



**Submit Proposals To:**  
**City of Hollywood**  
**2600 Hollywood Boulevard**  
**Hollywood, Florida 33020**  
**Office of City Clerk, Room 221**

**CITY OF HOLLYWOOD, FLORIDA**

**REQUEST FOR PROPOSALS**

**PROPOSER ACKNOWLEDGMENT**

**RFP Title: Financial Advisory Services**

**RFP No.: RFP-4413-14-RD**

**Service Required: Financial Advisor on Debt Collections**

**A Cone of Silence is in effect with respect to this RFP. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15(F) of the City's Code of Ordinances.**

Proposals must be received prior to 3:00 P.M., Thursday, May 1, 2014, 2014 and may not be withdrawn within 90 calendar days after such date and time. Proposals received by the date and time specified will be opened in Room 303. All Proposals received after the specified date and time will be returned unopened.

Procurement Services Contacts: Ralph Dierks, or Linda Silvey, or Joel Wasserman, or his designee  
 Telephone No.: (954) 921-3223 or (954) 921-3200 or (954) 921-3290

### PROPOSER ACKNOWLEDGMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE PROPOSAL PRIOR TO THE DATE AND THE TIME OF PROPOSAL OPENING. THE PROPOSAL SUMMARY SHEET PAGES ON WHICH THE PROPOSER ACTUALLY SUBMITS A PROPOSAL AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH ALL PAGES OF THE PROPOSAL DOCUMENT.

<b>Proposer's Name:</b>	<b>Fed. ID No. or SS Number</b>
<b>Complete Mailing Address:</b>	<b>Telephone No.:</b>
	<b>Fax No.:</b>
<b>Do You Have a Permanent Office Located in the City of Hollywood?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>E-Mail Address:</b>
<b>Indicate type of organization below:</b> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other	

**ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL RFP SUBMITTAL FORMS AND FAILURE TO SUBMIT ALL PAGES OF THE RFP DOCUMENT AND ANY ADDENDUMS ISSUED MAY RENDER YOUR RFP NON-RESPONSIVE.**

THE PROPOSER CERTIFIES THAT THIS PROPOSAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE PROPOSAL DOCUMENTS AND THAT HE HAS MADE NO CHANGES IN THE PROPOSAL DOCUMENT AS RECEIVED. HE FURTHER PROPOSES AND AGREES, IF HIS PROPOSAL IS ACCEPTED, HE/SHE WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN HIM AND THE CITY OF HOLLYWOOD, FLORIDA, FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS PROPOSAL PERTAINS. FURTHER, BY SIGNING BELOW IN BLUE INK, ALL RFP PAGES ARE ACKNOWLEDGED AND ACCEPTED AS WELL AS ANY SPECIAL INSTRUCTION SHEET(S) IF APPLICABLE. I AM AUTHORIZED TO BIND PERFORMANCE OF THIS RFP FOR THE ABOVE PROPOSER.

\_\_\_\_\_  
 Authorized Name and Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date



CITY OF HOLLYWOOD, FLORIDA  
**BID/PROPOSAL NOTIFICATION**  
 PROCUREMENT SERVICES DIVISION

Notice to Offerors: Log on to [www.hollywoodfl.org](http://www.hollywoodfl.org) and select the link to Vendor Registration & Bids to register as a supplier.

**BID / PROPOSAL DOCUMENT INFORMATION**

Bid/Proposal Number:	<b>RFP-4413-14-RD</b>
Bid/Proposal Name:	<b>Financial Advisory Services</b>
Procurement Contact Person:	<b>Ralph Dierks</b>
Email Address:	<a href="mailto:rdierks@hollywoodfl.org">rdierks@hollywoodfl.org</a>
Telephone Number:	<b>(954) 921-3223</b>
Bid/Proposal Opening Date:	<b>3:00 P.M., May 1, 2014</b>
Pre-Bid/Proposal Conference Date:	<b>N/A</b>
<input type="checkbox"/> Mandatory if Box is Checked	

**To view or download this Bid or RFP and any addenda go to:**

[www.hollywoodfl.org.bids.aspx](http://www.hollywoodfl.org.bids.aspx) and click on the bid or proposal number referenced above on this document or the corresponding addendum.

A Cone of Silence is in effect with respect to all Formal Bids and Request for Proposals. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15 (F) of the City's Code of Ordinances.



