



Deerfield Beach Florida

Special City Commission Meeting Agenda

150 NE 2nd Avenue | Deerfield Beach, FL, 33441 | 954-480-4200

Mayor Bill Ganz

Vice Mayor Ben Preston

District 1 Commissioner Michael Hudak

District 3 Commissioner Bernie Parness

District 4 Commissioner Todd Drosky

Thursday

March 18, 2021

6:00 PM

CALL TO ORDER & ROLL CALL

City of Deerfield Beach City Commission

Town of Hillsboro Beach Town Commission

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

March 18, 2021

City of Deerfield Beach City Commission

Town of Hillsboro Beach Town Commission

ZOOM MEETING

Join Zoom Meeting by clicking the below link:

<https://deerfield-beach.zoom.us/j/82637334012?pwd=L1BTM3lvQmNhQlhtbmhZRFEvTUFRQT09>

Join Zoom Meeting via telephone by dialing:

Call-in Number: (301) 715-8592

Meeting ID: 826 3733 4012#

Participant ID: #

Passcode: 669250#

For complete instructions on joining and/or participating during Public Comment, please click the following link or attend in person in the City Commission Chambers adhering to social distancing protocols, face covering requirements and temperature checks upon entry:

Attachment: Zoom Instructions

CONSENT - AGREEMENTS & EXPENDITURE REQUESTS

- 1. Resolution 2021/ - A Resolution of the City Commission of the City of Deerfield Beach, Florida, approving the ranking of Request for Qualifications #21-15-JW for Coastal Engineering Services (beach nourishment); authorizing the City Manager to negotiate an Agreement with the most qualified, responsive and responsible proposer, Coastal Protection Engineering, LLC, for a three-year term with two additional one year renewal terms; and providing for an effective date. (*Funds from Account #001-4553-539-3299 - Other Contractual Services*)**

City of Deerfield Beach Staff Comments

Town of Hillsboro Beach Staff Comments

City of Deerfield Beach City Commission Comments

Town of Hillsboro Beach Town Commission Comments

Public Comments

Additional Commission Comments

Motion and vote by City of Deerfield Beach City Commission

Motion and vote by Town of Hillsboro Beach Town Commission

Suggested Action: Commission to vote on Resolution

Voting Requirement: Adoption requires a 3/5 vote of the Deerfield Beach City Commission and a 3/5 vote of the Hillsboro Beach Town Commission

Sponsor: Department of Sustainable Management

Attachment: Coastal Engineering Services

ADJOURNMENT

FUTURE CITY COMMISSION MEETINGS

Regular City Commission Meeting - Tuesday, April 6, 2021

Any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meetings or hearings will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and the evidence upon which the appeal is made. The above notice is required by State Law (F.S. 286.0105). Anyone desiring a verbatim transcript shall have the responsibility, at his/her own expense, to arrange for the presence of a certified court reporter at the hearing.



Special City Commission Meeting - March 18, 2021

DEERFIELD BEACH - YOU ARE HEREBY NOTIFIED that a **Special City Commission** meeting will be held with the Town of Hillsboro Beach on **Thursday, March 18, 2021, at 6:00 PM in the City Commission Chambers located at the City Hall Complex, 150 NE 2nd Avenue, Deerfield Beach, Florida**, regarding the award for beach renourishment coastal engineering services. A quorum of the City Commission will be physically present at the meeting and the City will be utilizing communications media technology with most City staff participating through video conferencing. Members of the Town of Hillsboro Beach Commission will also be in attendance.

The March 18, 2021, Special City Commission meeting will proceed utilizing communications media technology; **however, the City Commission Chambers located at the City Hall Complex, 150 NE 2nd Avenue, Deerfield Beach, will be open to the public as an additional method** for speakers wishing to speak on items with such attendees required to adhere to temperature checks, wear facial coverings, and maintain social distancing. A copy of the agenda for the March 18, 2021 meeting will be available at <http://www.deerfield-beach.com/1554/Meetings-Agendas>.

Attending and Viewing the City Commission Meeting:

This meeting will be broadcast live for members of the public. There are several options available to the public to attend/view the meeting:

- 1. In Person Attendance.** Attend in person in the City Commission Chambers adhering to social distancing protocols, face covering requirements and temperature checks at entry.
- 2. Zoom**
 - a. Via Zoom Online** - Access to the meeting will begin at 5:45 PM on March 18, 2021.
 - i. Use the following link below to access the meeting via Zoom:
<https://deerfield-beach.zoom.us/j/82637334012?pwd=L1BTM3lvQmNhQlhtbmhZRFEvTUFRQT09>
 - ii. The video camera display feature is disabled for public use
 - b. Via Zoom Telephone** - Join the meeting via telephone (audio only) using the Call-in number below, followed by the Meeting ID when prompted. No computer or access code is required.

