


CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: June 7, 2016

FILE:

SUBJECT: Recommendation of Award
for RFQ No.:14-15-036 Miscellaneous
Landscape Architectural Services
for the Capital Improvements and
Transportation Program (CITP)

FROM: Annie Perez, CPPO 
Director of Procurement

ENCLOSURES:
Response Security List, Evaluation
Committee Ranking Forms, Evaluation
Committee Appointment Memo

Recommendation

Based on the findings below, the Procurement Department (Procurement) hereby recommends award of Professional Services Agreements (PSAs) to Kimley-Horn and Associates, Inc. (Kimley-Horn), Chen Moore and Associates, Inc. (Chen Moore), AECOM Technical Services, Inc. (AECOM), and Miller Legg & Associates, Inc. (Miller Legg), pursuant to Request for Qualifications (RFQ) No. 14-15-036 for the provision of Miscellaneous Landscape Architectural Services (Services) for the Capital Improvements and Transportation Program (CITP). The PSAs are in accordance with Florida Statute § 287.005 in an amount not to exceed \$500,000, by the authority of the City Manager (See Sec. 18-87(m)).

Background

On September 4, 2015, Procurement issued a solicitation for the Services under full and open competition. Six (6) proposals were received in response to the solicitation on October 14, 2015. Accordingly, on December 16, 2015, the Evaluation Committee (Committee) met and completed the evaluation of the six (6) responsive and responsible proposals following the guidelines in the solicitation. The proposals were evaluated on the five (5) evaluation criteria and ranked by total awarded points (see enclosed Evaluation Committee Report). The City Manager's approval of the Evaluation Committee Report commenced the negotiations process with the four (4) highest ranked firms. As a result, four (4) PSAs were successfully negotiated with Kimley-Horn, Chen Moore, AECOM, and Miller Legg. Your signature below will indicate approval.

Approved: 
Daniel J. Alfonso, City Manager

Date: 6-27-16

cc: Fernando Casamayor, Assistant City Manager/Chief Financial Officer
Alberto N. Parjus, Assistant City Manager/Chief Infrastructure Officer
Pablo R. Velez, Assistant City Attorney
Jeovanny Rodriguez, PE, Director, CITP
Lydia Osborne, CPPO, Assistant Director, Procurement
Maria Carballeira, CPPB, Procurement Administrator, Procurement
Anthony Rolle, CPPB, Procurement Contracting Manager, Procurement

CITY OF MIAMI OFFICE OF THE CITY CLERK
BID SECURITY LIST


BID ITEM: Miscellaneous Landscape Architectural Services


BID NUMBER: RFQ No. 14-15-036

DATE BID OPENED: October 14, 2015 **TIME:** 2:00 p.m.

<u>BIDDER</u>	<u>BID TOTAL AMOUNT</u>	<u>BID BOND (ER) CASHIER'S CHECK</u>
AECOM	N/A	N/A
Curtis + Rogers Design Studio, Inc.	N/A	N/A
Kimley Horn	N/A	N/A
Savino & Miller Design Studio	N/A	N/A
Miller Legg	N/A	N/A
Chen Moore & Associates	N/A	N/A

"Offers from the winning bidder received timely on or before the date other offers are hereby rejected as invalid."


Person Receiving Bid(s)
On: 10/14/2015
Today's Date

Received (6) bid(s) on behalf: Procurement
City Department
PREPARED BY: 
Deputy City Clerk

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: December 18, 2015 **FILE:**

SUBJECT: Report of Evaluation
Committee for RFQ No.:14-15-036
Miscellaneous Landscape Architectural
Services for Capital Improvements and
Transportation Program (CITP)

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

ENCLOSURES:
Response Security List, Evaluation
Committee Ranking Forms, Evaluation
Committee Appointment Memo

The City issued Request for Qualifications (RFQ) No. 14-15-036 for the provision of Miscellaneous Landscape Architectural Services for the Capital Improvements and Transportation Program (CITP). The RFQ was issued through a sealed proposal process, under full and open competition. Six (6) proposals were received.