**Bid/Proposal Name: Financial Advisory Services**  
**Bid/Proposal Number: RFP-4413-14-RD**  
**Bid/Proposal Opening Date: 3:00 PM, May 1, 2014**

**Firm Name/Address:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Return to:**

**City of Hollywood, Florida**  
**c/o: Office of City Clerk**  
**2600 Hollywood Blvd., Rm#: 221**  
**Hollywood, Florida 33020**

NOTE: Always use the label to the left on all packages when returning your bid or proposal to the City.



## **NOTICE TO ALL BIDDERS AND PROPOSERS**

### **Cone of Silence**

The City of Hollywood City Commission adopted Ordinance No. O-2007-05, which created Section 30.15(F) imposing a Cone of Silence for certain City purchases of goods and services.

The Cone of Silence refers to limits on communications held between vendors and vendor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential vendors or vendor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information. The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a vendor or vendor's representative from communicating verbally, or in writing to the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a vendor or vendor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

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 City Commission takes any other action which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at <http://www.hollywoodfl.org/ConeOfSilence>

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**REQUEST FOR PROPOSAL FORM  
CITY OF HOLLYWOOD, FLORIDA**

**“AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY”**

**PART I: PURPOSE AND SCOPE OF SERVICES REQUESTED**

**A. PURPOSE**

The City of Hollywood, Florida (the “City”) is seeking proposals from qualified firms to serve as the City’s financial advisor on debt transactions to be issued by the City. Only firms which are registered with the Municipal Securities Rulemaking Board as a municipal advisor are eligible to submit proposals under this RFP. Proof of registration must be submitted with Proposal.

The City is issuing this Request for Proposal (RFP) to provide potential applicants with information, guidelines and rules to prepare and submit a proposal. A proposal must satisfy all criteria in this request to qualify for consideration.

The selection of a firm by the City shall be based on the proposal which is, in the sole opinion of the City, in the best interest of the City. The issuance of this Request for Proposal constitutes only an invitation to make proposals to the City. The City reserves the right to determine, in its sole discretion, whether any aspect of the proposal satisfies the criteria established in this Request for Proposal.

The City will soon be issuing a Request for Proposals (RFP) for Bond Underwriters to assemble additional members of the City’s debt financing team. Firms will not be permitted to submit proposals under both RFP’s. Firms can submit a proposal for either Financial Advisor or Bond Underwriter, but not both. A firm which submits proposals for both RFP’s will be considered non-responsive to both RFP’s.

**B. SCOPE OF WORK TO BE PERFORMED**

1. To develop a comprehensive financing plan and debt management policy to address the City’s needs for capital funds, explore alternative financing sources and project impacts on the future financial condition of the City.
2. For each specified capital need, the advisor will develop a financing plan in consultation with the City’s officials, engineering consultants, and bond counsel. When applicable, the plan will incorporate engineering and feasibility studies relating to the proposed project and studies pertaining to revenue projections, and consider the existing corporate, financial and legal structure of the City.
3. To coordinate presentations with bond rating agencies, investors and other groups to facilitate the sale and marketing of the City’s debt instruments.
4. Advise the City on term, structure, and marketing features for both negotiated and competitive bond sales, including, but not limited to, maturities, coupon rates, call features, security provisions and covenants, costs of issuance, reserve requirements and debt service requirements.

5. Provide market information during pricing and structuring of negotiated bond sales, monitor the market to assist in pricing and monitor the lead underwriter's "book" during the order period. Support City management in aggressively pricing bonds to obtain the best value. Prepare a timely post-pricing evaluation for the City.
6. Prepare, review or assist in the preparation and review of documents related to each bond sale, including, but not limited to official statements, cash flow models and schedules. Prepare cash flow analysis and related schedules for City bond issues.
7. Advise the City as to industry standards and practices in accordance with applicable Municipal Securities Rulemaking Board ("MSRB") and Securities Exchange Commission ("SEC") rules and promulgations, municipal bond disclosure guidelines, and state and federal regulations relevant to tax-exempt bond issuance and lending practices. Advise and assist the City in analyzing changes thereto and how the City can take advantage of potential opportunities and comply with any changes.
8. Upon request, attend meetings of the Hollywood City Commission.
9. Participate, to the extent required, in bond closings.
10. Assist the City in developing and evaluating RFP's and other materials to obtain the services of a paying agent/registrar, trustee, printer, or other professionals as needed.
11. Other services covered by information requested in this RFP.

