



City of Miami

REQUEST FOR QUALIFICATIONS

ARCHAEOLOGICAL SERVICES FOR MISCELLANEOUS PROJECTS

**RFQ NUMBER
18-19-014**

**ISSUE DATE
FEBRUARY 22, 2019**

**VOLUNTARY PRE-PROPOSAL CONFERENCE
MARCH 4, 2019
11:00 A.M.**

**ADDITIONAL INFORMATION AND CLARIFICATION DEADLINE
MARCH 12, 2019
5:00 P.M.**

**PROPOSAL SUBMISSION DUE DATE
MARCH 25, 2019
3:00 P.M.**

CONTACT

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TABLE OF CONTENTS

Public NoticePg. 2

SECTION 1

Introduction to Request for Qualifications (RFQ).....Pg. 3

SECTION 2

RFQ Scope of Services.....Pg. 8

SECTION 3

RFQ General ConditionsPg. 10

SECTION 4

Instructions for Submitting a ProposalPg. 17

SECTION 5

Evaluation and Selection Process Pg. 24

SECTION 6

RFQ Proposal Forms..... Pg. 26



City of Miami

PUBLIC NOTICE

RFQ NO: 18-19-014

ARCHAEOLOGICAL SERVICES FOR MISCELLANEOUS PROJECTS

Completed Proposals must be delivered to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133 by 3:00 p.m., on March 25, 2019 (“Proposal Submission Due Date”). Any Proposals received after the above date and time or delivered to a different address, department, or location will not be considered.

Request for Qualifications (RFQ) documents may be obtained on or after **February 22, 2019**, from the City of Miami, Office of Capital Improvements (OCI) webpage at: <http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

It is the sole responsibility of all firms to ensure the receipt of all addenda. Therefore, it is recommended that firms periodically check the OCI webpage for updates and the issuance of addenda.

The Department of Procurement has scheduled a **Voluntary Pre-Proposal Conference**, which will occur on **March 4, 2019 at 11:00 a.m. EST**, at 444 SW 2nd Avenue, 6th Floor South Conference Room, Miami, FL 33130. Proposers not attending the pre-proposal conference **will not be precluded** from submitting a proposal.

The City of Miami reserves the right to accept any Proposals deemed to be in the best interest of the City, to waive any minor irregularities, scrivener’s errors, omissions, and/or technicalities in any Proposals, or to reject any or all Proposals/Responses and to re-advertise for new Proposals, in accordance with the applicable sections of the Florida Statutes, the City Charter and Code, and this RFQ. The responsibility for submitting a Proposal before the stated time and date is solely and strictly that of the Proposer. The City is not responsible for any delay, late, misdelivered, or non-delivered Proposals, no matter the cause.

THIS SOLICITATION IS SUBJECT TO THE “CONE OF SILENCE” IN ACCORDANCE WITH SECTION 18-74 OF THE CITY OF MIAMI CODE.

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



SECTION 1

INTRODUCTION TO REQUEST FOR QUALIFICATIONS

1.1 INVITATION

Thank you for your interest in this RFQ. The City of Miami (City), Office of Capital Improvements (OCI), through the Department of Procurement (Procurement), seek Proposals which offer to provide the services described in Section 2, Scope of Services. This RFQ is being issued pursuant to Section 287.055 of the Florida Statutes, the "Consultants' Competitive Negotiation Act" (CCNA). All references to Florida Statutes, City of Miami and Miami-Dade County Codes, and other laws/regulations will be interpreted to include "as amended from time to time."

Copies of this solicitation are available on the OCI webpage by visiting <http://archive.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

For purposes of this RFQ, the words:

- a) "Proposal" shall mean the completed written and properly signed submission in response to this RFQ by a Proposer; and
- b) "Proposer" shall mean the Prime Consultant submitting a Proposal in response to this RFQ.

Throughout this RFQ, the phrases "must" and "shall" will denote mandatory requirements. Any Proposal that does not meet the mandatory requirements is subject to immediate disqualification.

1.2 SUBMISSION OF PROPOSALS

Sealed written Proposals must be received by the Office of the City Clerk no later than the date, time and at the location indicated in Section 4.2, Proposal Submission, in order to be considered. Faxed documents are not acceptable. **One (1) original of the Proposer's Proposal and one (1) copy of same in digital form, preferably on USB-type drive, and in SEARCHABLE .pdf file format** must be timely received by the Office of the City Clerk, or the Proposal will be disqualified. Proposals can be hand delivered to the Office of the City Clerk, no later than the date, time, and at the location indicated in Section 4.2, Proposal Submission. Untimely, misdelivered or non-delivered submittals will not be considered.

1.3 VOLUNTARY PRE-PROPOSAL CONFERENCE

A Voluntary Pre-Proposal Conference (Conference) will be held on **March 4, 2019 at 11:00 a.m.** The conference will be held at the City's Miami Riverside Center (MRC) Building, 444 S.W. 2nd Avenue, 6th Floor, South Conference Room, Miami, Florida 33130. Prospective Proposers and interested parties are strongly encouraged to attend this meeting to obtain information relative to the RFQ.

