

**CITY OF MIAMI, FLORIDA  
INTER-OFFICE MEMORANDUM**

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**TO:** Emilio T. González, Ph.D.  
City Manager

**DATE:** September 4, 2018

**FILE:**

**FROM:** Annie Perez, CPPO, Director  
Department of Procurement

**SUBJECT:** Recommendation of Award of a  
Contract for Construction Engineering and  
Inspection Services for Overtown Greenway at  
NW 11th Terrace - FDOT LAP Project B-30624

**REFERENCES:** RFQ No. 16-17-034

**ENCLOSURES:** Chairperson's Report with Score  
Sheets; Evaluation Committee Appointment  
Memo

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**Recommendation**

Based on the findings below, the Department of Procurement (Procurement) hereby recommends award of Request for Qualifications (RFQ) No. 16-17-034, to Calvin, Giordano & Associates, Inc. (CGA), for Construction Engineering and Inspection (CEI) Services for Overtown Greenway at NW 11th Terrace - Florida Department of Transportation (FDOT) Local Agency Program (LAP) Project B-30624 (the "Services").

The Services are necessary to provide professional CEI Services for the Overtown Greenway at NW 11th Terrace road improvements project. CGA will provide Services in accordance with all applicable building, electrical, life/ safety, and environmental laws, codes and regulations, including the Florida Building Code, Florida Department of Transportation (FDOT) Construction Project Administration Manual, and the City of Miami ("City"), City Code. The scope of work includes, but is not limited to, construction engineering and inspection services; coordination; contractor monitoring; problem resolution; contract management; verification of quality control tests; coordination and issuance of change order requests; analyzing for errors and omission; interpreting plans, specifications, and contractual requirements; assisting in claims and dispute resolution; managing pre-construction and construction progress meetings; stored material/equipment review; project photo and video documentation; record drawing review; corrective action monitoring; notification of accident, damage, or injury; review and response of resident complaints; coordination, review, and response of RFIs; field directives; change order management; pay application review; substantial completion inspection; final completion and inspection; and project close-out. Additionally, CGA will also manage the compliance and reporting requirements for FDOT LAP funded projects.

**Fiscal Impact**

The fiscal impact to the City of Miami (City) for the negotiated contract is **\$279,371.40**. The original price proposal submitted by CGA totaled to \$497,415.00; therefore, negotiations resulted in \$218,043.60 of considerable savings for our taxpayers.

**Background**

On, August 18, 2017, the City, through Procurement, issued a solicitation for the Services under full and open competition. On October 11, 2017, the Office of the City Clerk received three (3) proposals in response to the solicitation. Subsequently, the proposals were reviewed by Procurement staff, upon which all three (3) of them were deemed responsive and responsible in accordance with the minimum requirements of the RFQ.

On April 26, 2018, the City Manager approved the Evaluation Committee ("Committee") Appointment (see enclosed Evaluation Committee Appointment Memo). However, due to extenuating circumstances, two of the original voting Committee members, Messrs. Frank Lezcano and Manuel Mejido, were unable to participate on the Committee. As a result, in accordance with Section 18.542(12)(a) of the City Code, Procurement proceeded with the evaluation of the proposals with the remaining committee members, Mr. Alejandro Barrios, Mr. John De Pazos, and Mr. Giraldo Marquez, the alternate.

Accordingly, on May 3, 2018, the Committee met and completed the evaluation and ranking of the three (3) responsive and responsible proposals following the stipulated guidelines in the solicitation. The proposals were evaluated in accordance with the five (5) evaluation criteria, and ranked by total awarded points (see enclosed Evaluation Committee Report).

### **Other Information**

The negotiations team included Messrs. Hector Badia and Giraldo Marquez from the Office of Capital Improvements (OCI), and Procurement staff. However, in order to meet the technical demands of the negotiations Messrs. Manuel Mejido and David Adato from OCI joined the negotiations team to finalize the negotiation of the price proposal.

### **Statement of Qualification**

Upon the review, and subsequent approval of the Evaluation Committee's Report by the City Manager, negotiations were initiated with CGA, the highest ranked firm. The City's negotiation team held good faith negotiations with CGA principals that addressed:

1. Coordination of the various professional CEI services necessary for the Project;
2. Qualified staff critical to the technical and license requirements of the Project;
3. Established and capped fair market professional services fee schedule;
4. A Project tasking solution which supports an implemental and fiscally sound agreement, in the best interest of the City and in accordance with FDOT requirements, and;
5. Legally sufficient and binding agreement terms and conditions, with the assistance and support of the City Attorney's Office.