On December 16, 2015, the Evaluation Committee (Committee) met and completed the evaluation of the six (6) responsive and responsible proposals following the guidelines in the solicitation. The proposals were evaluated on the five (5) main evaluation criteria listed below:

<u>Evaluation Criteria</u>	<u>Maximum Points</u> (Per Committee Member)
1. Proposer's Experience and Qualifications	35
2. Proposer's Team Experience	35
3. Experience of Project Manager	10
4. Design Philosophy and Process	10
5. Technical Approach	10

The final scores are as follows:


<u>Overall Ranking</u>	<u>Awarded Points</u> (Maximum 300 Points)
1. Kimley-Horn and Associates, Inc.	296
2. Chen Moore & Associates, Inc.	288
3. AECOM Technical Services, Inc.	287
4. Miller Legg & Associates, Inc.	282
5. Curtis + Rogers Design Studio, Inc.	278
6. Savino & Miller Design Studio, P.A.	275

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Recommendation

The Committee hereby requests approval for the Procurement Department (Procurement), in collaboration with CITP, to commence negotiations with the four (4) highest ranked firms for the provision of Miscellaneous Landscape Architectural Services. Should negotiations fail with any of the four (4) highest ranked firms; the Committee recommends commencing negotiations with the next highest ranked firms and so on. The Committee further recommends that Procurement be authorized to cease negotiations after four (4) Professional Services Agreements are successfully negotiated and subsequently awarded.

Approved:



Daniel J. Alfonso, City Manager

Date: 12/22/2015

cc: Fernando Casamayor, Assistant City Manager/Chief Financial Officer
Alberto N. Parjus, Assistant City Manager/Chief Infrastructure Officer
Pablo R. Velez, Assistant City Attorney
Jeovanny Rodriguez, PE, Director, CITP
Lydia Osborne, CPPO, Assistant Director, Procurement
Anthony Rolle, Interim Procurement Contracting Manager, Procurement



City of Miami
 Capital Improvements Program
 Evaluation Committee Final Ranking Form
 12/16/2015 at 8:30 a.m.

Project Title: Miscellaneous Landscape Architectural Services

RFQ No.: 14-15-036

Committee Member	AECOM	Curtis + Rogers Design Studio, Inc.	Kimley-Horn and Associates	Savino & Miller Design Studio	Miller Legg & Associates, Inc.	Chen Moore & Associates
Giraldo Marquez Chief Design Manager City of Miami - Capital Improvements and Transportation Program	99	95	100	89	95	94
Jeffery Dawson Landscape Architect III Miami-Dade County Aviation Department	89	90	98	92	93	95
Jude Plummer Pest Control Manager Miami-Dade County Internal Services Department	99	93	98	94	94	99
Total Score:						
	287	278	296	275	282	288
Ranking:						
	3	5	1	6	4	2

Committee Chair: Sade Chaney, Senior Procurement Contracting Officer

Signature: _____

Verifier: Anthony Rolle, Interim Procurement Contracting Manager

Signature: _____



City of Miami
 Capital Improvements Program
 Evaluation Committee Form
 12/16/2015 at 8:30 a.m.

Project Title: Miscellaneous Landscape Architectural Services

RFQ No.: 14-15-036

Evaluation Criteria	Maximum Points	AECOM	Curtis + Rogers Design Studio, Inc.	Kimley-Horn and Associates	Savino & Miller Design Studio	Miller Legg & Associates, Inc.	Chen Moore & Associates	Comments
Proposer's Experience and Qualifications	35	30	34	34	34	34	32	
Proposer's Team Experience	35	30	30	30	30	30	30	
Experience of Project Manager	10	8	10	10	10	10	9	
Design Philosophy & Process	10	8	7	10	9	10	10	
Technical Approach	10	8	9	9	9	9	9	
Bonus Points: 15% CBE Participation within City of Miami Boundaries		5	0	5	0	0	5	
Final Score		89	90	98	92	93	95	

Committee Member: Jeffery Dawson, Landscape Architect III, Miami-Dade County Aviation Department



City of Miami
 Capital Improvements Program
 Evaluation Committee Form
 12/16/2015 at 8:30 a.m.