1.4 CONE OF SILENCE

Pursuant to Section 18-74 of the City of Miami Code (Ordinance No. 12271), a "Cone of Silence" is imposed upon this RFQ. Oral communications are prohibited as long as the Cone of Silence remains in effect.

Written communication must be in the form of fax, mail, or e-mail to Anthony Hansen, Sr. Procurement Contracting Officer, City of Miami, Department of Procurement, at 444 SW 2nd Avenue, 6th Floor, Miami, FL 33130, fax: 305-400-5237, e-mail amhansen@miamigov.com with a copy to the Office of the City Clerk, Attn: Rosa Castillo, at clerks@miamigov.com.

Please review City of Miami City Code Section 18-74 for additional information pertaining to the Cone of Silence.



Proposers are hereby cautioned not to contact any member of the Evaluation Committee or any City staff, regarding this RFQ, except as provided in the RFQ, or until such time as the Cone of Silence is lifted. Failure to abide by this condition of the RFQ shall be cause for rejection of Proposer's Proposal and may result in the award to the Proposer being deemed voidable by the City Commission, and/or potential suspension or debarment, pursuant to the applicable provisions of the City Code, and applicable regulations.

1.5 ADDITIONAL INFORMATION OR CLARIFICATION

Requests for additional information or clarifications must be made in writing. Proposers may fax or e-mail their requests for additional information or clarifications in accordance with Section 1.4, Cone of Silence. Facsimiles must have a cover sheet that includes the Proposer's name, the RFQ number and title, and the number of pages transmitted. Any request for additional information or clarification must be received in writing **no later than 5:00 p.m., on March 12, 2019**. Late, misdelivered, or non-delivered requests for additional information or clarification may not receive a response in subsequent addenda.

Procurement will issue responses to inquiries received and any other corrections or amendments it deems necessary, via written addenda prior to the Proposal Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ, and in any written addenda to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

Addenda will only be made available on the OCI webpage, and it is the Proposer's sole responsibility to assure its review and receipt of all addenda. Prior to submitting the Proposal, the Proposer should check the OCI webpage for all addenda at: <http://archive.miamigov.com/MiamiCapital/NewBidsandProposals.html>

1.6 AGREEMENT TERMS AND CONDITIONS

The Proposer(s) selected to render the services requested herein (Successful Proposer(s)) shall be required to execute a Professional Services Agreement (PSA or Agreement) with the City.

Certain provisions of the Agreement are non-negotiable. These include, without limitation, applicability and compliance with applicable laws (e.g. Federal, State Statutes, County and City Codes, Regulations, etc.) and venue in Miami-Dade County; hold harmless, duty to defend, indemnity, and insurance; Code of Ethics and conflicts clauses, and cancellation for convenience by the City Manager.

1.7 AWARD OF AGREEMENT(S)

An Agreement may be awarded to the Successful Proposer(s) for the Project by the City Commission or City Manager, as applicable, based upon the qualification requirements reflected herein. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer(s), when it is determined to be in the City's best interest. The City does not represent that any award will be made. The City does not guarantee any work will be authorized to a Proposer if an award is made. The award and execution of an Agreement shall comply with the Consultant's Competitive Negotiation Act ("CCNA"), Florida Statute Section 287.055, as amended, and as further codified in the City of Miami Code as Section 18-87. The City anticipates awarding two (2) Agreements described in Section 2, Scope of Services.

1.8 AGREEMENT EXECUTION

By submitting a Proposal, the Proposer agrees to be bound to and execute the Professional Services Agreement furnished by the City for Archaeological Services for Miscellaneous Projects (the "Services"). Without diminishing the foregoing, the Proposer may request clarification and submit comments concerning the Agreement for the City's consideration. None of the foregoing



shall preclude the City, at its option, from seeking to negotiate changes to the Agreement during the negotiation process.

The City shall require the Successful Proposer(s) to provide for itself and its Sub-Consultants 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;
- 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; and
- Copy of current Notice of Qualification letter from the Florida Department of Transportation (FDOT).

1.9 UNAUTHORIZED WORK

The Successful Proposer(s) shall not begin work until the City issues a written Notice to Proceed (NTP). Such NTPs shall constitute the City's authorization to begin work. Any unauthorized work performed by the Successful Proposer(s), prior to receiving the NTP, or during the term of the Agreement, shall be deemed non-compensable by the City. The Successful Proposer(s) shall not have any recourse against the City for prematurely performing unauthorized work.

1.10 SUBMITTAL INSTRUCTIONS

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit Proposals in accordance with the requirements of Section 4, Instructions for Submitting a Proposal. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.** Proposers shall make the necessary entries in all blanks on the forms provided for inclusion in the Proposer's Proposal.

Proposals shall be submitted in sealed envelopes or packages, with the RFQ number, title, and opening date clearly noted on the outside of the envelopes or packages.