Call-in Number: (301) 715-8592, Meeting ID: 826 3733 4012#, Participant ID: #, Passcode: 669250#

For more information on using Zoom, please visit Zoom Support at the following link:
<https://support.zoom.us/hc/en-us>.

3. YouTube

The meeting will also be available to the public via YouTube for audio and video access; however, public participation, i.e. comments are not possible. The link to watch the meeting via YouTube will be active no later than 5:45 PM on March 18, 2021, and can be found by clicking the camera icon in the Media column at <http://www.deerfield-beach.com/1554/Meetings-Agendas>.

Providing Public Comment:

Public participation is strongly encouraged. Your comments will be limited to three minutes per person. To participate, please choose the option best for you and remember to include your name and address for the record.

1. **In person** - Public comment may be given in the Commission chambers during the applicable public comment portion of the meeting.
2. **Via Email** - Public comments and documents may be submitted via email to web.clerk@dfb.city. Public comments will be read aloud during the meeting and added to the record. Emails can be submitted prior to the meeting or until the public hearing session is closed.
3. **Live Zoom Video Participation** - If attending via Zoom online, at the appropriate public comment period, click "raise hand" on the bottom of the "participants" tab, and your audio will be unmuted when you are recognized.
4. **Live Zoom Telephone Participation** - If attending via Zoom by telephone, at the appropriate public comment period, press *9 to "raise your hand" and your audio will be unmuted when you are recognized.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATUTE 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK NO LATER THAN 3 DAYS PRIOR TO THE MEETING AT (954) 480-4213 FOR ASSISTANCE.

Should you have any questions, please feel free to contact the City Clerk's Office at 954.480.4213. For additional information on the agenda items for the Commission meeting, please visit www.dfb.city.



City of Deerfield Beach

150 NE 2nd Ave
Deerfield Beach, FL
33441
954-480-4200

Face Sheet

File Number: I.D. 2021-555

Agenda Date: 3/18/2021

Status: CONSENT - AGREEMENTS &
EXPENDITURE REQUESTS

In Control: City Commission

Title

Resolution 2021/ - A Resolution of the City Commission of the City of Deerfield Beach, Florida, approving the ranking of Request for Qualifications #21-15-JW for Coastal Engineering Services (beach nourishment); authorizing the City Manager to negotiate an Agreement with the most qualified, responsive and responsible proposer, Coastal Protection Engineering, LLC, for a three-year term with two additional one year renewal terms; and providing for an effective date. (Funds from Account #001-4553-539-3299 - Other Contractual Services)

City of Deerfield Beach Staff Comments

Town of Hillsboro Beach Staff Comments

City of Deerfield Beach City Commission Comments

Town of Hillsboro Beach Town Commission Comments

Public Comments

Additional Commission Comments

Motion and vote by City of Deerfield Beach City Commission

Motion and vote by Town of Hillsboro Beach Town Commission

Recommended Action

Commission to vote on Resolution

Voting Requirement

Adoption requires a 3/5 vote of the Deerfield Beach City Commission and a 3/5 vote of the Hillsboro Beach Town Commission

Fiscal Impact

Costs: Costs will be shared as stipulated in the Settlement Agreement with the Town of Hillsboro Beach.

Account Name: Other Contractual Services

Account Number: 001-4553-539-3299

Background/History

The City Deerfield Beach (the "City") and the Town of Hillsboro Beach (the "Town") are seeking qualified companies who will act on behalf of both jurisdictions in matters relating to the beach, coastal area, beach nourishment projects, interaction with various governmental and regulatory organizations, and advocate for issues on behalf of each, monitor issues, concerns and topics that may possibly affect both parties and their respective beaches. It is expected that the company(s) will lead and guide each municipality jointly through all aspects related to the management, reporting and monitoring of the beach and related areas for beach nourishment. This partnership will require

the company to assume a leadership role by looking forward, and guiding the City and Town through all concerns likely to affect the regions' marine and beach concerns. The company must be a proponent of regional sand management, and have professional associations that will help keep each community aware of what other beach communities are adopting to address coastal challenges.

