreement is for twelve (12) months with the option to renew for an additional two (2), yearly renewals. The submittal responses shall be valid until such time as City Commission awards a contract as a result of this RFP.

CONFLICT OF INTEREST

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

SUBMISSION OF PROPOSAL

I. DEFINITIONS

- **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 Contractor 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.
- **Contractor** 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 23-6 of the Code of Ordinances of the City of Hallandale Beach, Florida.
- **Project Manager** means the Contractor's representative authorized to make and execute decisions on behalf of the Contractor.
- **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).
- **Successful Proposer** means the qualified, responsible and responsive Proposer to whom City (on the basis of City's evaluation as hereinafter provided) makes an award.

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

The outline for items # 1 through # 13 below must be followed.

1. Title Page

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

2. Table of Contents

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

3. Transmittal Letter

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

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

4. General Requirements

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.

While additional data may be presented, the information requested in items 1 through 13, must be included. Items 1-13 represent the criteria against which proposals will be evaluated.

5. 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.

6. Firm's Qualifications and Experience

- a) Firm must demonstrate a proven track record, to include documented experience, of providing the scope of work as outlined in this RFP. Briefly describe your organization's work over the past two years involving Job Skills Training and Staffing Placement/Vendor Utilization Services. Describe and provide documentation on your experience and expertise in the following areas:
- A documented proven track record of past performance, to successfully educate, train and job-place adults, in permanent full-time placement.
 - Staff expertise in providing proactive case management to support clients in overcoming barriers to training, completing a program and retaining employment.
 - Demonstrated ability to adapt curriculum and instructional methodology to meet the needs of people with a variety of learning styles and ability levels.
 - Internal monitoring capabilities which allow for program modification as needed.
 - Job development and placement/Vendor Utilization - Staff experience in engaging employers and strong employer involvement in program design.
 - Staffing structures which support the services proposed.
 - Job skills training
 - Counseling, case management, and post-placement services
- b) Provide a list of the **contracts your firm has obtained** within the past two (2) years, Job Skills Training and Staffing Placement/Vendor Utilization Services, including the type of services provided and the locations. Provide a list of the contracts for said services your firm has lost in the past two (2) years and state the reason for the loss and the location.
- c) Submit any additional information that would assist the City in the evaluation of your proposal.

7. Program Design/Approach to the Project

Please describe the project plan for the proposed initiative. Identify by name the agencies and staff members responsible for this program, briefly describing their experience and qualifications, as well as their roles and responsibilities. Identify the staff who will manage the participant tracking system. Attach job descriptions and resumes for all positions involved in the project, noting whether they are to be funded or provided in-kind. Identify which staff and/or functions are direct service and which are administrative. Label the job descriptions with the name of the staff person, or indicate if the position is vacant.

Describe in detail your proposed design for offering each of the below required components. Explain how these functions, as designed, are appropriate for the program participants.

❖ *Job/Skills Training*

This component will consist of the engagement of various partners that specialize in training. One of the limitations with the City/CRA's previous job training/placement program is that it may not be targeted toward the specific needs of a particular employer or project. The HOP proposes that the training be tailored to fit the upcoming needs of developers and workforce so that the necessary skills are provided to potential employees. Anticipated partners in this component are local vocational schools, community organizations, or private sector entities that provide job skills training.

❖ *Job identification and staffing*

The Job identification and staffing component involves brokering the job needs of employers (current and anticipated) with the availability and interests of potential employees. This component would entail the responsible party to serve as the City-wide staffing center where developers that have committed to Community Benefit Plan (CBP) and local businesses can post the jobs, along with job descriptions, minimum qualifications, pay, physical requirements, etc. The implementation of this component as part of HOP allows for greater transparency among developers and also allows for tailored training for residents seeking work. Additionally, this component will also seek to gain a database of local businesses and material suppliers looking to provide bids on upcoming jobs in the City.

Additional information may include:

- a. **Recruitment:** Discuss your plan for recruitment, including the specific target group you will recruit, the neighborhoods they live in, the organizations and audiences with which you will communicate, and the tools and methods you will use. How large a pool of recruits will you need to bring into your intake process in order to identify the cohort of enrolled participants you propose to serve?
- b. **Assessment:** Describe the initial interview and assessment process you will use to determine individuals' academic and vocational needs and to develop an individual learning plan for each participant. Identify the specific skills assessed and the tools used, including interest inventories. What makes a candidate appropriate for the proposed training? Discuss the entry requirements. What happens to individuals who are determined to be unready or ineligible for your program? How will you know if your participants are attaining the appropriate competencies? Describe how you will work with the individual to reach agreement on the plan and make modifications as necessary.
- c. **Case Management** - Discuss your organization's case management system, including the range of services participants will receive through case management, and how you will maintain a strong, effective presence for participants during the assessment, training and follow-up periods. Who will provide case management? How often? Who will provide career counseling and job placement services? What system do you use for documenting, tracking and sharing case management information?
- d. **Job Training:** Describe your job training program. Discuss your goals, objectives and methods for instruction in job/skills training. Describe the specific competencies that your trainees will master. Attach a syllabus or curriculum outline for each instructional component and schedule of program activities. Please explain your approach to the integration of basic skills, computer skills, soft skills and vocational skills. Use examples from your curriculum to illustrate how students will learn or strengthen cognitive and technical skills in context.
- e. **Job Placement/Vendor Utilization** - List the employers you are targeting for placement of the graduates. Identify the specific job titles (with wages) for which your participants will be competing. Discuss how you will prepare trainees for on-line job search and on-line applications. Provide a timeline for the process and timing of your job development, placement and retention activities. Discuss in detail the ways in which your partnerships with employers will contribute to the success of your training, job development, placement, and retention efforts. Clearly define the roles and activities of the participating employer(s).
- f. **Organizational Structure:** Define the organizational structure within your organization that will ensure sound fiscal accountability, effective operations, and quality control.