Successful negotiations were accomplished, and an agreement was mutually agreed upon on August 22, 2018. As a result, Procurement hereby recommends award of a Professional Services Agreement with CGA for the Project.

Consequently, approval of this recommendation to award is requested. Your signature below will indicate approval of this recommendation.

Approved:   
Emilio T. González, Ph.D., City Manager

Date:   
9/12/19

- c: Joseph F. Napoli, Deputy City Manager  
Nzeribe Ihekweba, Ph.D., P.E., Assistant City Manager  
Sandra Bridgeman, CPA, Assistant City Manager/Chief Financial Officer  
Rafael Suarez-Rivas, Chief Assistant City Attorney  
Todd B. Hannon, City Clerk, COM  
Steven C. Williamson, Director, OCI  
Hector Badia, Assistant Director, OCI  
Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

**CITY OF MIAMI, FLORIDA  
INTER-OFFICE MEMORANDUM**

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**TO:** Honorable City of Miami Commissioners and Honorable Mayor of the City of Miami

**DATE:** May 14, 2018

**FROM:** Emilio T. González, Ph.D.  
City Manager



**SUBJECT:** Report of Evaluation Committee for RFQ No. 16-17-034, Construction Engineering and Inspection Services for Overtown Greenway at NW 11th Terrace - FDOT LAP Project B-30624

**ENCLOSURES:** Response Security List, Evaluation Committee Score Sheets, and Evaluation Committee Appointment Memo

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In accordance with Section 18-87(i) of the City of Miami Code, attached please find the Report of the Evaluation Committee for the subject solicitation.

AP:sc

c: Joseph F. Napoli, Deputy City Manager  
Nzeribe Ihekwebaba, Ph.D., P.E., Assistant City Manager  
Sandra Bridgeman, Assistant City Manager/Chief Financial Officer  
Rafael Suarez-Rivas, Chief Assistant City Attorney  
Todd B. Hannon, City Clerk  
Steven C. Williamson, Director, Office of Capital Improvements (OCI)  
Hector Badia, Assistant Director, OCI  
Annie Perez, CPPO, Director, Department of Procurement (Procurement)  
Lydia Osborne, Ph. D., CPPO, CPPB, Assistant Director/Chief Negotiator, Procurement  
Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

**CITY OF MIAMI, FLORIDA  
INTER-OFFICE MEMORANDUM**

**TO:** Emilio T. González, Ph.D.  
City Manager

**DATE:** May 14, 2018

**FROM:** Annie Perez, CPPO, Director  
Department of Procurement



**SUBJECT:** Report of Evaluation Committee for RFQ No. 16-17-034, Construction Engineering and Inspection Services for Overtown Greenway at NW 11th Terrace - FDOT LAP Project B-30624

**ENCLOSURES:** Response Security List, Evaluation Committee Score Sheets, and Evaluation Committee Appointment Memo

**Background**

On August 18, 2017, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 16-17-034 for the provision of Construction Engineering and Inspection ("CEI") Services for Overtown Greenway at NW 11th Terrace - FDOT LAP Project B-30624 ("Project"), for the Office of Capital Improvements ("OCI"). On October 11, 2017, three (3) proposals were received in response to this solicitation. Subsequently, the proposals were reviewed by Procurement staff upon which all three (3) proposals were deemed responsive in accordance with the minimum qualifications and submission requirements of the RFQ.

**Summary of Evaluation**

On May 3, 2018, the Evaluation Committee ("Committee") met and completed the evaluation of the three (3) responsive proposals following the guidelines stipulated in the solicitation. The proposals were evaluated pursuant to the five (5) evaluation criteria listed below:

Evaluation Criteria	Maximum Points (Per Committee Member)
1. Proposer's Experience and Qualifications	35
2. Proposer's Team Experience	35
3. Experience of Senior Project Administrator/Engineer	10
4. CEI Philosophy, Methodology and Process	10
5. Technical Approach	10

The final scores are as follows:

Proposing Firm	Awarded Points (Maximum 300 Points)	Awarded Points Percentage
1. Calvin, Giordano & Associates, Inc.	265	88.3%
2. R.J. Behar & Company, Inc.	263	87.7%
3. Metric Engineering Inc.	248	82.7%

The tabulation and individual Committee member score sheets are attached as supporting documentation. The Committee decided not to hold oral presentations, as the proposals did not require further clarification.