Current Activity

The City and Town issued a Request for Qualifications #21-15-JW for Coastal Engineering Services (Beach Nourishment) (the "RFQ") in compliance with the City's procurement requirements. After advertisement in the Sun-Sentinel and sending notice of the solicitation to 183 prospective Offerors via the e-Procurement Marketplace, 11 vendors viewed the RFQ documents. On February 16, 2021 at 2:00 p.m., the Purchasing and Contract Administration Division unsealed three proposals that were timely received. The evaluation committee reviewed, scored, and ranked the three proposals in accordance with the weighted criteria stated in the RFQ. The evaluation committee concluded and was unanimous in their decision to make a recommendation to approve the ranking and award the RFQ to the most qualified, responsive and responsible proposer, Coastal Protection Engineering, LLC (the "Coastal Protection").

This meeting is being held jointly with the Town Commission to award the RFQ and select a contractor.

Recommendation

Staff is recommending the City Commission approve the ranking of the RFQ to Coastal Protection and authorize the City Manager to negotiate an agreement with Coastal Protection for a three-year term, with two one year renewal options. If negotiations with Coastal Protection are successful, the mutually acceptable negotiated agreement shall be presented to the City Commission and Town Commission individually for approval. If negotiations with Coastal Protection are unsuccessful, the City Manager is authorized to negotiate an agreement with the next highest ranking qualified proposer.

RESOLUTION NO. 2021/

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, APPROVING THE RANKING OF REQUEST FOR QUALIFICATIONS #21-15-JW FOR COASTAL ENGINEERING SERVICES (BEACH NOURISHMENT); AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN AGREEMENT WITH THE MOST QUALIFIED, RESPONSIVE AND RESPONSIBLE PROPOSER, COASTAL PROTECTION ENGINEERING, LLC, FOR A THREE-YEAR TERM WITH TWO ADDITIONAL ONE YEAR RENEWAL TERMS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Deerfield Beach (the “City”) and the Town of Hillsboro Beach (the “Town”) jointly issued Request for Qualifications #21-15-JW (the “RFQ”) for Beach Nourishment Coastal Engineering Services (the “Services”), which was advertised in the legal notices section of the Sun-Sentinel on January 15, 2021; and

WHEREAS, the notice was also sent to 183 prospective offerors via the e-Procurement Marketplace and 11 vendors viewed the RFQ documents; and

WHEREAS, on February 16, 2021 at 2:00 p.m., the Purchasing and Contract Administration Division unsealed the three proposals that were timely received, and reviewed the proposals to ensure they met the RFQ requirements; and

WHEREAS, the evaluation committee members, consisting of staff from the City and Town, independently reviewed and scored the three proposals in accordance with the weighted criteria stated in the RFQ prior to the first public evaluation committee meeting; and

WHEREAS, the evaluation committee meeting was held on February 23, 2021 to score the proposals based on the weighted criteria stated in the RFQ; and

WHEREAS, following the initial rankings, the evaluation committee concluded and was unanimous in their decision to make a recommendation to approve the ranking and award the RFQ to the most qualified, responsive and responsible proposer, Coastal Protection Engineering LLC (the “Coastal Protection”); and

WHEREAS, the evaluation committee recommends that the City Commission approve the rankings of responsive proposals, and authorize the City Manager to negotiate an agreement with Coastal Protection for the Services for a three-year term with two additional one year renewal terms; and

WHEREAS, on March 18, 2021, the City Commission and Town Commission met in a joint public meeting to discuss and approve the evaluation committee’s ranking and select a proposal for performance of the Services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. The above referenced “Whereas” clauses are true and correct and made a part of this Resolution.

Section 2. The City Commission hereby approves the evaluation committee’s ranking of the three proposals responsive to the RFQ, with Coastal Protection as the top ranked proposal.

Section 3. The City Manager, or designee, is hereby authorized to negotiate a joint agreement with Coastal Protection for the Services, consistent with the terms of the RFQ. If negotiations with Coastal Protection are successful, the mutually acceptable negotiated agreement shall be presented to the City Commission and Town Commission individually for approval. If negotiations with Coastal Protection are unsuccessful, the City Manager is authorized to negotiate a joint agreement with the next highest ranking qualified proposer.

Section 4. The appropriate City officials are authorized to take all necessary steps to implement the aims of this Resolution.

Section 5. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2021.