**CONTRACT TERM:**

The term of this contract shall be for a period of three (3) years beginning upon date of award or expiration of current contract, whichever is later. The City may renew this contract for a two (2) year period subject to City's option, vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City.

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

**Termination**

The City of Hollywood reserves the right to cancel this agreement with or without cause.

**PART II: PROPOSAL SUBMISSION REQUIREMENTS****A. SUBMISSION REQUIREMENTS**

All Proposals shall be received by the City Clerk, City of Hollywood, City Hall, 2600 Hollywood Boulevard, Room 221, Hollywood, Florida 33020, and plainly marked on the outside of the envelope using the label available on page two of this document.

**PROPOSAL ENVELOPES SHALL BE SEALED AND IDENTIFIED AS SPECIFIED BELOW:**

<b>RFP NO.</b>	<b>RFP-4413-14-RD Financial Advisory Services</b>
<b>TO BE OPENED:</b>	<b>3:00 P.M., May 1, 2014</b>
<b>AND ADDRESSED TO:</b>	<b>CITY OF HOLLYWOOD OFFICE OF THE CITY CLERK 2600 HOLLYWOOD BLVD., ROOM 221 HOLLYWOOD, FLORIDA 33020</b>

**AN ORIGINAL, CLEARLY IDENTIFIED, AND TWELVE (12) COPIES AND ONE (1) ELECTRONIC COPY (CD) OF YOUR PROPOSAL MUST BE SUBMITTED AT OR BEFORE TIME OF PROPOSAL OPENING.**

It will be the sole responsibility of the Proposer to have his Proposal delivered to the Office of the City Clerk on or before the closing hour and date shown above for receipt of Proposals. If a Proposal is sent by mail, the Proposers shall be responsible for its delivery to the City Clerk's Office before the closing hour and date shown above for receipt of Proposals. Proposals thus delayed will not be considered and will be returned unopened after award.

**SUBMISSION REQUIREMENTS (CONTINUED)**

**The Proposal shall be signed by a representative who is authorized to contractually bind the Proposer. Your firm must provide evidence, with your proposal submittal, that it is registered as a municipal advisor with the Municipal Securities Rulemaking Board.**

Each Proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each Proposal must be on completeness and clarity of content. In order to expedite the evaluation of Proposals, it is essential that Proposer follow the format and instructions contained herein. If the Proposer so wishes, the Proposal may be accompanied with brochures, promotional materials, or displays properly identified. However, Proposal Submission Requirements as listed herein must be followed. All Proposals must be submitted as specified on the Proposal pages which follow. Any attachments must be clearly identified.

The Proposal shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval of the City Commission of the City of Hollywood, and in case of default the City of Hollywood reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and request new Proposals. The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.

**FORMAT**

## 1. Title Page

Show the Request for Proposal subject, the name of your firm, address, telephone number, name of contact person, contact person's email address and date.

## 2. Table of Contents

Clearly identify the material by section and page number.

## 3. RFP Checklist

## 4. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- a. Briefly state your firm's understanding of the work to be done and provide a positive commitment to perform the work.
- b. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers.



**SUBMISSION REQUIREMENTS (CONTINUED)****5. Firm Qualifications and Key Personnel**

- a. State how and under what state the firm is organized. Your firm must provide evidence that it is authorized to do business in the State of Florida.
- b. Does your firm maintain any full-time public finance offices in Florida or the southeastern United States? If so, how would such offices assist with the proposed financings?
- c. If your firm's primary business is investment banking, will the financial advisory work requested through this RFP be performed by investment bankers or persons dedicated exclusively to financial advisory services?
- d. Names, qualifications and experience in providing similar services of those persons who will be assigned to work with the City. Please include brief resumes addressing both experience over the past five (5) years and education.
- e. Describe availability of individuals assigned to engagement. What other individuals would be available to the City?