### Other Information

Due to extenuating circumstances, two of the original voting Committee members, Messrs. Frank Lezcano and Manuel Mejido, were unable to participate on the Committee. As a result, in accordance with Section 18.542(12)(a) of the City Code, Procurement proceeded with the evaluation of the proposals with the remaining committee members, Mr. Alejandro Barrios, Mr. John De Pazos, and Mr. Giraldo Marquez, the alternate.

### Consensus Statement

The highest ranked firm, Calvin, Giordano & Associates, Inc. ("CGA"), received a total of 265 points out of a maximum total of 300 points. The Committee determined that inclusive of CGA's experience with FDOT projects, CGA has assembled a team of professionals qualified to provide comprehensive CEI services for the Overtown Greenway at NW 11th Terrace - FDOT LAP Project.

### Recommendation

The Committee hereby requests authorization for Procurement, in collaboration with the nominated Negotiations Committee, Messrs. Hector Badia and Giraldo Marquez from OCI, to commence negotiations with the highest ranked firm, for a Professional Services Agreement ("PSA") for the provision of Construction Engineering and Inspection Services for Overtown Greenway at NW 11th Terrace - FDOT LAP Project B-30624. All firms are qualified according to the specifications set forth in the RFQ and the technical evaluation completed by the Committee. Therefore, should negotiations fail with the highest ranked firm; the Committee recommends commencing negotiations with the next ranked firm, and so on. The Committee further recommends that Procurement be authorized to cease negotiations after a PSA is successfully negotiated and subsequently awarded, in accordance with Section 18-87 of the City of Miami Code.

Approved: 

Emilio T. González, Ph.D., City Manager

Date: 

- c: Joseph F. Napoli, Deputy City Manager
- Nzeribe Ihekwa, Ph.D., P.E., Assistant City Manager
- Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
- Rafael Suarez-Rivas, Chief Assistant City Attorney
- Steven C. Williamson, Director, OCI
- Hector Badia, Assistant Director, OCI
- Lydia Osborne, Ph. D., CPPO, CPPB, Assistant Director/Chief Negotiator, Procurement
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

CITY OF MIAMI OFFICE OF THE CITY CLERK  
BID SECURITY LIST

**BID ITEM:** Construction Engineering and Inspection Services for Overtown Greenway at NW 11th Terrace - B-30624

**BID NUMBER:** RFQ 16-17-034

**DATE BID OPENED:** October 11, 2017 **TIME:** 2:00 p.m.

<u>BIDDER</u>	<u>BID TOTAL AMOUNT</u>	<u>BID BOND (ER) CASHIER'S CHECK</u>
Metric Engineering	See attached	See attached
R.J. Behar & Company, Inc.	See attached	See attached
Calvin, Giordano & Associates, Inc.	See attached	See attached

*[Faint, diagonal watermark text is present across the table area, likely containing the name of the City Clerk or a department name.]*

\_\_\_\_\_  
Person Receiving Bid(s)

Received (3) bid(s) on behalf: Procurement  
City Department

On: \_\_\_\_\_  
Today's Date

PREPARED BY: \_\_\_\_\_  
Deputy City Clerk



EVALUATION COMMITTEE MEETING  
Thursday, May 3, 2018

DEPARTMENT OF PROCUREMENT  
REQUEST FOR QUALIFICATIONS (RFQ) 16-17-034  
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR  
OVERTOWN GREENWAY AT NW 11TH TERRACE - FDOT LAP  
PROJECT B-30624

Emilio T. González, Ph. D., City Manager  
Annie Perez, CPPO, Director of Procurement      Steven C. Williamson, Director, OCI

EVALUATION COMMITTEE MEMBERS

John De Pazos (OCI/COM)

Giraldo "Gerry" Marquez (OCI/COM)

Alejandro Barrios (Miami-Dade County)

SUB-TOTAL QUALITATIVE SCORES

TOTAL SCORES

FINAL RANK

**TABULATION SHEET**  
**RFQ NO. 16-17-034**

NAME OF FIRM(S)

	NAME OF FIRM(S)	John De Pazos (OCI/COM)	Giraldo "Gerry" Marquez (OCI/COM)	Alejandro Barrios (Miami-Dade County)	SUB-TOTAL QUALITATIVE SCORES	TOTAL SCORES	FINAL RANK
1	Metric Engineering Inc.						
	1A - Proposer's Experience and Qualifications (Max. 35 points)	28	30	32	90		
	2A - Proposer's Team Experience (Max. 35 points)	28	29	30	87		
	3A - Experience of Senior Project Administrator/Engineer (Max. 10 points)	6	8	9	23		
	4A - CEI Philosophy, Methodology and Process (Max. 10 points)	8	8	9	25		
	5A - Technical Approach (Max. 10 points)	7	8	8	23		
	Qualitative Scores	77	83	88		248	3



