



City of Miami

**REQUEST FOR PROPOSALS
(RFP)**

**DESIGN BUILD SERVICES
FOR THE
WAGNER CREEK/SEYBOLD CANAL RESTORATION
PROJECT
B-50643**

**Proposer Checklist
for
Forms and Attachments
ONLY**

CONTACT

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1.0 Proposer Forms Attachments and Exhibits

The Proposer must complete the following checklists identifying all required documents that must be included in the firm's RFP response. The checklists are to be used as a guide to ensure that the proposing firm has reviewed and accepted all documents as a part of the RFP, including supporting attachments and required forms.

All listed documents found in Tables One (1) and Two (2) MUST be included in the Proposer's Response. Failure to include the required forms, documents and additional information required may result in a non-responsive determination of the firm's response.

All listed documents found in Table Three (3) should NOT be included in the Response; however the Proposer must acknowledge that the required forms and documents have been downloaded and accepted as part of the RFP. Please complete the checked boxes in the tables and sign below to acknowledge receipt and compliance.

Table 1 Proposer Checklist - Forms

Below is a list of the required FORMS. Please read the entire RFP as additional information may be required in the referenced sections.

Item #	Name	Included in the Proposal Response?		Reference to Proposal Response Section
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
1	RFP - PL Proposal Letter	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
2	RFP- N Narrative	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
3	RFP-QP Qualifications of the Proposer	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
4	RFP – QC – Workload Capacity	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
5	RFP – QT Qualifications of the Team	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
6	RFP – PM Qualifications of the Project Manager	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
7	RFP – PM-R Project Manager's Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
8	RFP – DM Qualifications of the Design Manager	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
9	RFP – DM-R Design Manager's Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 52
10	RFP – CM Qualifications of the Construction Manager	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
11	RFP – CM-R Construction Manager's Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
12	RFP – E Qualifications of the Structural Engineer	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
13	RFP – E – R Structural Engineer Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53

Item #	Name	Included in the Proposal Response?		Reference to Proposal Response Section
14	RFP – QA Qualifications of the Quality Assurance / Quality Control Manager	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
15	RFP – QA – R Quality Assurance / Quality Control Manager Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
16	RFP – UC Qualifications of the Utility Coordinator Manager	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
17	RFP – UC – R Utility Coordinator Manager Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
18	RFP – HS Qualifications of the Health and Safety Manager	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
19	RFP – HS – R Health and Safety Manager Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
20	RFP – PI Qualifications of the Public Information Manager	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
21	RFP – PI – R Public Information Manager Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
22	RFP – CC Qualifications of the Contracts Compliance Specialist	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
23	RFP – CC – R Contracts Compliance Specialist Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
24	RFP – FC Qualifications of the Financial Compliance Manager	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
25	RFP – FC – R Financial Compliance Manager Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
26	RFP-DB-PP Proposer’s Project Experience	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
27	RFP-DB-PP – R Proposer’s Project Experience Reference Forms	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
28	RFP – DAP Design & Construction Approach & Process	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
29	RFP – T Technical Capabilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 53
30	RFP – C Contract and Financial Compliance Capabilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 54
31	Form SU	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 54
32	RFP – RR Reporting Requirements Capabilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 54

Table 2 Proposer Checklist – Price Proposal Form

Below is a Price Proposal Form. Please read the entire RFP as additional information may be required in the referenced sections.

Item #	Name	Included in a <u>SEPARATE SEALED ENVELOPE</u> of EACH Proposal Response?		Reference to Proposal Response Section
1	Price Proposal Form - Attachment C	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 56

Table 3 Proposer Checklist - Documents

Below is a list of required documents that must be downloaded and read in its entirety. Please read the entire RFP. Do not include the items in Table 3 in the RFP response.

Item #	Proposal Response Item	Downloaded and Read as Instructed??		Reference to Proposal Response Section
1	Miami-Dade County Department of Environmental Resources Management (DERM) Class 1 Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 4
2	Florida Department of Environmental Protection (FDEP) Environmental Resource Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 4
3	United States Army Corps of Engineers (USACE) Permits	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 4
4	Design Criteria Package Corrective Action Plan – Version 2, Volumes 1, 2, and 3 dated August 2009 (CAP 2) (Attachment A)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 4, 15,16
5	Technical Specifications	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 13
6	State Revolving Fund Program Supplementary Conditions (Attachment B)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 5
7	State Revolving Fund Loan Agreement and State Revolving Fund Disbursement Request Package (Attachment E)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 5

Item #	Proposal Response Item	Downloaded and Read as Instructed??		Reference to Proposal Response Section
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
8	State Appropriation Agreement and State Appropriation Disbursement Request Package (Attachment F)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 5
9	Florida Inland Navigational District (FIND) Grant Agreements and FIND Agreement Disbursement (Attachment G)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 5
10	Florida Stormwater Erosion and Sedimentation Control Inspector's Manual	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A

Table 4

Proposer Checklist – Draft Design/Build Contract

Below is a document that must be downloaded and read in its entirety. Please read the entire RFP.

1	Draft Design/Build Contract (Attachment D)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Page 5
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By signing below, I attest that I have read the entire RFP including all supporting documents, attachments, and forms. This checklist is to be used as a guide for informational purposes only. It is the sole responsibility of the Proposer to adhere to the instructions of found in the RFP documents, including the supporting attachments, forms and draft Design Build Contract.

Name of Firm: _____

Signature: _____

Name: _____

Title: _____

Date: _____