**6. Work Experience**

- a. Describe the firm, including the size, range of activities, similar work performed, etc. Particular emphasis should be given as to how the experience and expertise in the financial advisory area will be brought to bear on the proposed work.
- b. Outline your firm's approach and the steps that it would take in developing a financing plan and debt management policy and the duties of the financial advisor at each step.
- c. For each debt issue, the firm shall facilitate the sale and marketing of the City's debt. Outline the activities the firm would undertake to perform this function. Describe the firm's experience with these activities.
- d. What role would your firm expect to play in refinancing municipal debt? Describe in detail your firm's experience in refinancing or in alternative transactions that reduce debt service cost of existing debt.
- e. Outline your firm's experience during the past three years with the major rating agencies. Discuss this experience and its potential applicability to the City.

- f. Describe the experience of your proposed personnel in developing long-term strategic financial plans for municipal clients. Include case studies completed over the past three (3) years which illustrate the experience of your proposed personnel in this area.
- g. Describe the experience of your proposed personnel with taxable financings. Include descriptions of taxable transactions completed over the past three (3) years which illustrate the experience of your proposed personnel in this area.
- h. Provide, in chart form, a description of similar municipal engagements performed in the State of Florida since 2010. List date of issue, issue name, issue size, method of sale, participating underwriters, and bond counsel for the transaction, relevant Bond Buyer Index on sale date, T.I.C., gross spread, and the components of the gross spread. Also include in the chart your firm's role in the financing.
- i. What experience does your firm have in representing public entities in negotiations with private vendors or developers in matters of service agreements and financial plans?
- j. Provide samples of work products, such as a comprehensive debt management policy, long-term financial plans and non-transactional project reports.

**7. Technical Ability of Firm**

- a. What technical and legal support services do you have available? How would you utilize them in the formulation of the financing plan and in support of the City's financing program?
- b. Describe the specific services that your firm provides to municipal clients during bond pricing. What sources of information are utilized to provide pricing comparisons? Identify firm resources, including any dedicated staff that will be available to the City during bond pricing.
- c. What role would your firm expect to play in evaluating financing alternatives other than municipal bonds? What alternatives would be considered?
- d. For each debt issue, the firm will recommend the method of sale. Please outline the circumstances under which each method (competitive or negotiated) would be preferred. What role would your firm expect to play as financial advisor under each method of sale?
- e. Describe any innovations you have developed or worked on for tax-exempt security issues, briefly outlining the problem, your solution, and the results.

**SUBMISSION REQUIREMENTS (CONTINUED)**

- f. Describe your firm's method of providing client computer support and modeling for complex financial analysis. Is this service provided with in-house resources? If not, please describe how the services are provided.

**8. Independence of Firm**

- a. Does your firm have any arrangement with any unrelated individual or entity with respect to the sharing of any compensation, fees, or profit received from or in relation to acting as a financial advisor for the City? If so, provide a copy of any contract relating to the arrangement and the manner in which compensation or fees would be shared.
- b. Give three references of governmental issuers for which your firm serves or served as financial advisor in Florida. Please provide a contact name, phone number, and email address.
- c. Will the selection of your firm or the assignment of any employee of your firm result in any current or potential conflict of interest? If so, your firm's response must specify the party with which the conflict exists or might arise, the nature of the conflict and whether your firm would step aside or resign from the engagement or representation creating the conflict.
- d. Identify fully the extent to which your firm or individual partners or employees are the subject of any ongoing municipal securities investigation, are a party to any municipal securities litigation or arbitration, or are the subject of a subpoena in connection with a municipal securities investigation.
- e. Additionally, include any such investigations which concluded in an enforcement or disciplinary action ordered or imposed in the last five (5) years.

**9. Project understanding, proposed approach, and methodology.**

Describe your approach to performing the contracted work. This should include the following points:

Type of services provided. Discuss your role and that of other parties involved in the data gathering, data analysis and recommendation process.

Discuss your project plan for this engagement outlining major tasks and responsibilities, time frames and staff assigned.

## 10. Compensation

Please explain the firm's proposed fee schedule for the work to be performed as itemized under Section A above, for the various financing sources specified. Fee schedule should be fixed for the original three-year period. Fees for the renewal period must also be specified. Payment of fees will be contingent upon the successful issuance of the bonds. Explain how fees may differ in the cases of a competitive versus a negotiated sale. Explain timing of payments and retainer arrangement, if any. Clearly state which incidental expenses will be the responsibility of the City, if any.