8. 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 with knowledge of your firm's contract performance with local government entities or private sector entities.

Each firm must provide the following information for the references provided and ensure that the contact information provided is up to date and accessible.

- a) Name of firm-company for which work was provided.
- b) Name of Reference (Project Manager) charged with managing said project. References shall be employees in senior level management positions in the field of public food service establishments.
- c) Type of project. Year project started and was completed.
- d) Dollar amount of contract.
- e) 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.

9. Financial Resources

Submit audited **financial statements** for the past two (2) years, including an income statement, a profit and loss statement, a balance sheet and a cash flow statement. In lieu of audited financial statements, proposers may submit other evidence, acceptable to the City, of financial responsibility. Such evidence may include, but is not limited to letter(s) of credit with a financial institution indicating the proposer's line of credit and the level of financing the institution will offer the proposer for capital procurement, and certified copy(ies) of federal income tax return(s) or acceptable equivalents.

10. Collaborations

Proposals that can demonstrate strong collaboration service providers will be viewed favorably. The Proposal must have a clearly identified lead agency that is financially and

programmatically able to implement the HOP program. The Proposal must be able to illustrate how the lead agency will provide service provisions and the specific ways the collaboration will occur with partnering organizations.

Each organization within the collaborative must provide:

- Description of current programs and total number of clients served
- Organization history and major achievements
- Geographic area served

The collaboration narrative must clearly define

1. Identification of the Lead Agency
2. What services are to be provided and by which organization
3. Which organization will be the Fiscal Agent
4. How the coordination of those services will be managed
5. Discuss how services will be tracked and what mechanisms will be used to ensure that participants receive services in an efficient and timely manner
6. Demonstrated commitment from all participating entities, in the form of a signed agreement or Board resolutions supporting the proposed collaboration
7. Timeline for proposed work

11. 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.

12. Local City of Hallandale Beach Vendor Preference (LVP): See Exhibit III for further details.

13. Community Benefit Plan – BONUS POINTS See Exhibit III for further details.

III. 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 City.

NUMBER	CRITERIA LISTED	POTENTIAL POINTS
1.	Firm's Qualifications and Experience	20
2.	Past Performance (References)	10
3.	Financial Resources	10
4.	Program Design/Approach to the Project	20
5.	Cost Proposal	10
6.	Collaborations	20
7.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
	TOTAL POINTS **	100
BONUS	Community Benefit Plan Bonus Points	(2.5-10)

*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.

COST PROPOSAL:

Firm's must provide the price for services in this format.

Total Cost for all services stipulated in this RFP \$ _____.

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

SUBMITTAL DUE DATE:

Reponses are Due: Friday, November 14, 2014 no later than 11:00am.

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

CITY OF HALLANDALE BEACH
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP NO. FY2014-2015-002
HALLANDALE OPPORTUNITY PROJECT

MANDATORY PRE-PROPOSAL CONFERENCE:

Mandatory Pre-Proposal Conference is being held **October 22, 2014 at 11:00 am**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009. In order for your Firm's Proposal to be accepted a representative from your firm must have attended the Mandatory Pre-Proposal Conference and signed in for your firm.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to alues@cohb.org by no later than **OCTOBER 24, 2014 no later than 11:00 A.M.**

END OF SECTION

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

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

RFP ADVERTISING DATE	OCTOBER 14, 2014
RFP DOCUMENT RELEASED	OCTOBER 14, 2014
MANDATORY PRE-PROPOSAL CONFERENCE	OCTOBER 22, 2014 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN OCTOBER 24, 2014 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>NOVEMBER 14, 2014</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	THROUGH NOVEMBER 21 THROUGH DECEMBER 31, 2014
ORAL INTERVIEWS – (IF REQUIRED)	THROUGH NOVEMBER 21 THROUGH DECEMBER 31, 2014
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

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.

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the following insurance requirements 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.

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

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence, **\$1,000,000** Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

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

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

Additional Insured Contractor **agrees to** endorse City as an Additional Insured with a CG 2026 07 04 Additional - Insured – Designated Person or Organization endorsement or CG 2010 19 01 Additional Insured - Owners, Lessees, or Contractors – Scheduled Person or Organization or CG 2010 07 04 Additional Insured - Owners, Lessees, or Contractors – Scheduled Person or organization in combination with CO 2037 07 04 Additional Insured - Owners. Lessees

Contractors- Completed Operations, or similar endorsements, to the Commercial General Liability. The Additional Insured shall read "City of Hallandale Beach."

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

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

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

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

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

PROFESSIONAL SERVICES AGREEMENT INSURANCE REQUIREMENTS:

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

Professional Liability: Respondent agrees to maintain Professional (Errors & Omissions) Liability at a limit of liability not less than **\$1,000,000** Per Claim, **\$1,000,000** Annual Aggregate, or a **\$1,000,000** Combined Single Limit. When a self-insured retention (SIR) or deductible exceeds **\$25,000**, the City reserves the right, but not the obligation, to review and request a copy of the Respondent's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, Respondent agrees to maintain a Retroactive Date prior to or equal to the effective date of any resulting contract. In the event the policy is cancelled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of any resulting contract, Respondent agrees to purchase a SERP with a minimum reporting period not less than **two (2)** years. The requirement to purchase a SERP shall not relieve Respondent of the obligation to provide replacement coverage.

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

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

City of Hallandale Beach
Attn: Risk Management Department
400 S. Federal Highway
Hallandale Beach, FL 33009

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