Project Title: Miscellaneous Landscape Architectural Services

RFQ No.: 14-15-036

Evaluation Criteria	Maximum Points	AECOM	Curtis + Rogers Design Studio, Inc.	Kimley-Horn and Associates	Savino & Miller Design Studio	Miller Legg & Associates, Inc.	Chen Moore & Associates	Comments
Proposer's Experience and Qualifications	35	33	32	32	32	33	33	
Proposer's Team Experience	35	32	33	32	33	32	32	
Experience of Project Manager	10	9	9	9	9	9	9	
Design Philosophy & Process	10	10	9	10	10	10	10	
Technical Approach	10	10	10	10	10	10	10	
Bonus Points: 15% CBE Participation within City of Miami Boundaries		5	0	5	0	0	5	
Final Score		99	93	98	94	94	99	

Committee Member: Jude Plummer, Pest Control Manager, Miami-Dade County Internal Services Department



City of Miami
 Capital Improvements Program
 Evaluation Committee Form
 12/16/2015 at 8:30 a.m.

Project Title: Miscellaneous Landscape Architectural Services

RFQ No.: 14-15-036

Evaluation Criteria	Maximum Points	AECOM	Curtis + Rogers Design Studio, Inc.	Kimley-Horn and Associates	Savino & Miller Design Studio	Miller Legg & Associates, Inc.	Chen Moore & Associates	Comments
Proposer's Experience and Qualifications	35	33	34	34	30	34	31	
Proposer's Team Experience	35	33	33	32	32	33	31	
Experience of Project Manager	10	9	10	10	9	10	9	
Design Philosophy & Process	10	10	9	10	9	9	10	
Technical Approach	10	9	9	9	9	9	8	
Bonus Points: 15% CBE Participation within City of Miami Boundaries		5	0	5	0	0	5	
Final Score		99	95	100	89	95	94	

Committee Member: Giraldo Marquez, Chief Design Manager, City of Miami Capital Improvements and Transportation Program

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: November 24, 2015

FILE:

SUBJECT: RFQ 14-15-036
Miscellaneous Landscape
Architectural Services
Evaluation Committee Appointments

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

REFERENCES: RFQ No. 14-15-036

The Procurement Department ("Procurement") issued Request for Qualifications ("RFQ") No. 14-15-036 on September 4, 2015, for Miscellaneous Landscape Architectural Services for the Capital Improvements and Transportation Program ("CITP"). Procurement received six (6) responses to the RFQ on the closing date, October 7, 2015.

Procurement respectfully requests your approval of the following individuals as members of the Evaluation Committee to evaluate and score the proposals. Each has the requisite knowledge and experience to evaluate the proposals pursuant to the RFQ.

City of Miami Staff

1. Maria Pineda, Senior Project Manager, CITP, City of Miami (COM)

External Committee Members

1. Jeffery Dawson, Landscape Architect III, Miami-Dade County Aviation Department
2. Jude Plummer, Pest Control Manager, Miami-Dade County Internal Services Department

Alternate Members

1. Giraldo Marquez, Chief Design Manager, CITP, COM
2. Sandra Vega, Project Manager, CITP, COM

APPROVED:

Daniel J. Alfonso
Daniel J. Alfonso, City Manager

12-1-15
Date

cc: Fernando Casamayor, Assistant City Manager/Chief Financial Officer
Alberto N. Parjus, Assistant City Manager/Chief Infrastructure Officer
Pablo R. Velez, Assistant City Attorney
Jeovanny Rodriguez, PE, Director, CITP
Lydia Osborne, CPPO, Assistant Director, Procurement
Anthony Rolle, Interim Procurement Contracting Manager, Procurement

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