CITY OF DEERFIELD BEACH

BILL GANZ, MAYOR

ATTEST:

SAMANTHA GILLYARD, CMC, CITY CLERK



Memorandum

TO: Chad Grecsek, Director of Sustainable Management
Mac Serda, Town Manager, Town of Hillsboro Beach

FROM: Jeremin Worlds, Senior Buyer

THRU: Ivelsa Guzman, Purchasing Manager

DATE: March 5, 2021

RE: **Coastal Engineering Services (Beach Nourishment), RFQ #21-15-JW**

The Purchasing and Contract Administration Division issued a Request for Qualifications for Coastal Engineering Services (Beach Nourishment, RFQ #21-15-JW on behalf of the City of Deerfield Beach and the Town of Hillsboro Beach. This formal competitive solicitation process complies with the City of Deerfield Beach and the Town of Hillsboro Beach procurement requirements. Details of the competitive solicitation process are as follows:

- The RFQ was advertised in the legal notices section of the Sun-Sentinel on January 15, 2021. The notice was also sent to one hundred and eighty-three (183) prospective Offeror's via the e-Procurement Marketplace.
- Eleven (11) vendors viewed the documents of the RFQ.
- On Tuesday, February 16, 2021 at 2:00 p.m. EST, the Purchasing and Contract Administration Division closed and unsealed three (3) responses. The responses were reviewed by the Purchasing and Contract Administration Division to ensure the responses met the RFQ requirements.
- Subsequently, each member of the joint evaluation committee assigned by the City of Deerfield Beach City Manager and the Town of Hillsboro Beach Town Manager received their evaluation packages that consisted of: evaluation committee policies and procedures and the evaluation sheets.
- Each evaluation committee member independently reviewed and scored the three (3) proposals in accordance with the weighted criteria stated in the RFQ prior to the initial public evaluation committee meeting held on Tuesday, February 23, 2021 at 10:00 a.m. EST. The Evaluation Committee consisted of: Chad Grecsek, Director of Sustainable Management; Patrick Bardes, Coastal and Waterway Coordinator; Mac Serda, Town Manager, Town of Hillsboro Beach; Steve Mitchell, Chief Building Official, Town of Hillsboro Beach.

- The proposals were evaluated based on the following weighted criteria:

<u>Criteria</u>	<u>Weight</u>
Qualifications and Experience (Primary Firm & Sub Consultants)	3
Understanding of the Project's Objectives and Goals	3
History and Past Performances of Similar Projects including References	2
Financial Stability	2
Willingness to Meet Time and Budget Requirements	1
Certified Minority Business Enterprise	1

- The proposals were ranked (After Joint Committee Members Independent Review) as follows:

Ranking Chart	Chad Grecsek	Patrick Bardes	Mac Serda	Steve Mitchell	Total	Ranking
Coastal Protection Engineering LLC	103.95 / ¹	101.85 / ¹	121.8 / ¹	110.25 / ¹	4	1
APTIM Environmental & Infrastructure, LLC	99.75 / ²	94.5 / ²	98.7 / ²	109.9 / ²	8	2
Humiston & Moore Engineers	98.7 / ³	88.2 / ³	92.4 / ³	78.75 / ³	12	3

- Also, all Proposers provided evidence for the Disadvantage Business Enterprise Program stated in the RFQ documents.
- As required per City Ordinance Section 38-142, the evaluation scores for all Proposers were adjusted upward by five percent (5%). The adjusted evaluation scores are reflected in the above ranking chart.
- After the Joint Committee Members Discussion of the Proposals the scores were not changed.
- Following the rankings, the joint evaluation committee concluded and was unanimous in their decision to make a recommendation to the Joint City Commission to approve the ranking and allow City Deerfield Beach staff and the Town of Hillsboro Beach staff to negotiate a contract with Coastal Protection Engineering LLC. If negotiation is unsuccessful with Coastal Protection Engineering LLC., the City Deerfield Beach staff and the Town of Hillsboro Beach staff reserve the right to negotiation with the next ranking Proposer.
- Reference checks were conducted on Coastal Protection Engineering LLC, and revealed positive rating.
- Documentation related to this solicitation may be obtained by emailing Sandra Francis at sfrancis@deerfield-beach.com. You may contact the Purchasing and Contract Administration Division at 954-480-4381 with any questions.

In summary, Coastal Protection Engineering LLC is the number one (1) ranked Offeror. Therefore, the Joint Evaluation Committee is recommending approval of the ranking with Coastal Protection Engineering LLC as the first ranked Proposer.

Please use this memorandum and all attachments as your backup to the City of Deerfield Beach City Manager and the Town of Hillsboro Beach Town Manager for the Joint Commission Meeting.

Att. Scope of Services

c: Patrick Bardes, Coastal & Waterway Coordinator
Steve Mitchell, Chief Building Official, Town of Hillsboro Beach.