EVALUATION COMMITTEE MEETING  
Thursday, May 3, 2018

DEPARTMENT OF PROCUREMENT  
REQUEST FOR QUALIFICATIONS (RFQ) 16-17-034  
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR  
OVERTOWN GREENWAY AT NW 11TH TERRACE - FDOT LAP  
PROJECT B-30624

Emilio T. González, Ph. D., City Manager  
Annie Perez, CPPO, Director of Procurement      Steven C. Williamson, Director, OCI

EVALUATION COMMITTEE MEMBERS

John De Pazos (OCI/COM)

Giraldo "Gerry" Marquez (OCI/COM)

Alejandro Barrios (Miami-Dade County)

SUB-TOTAL QUALITATIVE SCORES

TOTAL SCORES

FINAL RANK

**TABULATION SHEET**  
**RFQ NO. 16-17-034**

		John De Pazos (OCI/COM)	Giraldo "Gerry" Marquez (OCI/COM)	Alejandro Barrios (Miami-Dade County)	SUB-TOTAL QUALITATIVE SCORES	TOTAL SCORES	FINAL RANK
2	R.J. Behar & Company, Inc.						
	1A - Proposer's Experience and Qualifications (Max. 35 points)	27	29	34	90		
	2A - Proposer's Team Experience (Max. 35 points)	27	31	34	92		
	3A - Experience of Senior Project Administrator/Engineer (Max. 10 points)	9	9	9	27		
	4A - CEI Philosophy, Methodology and Process (Max. 10 points)	9	8	9	26		
	5A - Technical Approach (Max. 10 points)	9	9	10	28		
	<b>Qualitative Scores</b>	<b>81</b>	<b>86</b>	<b>96</b>		<b>263</b>	<b>2</b>





EVALUATION COMMITTEE MEETING Thursday, May 3, 2018  DEPARTMENT OF PROCUREMENT REQUEST FOR QUALIFICATIONS (RFQ) 16-17-034 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR OVERTOWN GREENWAY AT NW 11TH TERRACE - FDOT LAP PROJECT B-30624 Emilio T. González, Ph. D., City Manager Annie Perez, CPPO, Director of Procurement      Steven C. Williamson, Director, OCI				EVALUATION COMMITTEE MEMBERS			SUB-TOTAL QUALITATIVE SCORES	TOTAL SCORES	FINAL RANK
John De Pazos (OCI/COM)	Giraldo "Gerry" Marquez (OCI/COM)	Alejandro Barrios (Miami-Dade County)							
<b>TABULATION SHEET</b> <b>RFQ NO. 16-17-034</b>									
3	Calvin, Giordano & Associates, Inc.								
	1A - Proposer's Experience and Qualifications (Max. 35 points)	30	31	32	93				
	2A - Proposer's Team Experience (Max. 35 points)	30	31	32	93				
	3A - Experience of Senior Project Administrator/Engineer (Max. 10 points)	9	9	8	26				
	4A - CEI Philosophy, Methodology and Process (Max. 10 points)	9	8	9	26				
	5A - Technical Approach (Max. 10 points)	9	9	9	27				
	Qualitative Scores	<b>87</b>	<b>88</b>	<b>90</b>		<b>265</b>	<b>1</b>		



EVALUATION COMMITTEE MEETING Thursday, May 3, 2018 DEPARTMENT OF PROCUREMENT REQUEST FOR QUALIFICATIONS (RFQ) 16-17-034 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR OVERTOWN GREENWAY AT NW 11TH TERRACE - FDOT LAP PROJECT B-30624 Emilio T. González, Ph. D., City Manager Annie Perez, CPPO, Director of Procurement      Steven C. Williamson, Director, OCI					EVALUATION SCORES BY COMMITTEE				EVALUATION SCORES BY CRITERIA					Total Points	Total Points Percentage	FINAL RANKING
<b>SUMMARY TABULATION SHEET</b> <b>RFQ NO. 16-17-034</b>					John De Pazos (OCI/COM)	Giraldo "Gerry" Marquez (OCI/COM)	Alejandro Barrios (Miami-Dade County)	Total Qualitative Points (All Committee Members)	Proposer's Qualifications and Experience	Proposer's Team Experience	Experience of Senior Project Administrator/Engineer	CEI Philosophy, Methodology and Process	Technical Approach			
Name	Score JP	Score GM	Score AB	TQP1	Criteria 1	Criteria 2	Criteria 22	Criteria 3	Criteria 4	TQP2	TQP3	Percentage	Final			
Calvin, Giordano & Associates, Inc.	87	88	90	265	93	93	26	26	27	265	265	88.3%	1			
R.J. Behar & Company, Inc.	81	86	96	263	90	92	27	26	28	263	263	87.7%	2			
Metric Engineering Inc.	77	83	88	248	90	87	23	25	23	248	248	82.7%	3			

