



City of Miami

ADDENDUM NO. 1

July 6, 2015

REQUEST FOR QUALIFICATIONS NO.: 14-15-026

CONSTRUCTION, INSPECTION, AND ENGINEERING (CEI) SERVICES FOR N.E. 2ND AVENUE RECONSTRUCTION PROJECT

CITP PROJECT NO.: B-78508

TO: ALL PROSPECTIVE BIDDERS:

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Qualifications and shall become an integral part of the Proposals submitted and the Professional Services Agreement to be executed for Construction, Inspection, and Engineering (CEI) Services for N.E. 2nd Avenue Reconstruction Project – Request for Qualifications No.: 14-15-026 (the “Project”). Please note the contents herein and affix same to the documents you have on hand.

All attachments (if any) are available on the CITP website and are part of this Addendum.

Request for Information

Q1. Where can a Proposer obtain a copy of the construction plans for this project?

A1. Construction documents and plans can be found using the following link:

http://www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/ProjectPages/DowntownBeautificationProject_RE-BID_ITB13-14-023.asp

Q2. Please advise if the City is requiring both certifications for this project?

CEI Senior Project Administrator Qualifications (Mandatory):

- FDOT Advanced Maintenance of Traffic (MOT)
- Advanced American Traffic Safety Services Association (ATSSA) MOT Certification

A2. The Florida Department of Transportation (FDOT) Advanced Maintenance of Traffic (MOT) Certification is not required and therefore removed from the CEI Senior Project Administrator’s Qualifications.

Q3. Section 2.3.1 of the RFQ states that the Quality Control Manager Certification is mandatory. Is it the City's intent to allow the Project Administrator to acquire the certification prior to contract execution or is the certification required by the Response Submission Due Date?

A3. The CEI Senior Project Administrator shall have the Quality Control Manager certification at the time of the Response Submission Due Date.

- Q4.** Is N.E. 2nd Avenue Reconstruction Project FDOT funded because there is no other reason to request a FDOT pre-qualification as stated below? We are planning to bring with us a new sub-consultant which can't be audited from prior years, therefore the City with these requirements are closing the door to new enterprises, please clarify.

As a requirement of the solicitation documents, the City shall require the Successful Proposer to provide, for itself, as well as the Sub-consultant(s) any or all of the following documentation to support the Price Proposal (if applicable) as a condition precedent to execution of an Agreement.

- Current financial statement(s), preferably an audited financial statement(s) for the most recently completed fiscal year clearly showing the costs (not percentage) of direct labor, indirect labor, fringe benefits, general administrative costs and overhead and a statement of profit or operating margin requested.
 - Raw labor rates by labor or professional classification certified as accurate by an officer of the company.
 - Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours.
 - Updated information reflecting information resulting from negotiation of the Agreement.
 - Copy of current Notice of Qualification letter from the Florida Department of Transportation.
- A4.** The City of Miami will award a Professional Services Agreement (PSA) to the prime Proposer. It is the responsibility of the prime Proposer to submit a Statement of Qualifications Proposal with a team (inclusive of sub consultants) that conform to the requirements of the RFQ.
- Q5.** Section 2.2., Scope of Services states that the Proposer must provide verification of Quality Control tests. Please clarify the extent of verification test. Do we need to include laboratory services as part of the team? Habitually, municipalities provide in-house laboratory services to assure the contractor's work.
- A5.** Laboratory services should be a part of the team. The CEI services requested in this RFQ are not funded by FDOT.
- Q6.** Please provide some clarification as to the noted requirements under Section A (Content of Qualifications Statement), Subsection B, Article 2 (Technical Approach) per the following:

"Provide a comprehensive explanation of the firm's approach to"...

Bullet 4 - "Computer aided design and drafting capabilities"

Bullet 5 - "Capacity to provide on-call services in a timely manner"

Bullet 6 - "Quality control and assurance, including coordination between design disciplines, compliance with program requirements professional/industry standards, and conformance with all applicable code requirements"

Questions:

1. Is the City requiring the services of computer aided design and/or drafting as part of this CEI RFQ/proposal?
 2. Is the City requiring a clerk, or related position, associated with the noted "on-call services"?
- A6.**
1. No, computer aided design and/or drafting will not be required by the CEI firm.
 2. The City is asking Proposers to provide their firm's approach to providing on-call services in a timely manner. The City is not mandating how the Proposer intends to provide the on-call services.
- Q7.** Will the City of Miami accept reference forms for the firm & personnel that were previously submitted for the RFQ 12-13-030 Misc. CEI Services?
- A7.** No, all forms submitted must be current.