SCOPE OF SERVICES

1. GENERAL INFORMATION

- a. For the purposes of this RFQ, the “Offeror” shall mean contractors, consultants, respondent, organizations, firms, or other persons submitting a response to this RFQ.

The “Successful Offerors” means the most qualified Offerors to whom the City begins negotiations.

The term “City” means the City of Deerfield Beach, a municipal corporation of the State of Florida.

The term “Town” means the Town of Hillsboro Beach, a municipal corporation of the State of Florida.

- b. This RFQ provides guidelines for the submission of qualifications in response to this solicitation for firms and individuals to provide the Scope of Services.
- c. The City and Town anticipate entering into a contract for the services with the most qualified Offeror(s) as determined jointly by the City and Town Commissions. The Offeror understands that this RFQ does not constitute an agreement or a contract with either entity. An official contract or agreement is not binding until the submission is reviewed and accepted by the City and Town Commissions and executed by all parties.
- d. Offeror hereby represents to the City and Town, with full knowledge that the City and Town are relying upon these representations when submitting a proposal, that Offeror has the professional expertise, appropriate permits and licenses, experience, and manpower to perform the services to be provided by the Successful Offerors.

2. SCOPE OF SERVICES

The City and Town are seeking qualified companies who will act on behalf of both municipalities in matters relating to the beach, coastal area, beach nourishment projects, including interacting with various governmental and regulatory organizations, advocating for issues on behalf of each, and monitoring issues, concerns and topics that may possibly affect both municipalities and their respective beaches. It is expected that the company(ies) will lead and guide both municipalities jointly through all aspects related to the management, reporting, and monitoring of the beach and related areas. This partnership will require the company to assume a leadership role by looking forward, and guiding the municipalities through all concerns likely to affect the regions’ marine and beach concerns. The company must be a proponent of regional sand management and have professional associations that will help keep each community aware of what other beach communities are adopting to address coastal challenges.

Additionally, the contractor(s) will be responsible for all aspects of future beach nourishment projects.

The beaches are located on the Atlantic coast in the City and the Town between Florida Department of Environmental Protection (“FDEP”) reference monument markers R1 – R12 in Broward County, FL.

Coastal Management Services may include, but will not be limited to:

- a. Design of coastal protection projects, including but not limited to, beach nourishment, storm protective and erosion control structures, and innovative technologies.
- b. Prepare construction cost estimates and assist in bidding processes, including pre- construction conferences. Procurement methods shall comply with Florida Statutes and applicable procurement guidelines.

- c. Perform construction management activities such as field observations, project oversight, construction progress meetings, contract administration, permit compliance, and monitoring for coastal projects.
- d. Provide permitting assistance for Broward County, State and Federal approval/authorization of coastal protection projects.
- e. Provide independent and impartial coastal engineering and environmental permitting consulting services on behalf of each jurisdiction.
- f. Perform coastal modeling for beach erosion, wave hydrodynamics, storm recession, shoreline change, and sediment transport, using the most advanced and diverse modeling suites available.
- g. Conduct and evaluate topographic and bathymetric surveying.
- h. Assist in establishing an Erosion Control Line ("ECL").
- i. Perform both offshore and upland sand search/geotechnical investigations.
- j. Perform biological monitoring of nearshore hardbottom and other marine resources as required based on environmental permits.
- k. Prepare construction cost estimates and assist in bidding processes, including pre- construction conferences.
- l. Develop or assist with annual FDEP and related funding requests on behalf of both parties.
- m. Provide public outreach assistance regarding coastal protection projects.
- n. Participate in City and Town Commission, Marine Advisory Board, and workshop meetings as deemed necessary by staff. The City and Town require the responsive firm to have locally available staff assigned to the contract from a local (tri-County) office.
- o. Assume responsibility of all aspects of a beach nourishment project related to erosion. Responsibilities will include design, procurement process, permit application/amendment, construction management, Federal Emergency Management Agency ("FEMA") reporting, FEMA claim tracking and reimbursement, and FEMA reporting and monitoring.
- p. Prepare and process funding requests from FEMA for Engineered Beaches and other entities. Assist the City and the Town with reimbursement requests and processing. Complete all funding (public assistance) requests, follow-up as needed, file reports and coordinate reimbursement.
- q. Provide emergency storm damage response.
- r. Provide capabilities for administering coastal data within Geographic Information Systems ("GIS")
- s. Perform all other coastal engineering, coastal resilience, environmental permitting/compliance duties, as deemed necessary by the City and Town.

Firms that have current contracts with adjacent (or nearby) municipalities and/or counties shall identify these contracts as indicated in the submission requirements.