**CITY OF MIAMI, FLORIDA**  
**INTER-OFFICE MEMORANDUM**

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**TO:** Emilio T. González, Ph.D.  
City Manager

**DATE:** April 10, 2018

**FROM:** Annie Perez, CPPO, Director  
Department of Procurement



**SUBJECT:** Evaluation Committee Appointments for Construction Engineering and Inspection Services for Overtown Greenway at NW 11th Terrace - FDOT LAP Project B-30624 for the Office of Capital Improvements

**REFERENCES:** RFQ No. 16-17-034

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In accordance with Section 18-86(c)(6) of the City of Miami Code, the Department of Procurement (Procurement), on behalf of the Office of Capital Improvements (OCI), requests your approval of the appointment of the below listed professionals to the Evaluation/Selection Committee (Committee). The Committee will be tasked with evaluating and scoring the proposals submitted in response to Request for Qualifications (RFQ) No. 16-17-034 for Construction Engineering and Inspection (CEI) Services for Overtown Greenway at NW 11th Terrace - Florida Department of Transportation (FDOT) Local Agency Program (LAP) Project B-30624 (the Project), issued on August 18, 2017.

After multiple attempts, Procurement could not confirm a fifth Committee member from outside City employment. Therefore, Procurement is seeking approval to proceed with the evaluation of the proposals, with four (4) Committee Members, in accordance with Section 18-542(12)(a) of the City of Miami Code (see attached).

The Committee shall be comprised of professionals that have the requisite knowledge and experience to evaluate the proposals pursuant to the criteria established in the RFQ.

**Chairperson (non-voting)**

Sade Chaney, Sr. Procurement Contracting Officer, Procurement, City of Miami (COM)

**City of Miami Staff (voting)**

1. John De Pazos, Senior Project Manager, Office of Capital Improvements (OCI), COM
2. Manuel Mejido, Project Manager, OCI, COM

**External Committee Members (voting)**


1. Frank Lezcano, Engineer III, Department of Regulatory and Economic Resources, Miami-Dade County (MDC)
2. Alejandro Barrios, Manager, Department of Transportation and Public Works, MDC

**Alternate Committee Members (voting)**

Giraldo "Gerry" Marquez, Chief Design Manager, OCI, COM

Your signature below affirms your appointment of this Committee for the evaluation of proposals for the Project, as solicited under RFQ No. 16-17-034.

**APPROVED:**

  
Emilio T. González, Ph.D., City Manager

  
Date

AP:sc

- c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer, City Manager's Office  
Nzeribe Ihekwa, Ph.D., P.E., Chief of Operations/Assistant City Manager

**PR17479**

Steven C. Williamson, Director, OCI  
Hector Badia, Assistant Director, OCI  
Rafael Suarez-Rivas, Senior Assistant City Attorney  
Lydia Osborne, Ph.D., CPPO, CPPB, Assistant Director/Chief Negotiator, Procurement  
Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

Sec. 18-542. - Financial integrity principles.

(12) *Evaluation committees.*

- a. *Solicitations.* An evaluation committee, consisting of a majority of citizen and/or business appointees from outside city employment, shall be created, to the extent feasible, to review city solicitations ("requests for proposals," "requests for qualifications," etc.). The recommendation(s) of the evaluation committee shall be provided to the mayor and city commission on all such solicitations prior to presentation to the city commission for official action.

(Ord. No. 11890, § 4, 2-10-00; Ord. No. 12113, § 1, 9-25-01; Ord. No. 12276, § 2, 9-11-02; Ord. No. 12353, § 2, 4-10-03; Ord. No. 12427, § 2, 10-23-03; Ord. No. 12518, § 2, 3-25-04; Ord. No. 12727, § 2, 9-22-05; Ord. No. 13107, § 2, 10-8-09; Ord. No. 13212, § 2, 10-14-10; Ord. No. 13303, § 2, 1-12-12)