Addition to Professional Services Agreement, General Conditions

The following has been added to the ARTICLE 2. General Conditions

2.03 COMMUNITY BUSINESS ENTERPRISE (“CBE”) PARTICIPATION REQUIREMENTS ORDINANCE 13331, codified as §18-87(p), City Code.

Prospective Firms must adhere to the following requirements:

- 1) Assign a minimum of fifteen percent (15%) of the contract value to firms currently certified by Miami-Dade County as a Community Business Enterprise (“CBE”);
- 2) Place a specific emphasis on utilizing local small businesses from within the City’s municipal boundaries (e.g. within the City limits).

For information on the City’s CBE requirements, visit the CITP website at: http://dev.miamigov.com/capitalimprovements/pages/ProcurementOpportunities/ProjectPages/CBE_forms.asp

Revision to Request for Qualifications, RFQ Scope of Services

The following revisions have been made to Section 2.3, Positions Descriptions. Items noted with a strikethrough are removed. Items noted with an underline in green are added.

2.3. Position Descriptions

CEI services for this project will require at least one Senior Project Administrator, one Senior Civil Construction Inspector, and a Civil Construction Inspector. Position descriptions are as follows:

1. CEI Senior Project Administrator / Project Engineer (FDOT Construction Training Qualification

Program (CTQP) :

For the CEI Project Engineer Title: A Civil Engineering degree with five years of experience in construction of major road or bridge structures, two years of which involved construction of major road or bridges with the exception of Complex Category 2 (CC2) bridge structures.

For the CEI Senior Project Administrator Title: ten years of experience in construction of major road or bridge structures, two years of which involved construction of major road or bridges with the exception of Complex Category 2 (CC2) bridge structures.

To be in primary control, the Senior Project Administrator/Project Engineer must have supervised two or more Senior Civil Construction Inspectors and two or more support staff (e.g., Office Manager, Compliance Officer, and Secretary) and must have been directly responsible for all CEI services assigned.

Receives general instructions regarding assignments from the City and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration.

Must have the following as required by the scope of work of the project:

Qualifications (Mandatory):

- ~~FDOT Advanced Maintenance of Traffic (MOT)~~
- CTQP Final Estimates Level I & II
- Quality Control (QC) Manager
- Advanced American Traffic Safety Services Association (ATSSA) MOT Certification
- Either a Civil Engineering Degree or at least 10 years of construction and contract management experience

Other:

- Attend CTQP Quality Control Manager Course and pass the examination.
- A Master's Degree in Engineering may be substituted for one year of engineering experience.

- PE License preferred.

2. CEI Senior Civil Construction Inspector (FDOT CTQP):

High school graduate or equivalent plus five years of experience in construction inspection. Previous responsibilities must include performing highly complex technical assignments in field surveying and construction layout, checking shop drawings, checking engineering computations, inspecting construction work, conducting field tests, and finalizing punch-lists. Senior Inspectors must be able to coordinate and manage the lower level inspectors. Work is performed under the general supervision of the Senior Project Administrator / Engineer.

Must have the following as required by the scope of work of the project:

Qualifications:

- CTQP Concrete Field Inspector Level I
- ~~American Concrete Institute (ACI)/Concrete Technician Level I & II~~
- [America Concrete Institute \(ACI\)/Concrete Technician Level I](#)
- CTQP Asphalt Roadway Level I
- CTQP Asphalt Roadway Level II
- CTQP Earthwork Construction Inspection Level I
- CTQP Earthwork Construction Inspection Level II
- ~~CTQP Drilled Shaft Inspection (If applicable)~~
- ~~CTQP Grouting Technician Level I (If applicable)~~
- ~~FDOT Intermediate MOT~~
- [Advanced American Traffic Safety Services Association \(ATSSA\) MOT Certification](#)
- FDEP Environmental Technician
- CTQP Final Estimates Level I

Certifications:

- Nuclear Radiation Safety
- Advanced ATSSA MOT
- Troxler/Hazmat

3. CEI Civil Construction Inspector (FDOT CTQP):

High school graduate or equivalent plus four years of experience in construction inspection. Previous responsibilities must include inspecting construction work, conducting field tests, and finalizing punch-lists.

Must have the following as required by the scope of work of the project:

Qualifications:

- CTQP Concrete Field Inspector Level I
- ~~CTQP Asphalt Roadway Level I~~
- Asphalt Paving Level I
- CTQP Earthwork Construction Inspection Level I
- ~~FDOT Intermediate MOT~~
- Intermediate ATSSA MOT
- ~~Earthwork Construction Level I~~
- ~~ACI/Concrete Field Tech~~

Certifications:

- Nuclear Radiation Safety
- Troxler/Hazmat

THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE PROFESSIONAL SERVICES AGREEMENT AND SHALL BE MADE A PART THEREOF.



**Annie Perez, CPPO, Director of Procurement
City of Miami Procurement Department**

This Addendum shall be signed and dated by the Proposer and submitted as proof of receipt with the submission of the Proposal.

NAME OF FIRM: _____

DATE: _____

SIGNATURE: _____