Each proposer is to include hourly rates for special non-transaction services and financings not involving a public offering of securities, by level of personnel to be involved. The successful proposer must submit a not to exceed fee quote for each project subject to written approval by the City.

	General Obligation Negotiated Sale	General Obligation Competitive Sale	Revenue Bond Negotiated Sale	Revenue Bond Competitive Sale	Variable Rate Bonds	Private Placement Debt	Bank Loan	Derivatives
Fee per \$1000								
First \$25 million								
Next \$25 million								
Next \$50 million								
Amount over \$100 million								
Minimum								
Maximum								

## 11. Project time schedule, if applicable.

Provide a detailed time schedule for this project.

**NOTE: It is the responsibility of each Proposer to redact all financial information (i.e., social security numbers and bank account numbers) from your RFP prior to submittal, which are exempt from the Florida Statutes Chapter 119, (Public Records Law).**

**B. INSURANCE REQUIREMENTS**

Contractor shall maintain, at its sole expense, during the term of this agreement the following insurances:

- A. **Commercial General Liability Insurance** naming the City as an **additional insured** with not less than the following limits:

General Aggregate	\$1,000,000
Products-Comp/Op Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000

Coverage shall include contractual liability assumed under this agreement, products and completed operations, personal injury, broad form property damage, and premises-operations.

- B. **Commercial Automobile Liability Insurance** naming the City as an **additional insured** with not less than the following limits:

Combined Single Limit	\$500,000
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Coverage shall include contractual liability assumed under this agreement, owned, hired and non-owned vehicles.

**Worker's Compensation:**

- C. **Worker's Compensation Insurance** covering the contractor and the contractor's employees with not less than the following limits:

Worker's Compensation	\$100,000/500,000/100,000 for coverage
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- D. Recognizing that the work governed by this contract involves the furnishing of advice or services of a professional nature, the Contractor shall purchase and maintain, throughout the life of the contract, **Professional Liability Insurance** which will respond to damages resulting from any claim arising out of the performance of professional services or any error or omission of the Contractor arising out of work governed by this contract.

The minimum limits of liability shall be:

\$1,000,000 Each Claim

***Coverage shall be provided by a company or companies authorized to transact business in the state of Florida and the company or companies must maintain a minimum rating of A-VII, as assigned by the A.M. Best Company.***

**Please Note:** The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled until at least thirty (30) days prior written notice has been given to the City. Certificates of insurance, reflecting evidence of the required insurance, shall be provided to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension thereunder is in effect.

**The insurance policy shall not contain any exceptions that would exclude coverage for risks that can be directly or reasonably related to the scope of goods or services in this bid/proposal. A violation of this requirement at any time during the term, or any extension thereof shall be grounds for the immediate termination of any contract entered in to pursuant to this bid/proposal. In order to show that this requirement has been met, along with an insurance declaration sheet demonstrating the existence of a valid policy of insurance meeting the requirements of this bid/proposal, the successful proposer must submit a signed statement from insurance agency of record that the full policy contains no such exception.**

**The City reserves the right to require additional insurance in order to meet the full value of the contract.**

The City reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

**HOLD HARMLESS AND INDEMNITY CLAUSE:**

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**(Company Name and Authorized Signature, Print Name),**  
the contractor shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

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**(Company Name and Authorized Signature, Print Name),**  
further certifies that it will meet all insurance requirements of the City of Hollywood and agrees to produce valid, timely certificates of coverage.

**C. GENERAL INFORMATION AND SCHEDULE**

For information concerning procedure for responding to this Request for Proposal (RFP), contact the Procurement Services Division, Ralph Dierks, Procurement Manager at (954) 921-3223, or Linda Silvey, Budget and Procurement Technician at (954) 921-3200 or Joel Wasserman, Director, Procurement Services at (954) 921-3290, or his designee. Such contact is to be for clarification purposes only. Material changes, if any, to the scope of services, or Proposal procedures will only be transmitted by written addendum.

It is preferred that all questions be submitted in writing. Questions should be directed to the City of Hollywood, P.O. Box 229045, Hollywood, Florida 33022-9045, Attention: Ralph Dierks, Procurement Services Division, or to facilitate prompt receipt of questions, they may be sent via fax at (954) 921-3086, or via e-mail to [rdierks@hollywoodfl.org](mailto:rdierks@hollywoodfl.org) or [lsilvey@hollywoodfl.org](mailto:lsilvey@hollywoodfl.org) or contact the Director of Procurement Services or his designee. **Questions must be received no later than 5:00 P.M., April 10, 2014.**

RFP Schedule

REQUEST FOR PROPOSALS ISSUED	March 27, 2014
PROPOSAL DUE DATE-PRIOR TO 3:00P.M.	May 1, 2014

**D. OTHER CONSIDERATIONS**

1. The City reserves the right to approve substitutions for assigned personnel proposed for this engagement. Substitutions may be allowed for staff turnover, sickness or other emergency situations.
2. All contact for information regarding the Proposal must be addressed to the City of Hollywood's Procurement Services Division. Over the course of this RFP process, related contact with City Staff by a respondent or their agent, other than as part of the evaluation process or for clarification purposes, will be grounds for automatic disqualification of that vendor.

Each Proposer shall examine all Proposal Documents and judge for themselves all matters relating to the adequacy and accuracy of the documents. If the Proposer is of the opinion that any part(s) of the Proposal Document is incorrect or obscure, or that additional information is needed, he should request such information or clarification from the Procurement Services Division in order that appropriate addenda may be issued, if necessary, to all prospective Proposers.

3. No oral change or interpretation of the provisions contained in this Request for Proposal is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to Proposal Documents are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

4. All materials submitted in response to the RFP become the property of the City of Hollywood and will be returned only at the option of the City. The City has the right to use any or all ideas presented in any response to the RFP whether amended or not and selection or rejection of the Proposal does not affect this right, provided however, that any Proposal that has been submitted to the City Clerk's Office may be withdrawn prior to Proposal opening time stated herein, upon proper identification and signature releasing Proposal Documents back to Proposer.
5. After initial review of the Proposals, the City may invite consultants for an interview to discuss the Proposal and meet its representatives, particularly key personnel who would be assigned to the project. It is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the Proposal.
6. Copies of Proposals submitted may not be viewed until thirty (30) days after RFP opening date.
7. The City reserves the right to determine, at its sole discretion, whether any aspect of a Proposal satisfies the criteria established in this Request for Proposals. The City further reserves the right to negotiate with any person or firm submitting Proposals and reserves the right to reject any or all Proposals with or without cause. The City also reserves the right to waive minor technical defects in a Proposal. In the event that this Request for Proposals is withdrawn by the City for any reason, the City shall have no liability to any applicant for any costs or expenses incurred in connection with this Request for Proposals or otherwise. All such expenses incurred in the preparation of a Proposal shall be borne by the Proposer.

Failure or refusal of the successful Proposer to execute a contract within thirty (30) days after award shall constitute a default. Any such Proposer shall not assign, transfer, convey or otherwise dispose of any or all of its rights, title or interest therein, or its power to execute such contract to any person or firm without prior written consent of the City.

8. Vendors conducting business with the City of Hollywood whose business is located in the State of Florida, should be properly registered with the State of Florida Division of Corporations. Registration is a requirement to do business with the City of Hollywood, however, the State of Florida Division of Corporations registration process is not administered by the City. Please visit <http://sunbiz.org/> to register your company or for further question regarding registration.
9. The Immigration and Nationality Act prohibits (i) the employment of an unauthorized alien when the employer knows the individual is an unauthorized alien and (ii) the employment of an individual without complying with the requirements of the federal employment verification system. If a contractor commits either of these violations, such violation shall be cause for unilateral cancellation of the contract.



**E. EVALUATION CRITERIA**

Proposals will be evaluated using the criteria listed below to ascertain which Proposal best meets the requirements of the City. The Items to be considered during the evaluation and the associated point values are as follows:

1.	Firm Qualifications and Key Personnel	0-20 points
2.	Work Experience	0-25 points
3.	Technical Ability of Firm	0-20 points
4.	Independence of Firm	0-20 points
5.	Fee Schedule	0-15 points
<b>MAXIMUM TECHNICAL POINTS</b>		<b>100</b>

**F. SELECTION PROCESS**

Evaluation of the Proposals will be performed by a committee selected by the City. The committee will evaluate the firms according to their Proposal. The initial scores will be tallied and a short list will be developed consisting of the firms receiving the highest point ratings. The committee may conduct discussions with offerors on the short list for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. In conducting discussions, there shall be no disclosure of any information derived from Proposals submitted by competing offerors. These firms may be invited to an oral interview before the committee. A short list of finalists will be determined and presented to either the City Manager or her designee or to the City Commission, in accordance with the applicable City of Hollywood Code of Ordinance, and will make the final ranking for the purposes of negotiating a contract with the top ranked firm.

**G. EQUAL EMPLOYMENT OPPORTUNITY**

Proposer shall provide a written statement that it does not and will not discriminate against any person, employee, or applicant for employment, because of race, creed, color, religion, sex, national origin, ancestry, age or disability.

**H. PROMPT PAYMENT: LATE PAYMENTS BY CONTRACTOR TO SUBCONTRACTOR AND MATERIAL SUPPLIERS; PENALTY:**

When a contractor receives from the City of Hollywood any payment for contractual services, commodities, materials, supplies, or construction contracts, the contractor shall pay such moneys received to each Subcontractor and Material Supplier in proportion to the percentage of work completed by each Subcontractor and Material Supplier at the time of receipt. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the Subcontractors and Material Suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to

make payments required by this section to Subcontractors and Material Suppliers within fifteen (15) working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the Subcontractors and Material Suppliers a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed. Retainage is also subject to the prompt payment requirement and must be returned to the Subcontractor or Material Supplier whose work has been completed, even if the prime contract has not been completed. The Contractor shall include the above obligation in each subcontract it signs with a Subcontractor or Material Supplier.

## **I. ADA COMPLIANCE**

Persons with disabilities who require reasonable accommodation to participate in City programs and/or services may call the Equal Opportunity Manager, Office of Human Resources and Risk Management at (954) 921-3218 (voice). If an individual is hearing or speech impaired, please call Florida Relay Service 1-800-955-8771.

## **J. PUBLIC ENTITY CRIMES**

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

## **K. DECLARATION**

The aforementioned, as Proposer (herein used in the masculine singular, irrespective of actual gender and number), declares, under oath that no other person has any interest in this Proposal or in any resulting agreement to which this Proposal pertains, that this Proposal is not made with connection or arrangement with any other persons, and that this Proposal is made without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the instructions to Proposers, that he has read all addenda, if any, issued prior to the opening of Proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general conditions of the agreement and all relevant information to which this proposal pertains.

**L. DISCLOSURE OF CONFLICT OF INTEREST**

Vendor shall disclose below, to the best of his or her knowledge, any City of Hollywood officer or employee, or any relative of any such officer or employee as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the vendor's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Hollywood Purchasing Ordinance.**

Name	Relationship
_____	_____
_____	_____

In the event the vendor does not indicate any name, the City shall interpret this to mean that no such relationship exists.

**RFP CHECKLIST**

Please check each line item after the completion of the appropriate item.

- \_\_\_\_\_ I verify that the signature on page number one (1) is the signature of the person authorized to bind the agreement. (Preferably in blue ink)
- \_\_\_\_\_ I acknowledge reading and signing the Hold Harmless Statement.
- \_\_\_\_\_ I have included all information, certificates, licenses and additional documentation as required by the City in this RFP document.
- \_\_\_\_\_ I have checked for any addendums to this RFP, and will continue to check for any addendums up to the due date and time of this RFP.
- \_\_\_\_\_ I have submitted one (1) original and twelve (12) copies and one (1) electronic copy (CD) of the entire proposal with addendums.
- \_\_\_\_\_ I have verified that the outside address label of my RFP package is clearly marked to include my company's name, address, RFP number and date of RFP opening.
- \_\_\_\_\_ I have read and completed (if applicable) the "Disclosure of Conflict of Interest".
- \_\_\_\_\_ I am aware that a Notice of Intent to award this bid shall be posted on the City's website at [www.hollywoodfl.org](http://www.hollywoodfl.org) and on the Procurement Services bulletin board in room 303 at City Hall, and that it is my responsibility to check for this posting. Also, I have provided my email address, as the City, at its discretion, may provide me information by such means regarding this procurement process.
- \_\_\_\_\_ I have submitted all supporting documentation for local preference eligibility, which must be received with the bid package prior to the bid opening date and time (if applicable).

NAME OF COMPANY: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_

PROPOSER'S AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_