1.11 CHANGES/MODIFICATIONS/ALTERATIONS

Proposers may submit a modified Proposal to replace all or any portion of a previously submitted Proposal, or withdraw a Proposal at any time prior to Proposal Submission Due Date (referenced in the Public Notice). All modifications or withdrawals shall be made in writing, to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133. Oral/Verbal modifications are not allowed and will be disregarded. Written modifications will not be accepted after the Proposal Submission Due Date. The City will only consider the latest version of the Proposal.

1.12 SUB-CONSULTANT(S)/SUB-CONTRACTOR(S)

For purposes of this RFQ, "Sub-Consultant" and "Sub-Contractor" are used interchangeably. A Sub-Consultant or Sub-Contractor is any individual, firm, entity, or organization, other than the employees of the Proposer, who has or will have a contract with the Proposer to assist in the performance of Services required under this RFQ. A Sub-Consultant shall be paid directly by the Proposer, and shall not be paid directly by the City. The Proposer must clearly identify in its Proposal the Sub-Consultants to be utilized in the performance of required Services. The City



retains the right to accept or reject any Sub-Consultant proposed in accordance with Section 4.1A, Section A(6), Qualifications of Sub-Consultant/Sub-Contractors of the Proposer's Proposal, or proposed prior to execution of the Agreement. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the Successful Proposer, and insurance for each Sub-Consultant must be approved by the City and maintained in good standing throughout the duration of the Agreement. Neither the Successful Proposer, nor any of its Sub-Consultants, are considered employees, partners, affiliates, or agents of the City. Failure to list all Sub-Consultants and provide the required information may disqualify any unidentified Sub-Consultants from performing work under this RFQ.

Proposers shall include in their Proposal the requested Sub-Consultant information and all relevant information required of the Proposer. Proposer must identify each of its Small Business Enterprise (SBE) Sub-Consultants via Letter of Agreement (LOA) at the time of Proposal submittal. Additional information concerning the SBE requirements can be found in Section 3.6, Small Business Enterprise (SBE) Participation Requirements - Mandatory.

After Proposal submittal, Proposers are expressly prohibited from substituting any Sub-Consultants contained in their Proposal. **Just cause and prior written approval by the City Manager or the Manager's authorized designee are required for substitution of any Sub-Consultants.** If approved, the City reserves the right to request additional required documentation as specified in the RFQ. If the City does not accept the proposed change(s), the Proposal may be rejected and not considered for award.

1.13 DISCREPANCIES, ERRORS, AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing, in the manner prescribed in Section 1.4, Cone of Silence. If applicable, the City will issue a written addendum to the RFQ clarifying such conflicts or ambiguities. It is agreed and acknowledged that any such alleged discrepancies, errors or omissions will not be construed against the City as the drafter.

1.14 DISQUALIFICATION

This RFQ requires the use and submission of specific City forms. In addition, the RFQ requires the submission of additional documents and information. Failure to use the City forms will result in the Proposal being deemed non-responsive, and the Proposal will not be further considered for award. Modification of, retyping, or any alterations to the City forms may also result in the Proposal being deemed non-responsive.

The City reserves the right to disqualify Proposers upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. The City also reserves the right to waive any immaterial defect or informality in any Proposal; to reject any or all Proposals in whole or in part, or to reissue this RFQ.

Any Proposer who submits in its Proposal any information that is determined by the City, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of the Agreement.

Any Proposal submitted by a Proposer who is in arrears, (e.g., money owed or otherwise in debt by failing to deliver goods or services to the City, including any agency or department of the City), or where the City has an open or liquidated damages claim against a Proposer for monies owed to the City at the time of Proposal submission, or if a Proposer has been declared in default or abandoned a prior City contract or Agreement, or has been debarred by a federal, State of Florida, or local public entity within the past five (5) years, or is on the convicted vendor list per Florida Statute 287.133, will be rejected as non-responsive and shall not be considered for award. Prior



to award of the Agreement, the above requirements must be met, and is a condition that must be maintained during the term of the Agreement.

1.15 PROPOSER'S EXPENDITURES

Proposers understand and agree that any expenditure incurred in preparation and submittal of Proposals, or in the performance of any services requested by the City in connection with the Proposals for this RFQ, are exclusively at the expense of the Proposers. The City shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Proposal, and/or anticipation of Agreement award, and/or to maintain the approved status of the Successful Proposer if an Agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process. The Proposer agrees to these terms by submission of a Proposal.

1.16 EXECUTION OF PROPOSAL

The Proposal must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with an original signature in full. When a firm is the Proposer, the Proposal shall be signed in the name of the firm by one or more of the partners. When a corporation is the Proposer, the officer signing shall set out the corporate name in full beneath which he shall sign his name, give title of his office and affix the corporate seal. Anyone signing the Proposal as an agent, must file with it legal evidence of signature authority. Proposers who are corporations shall furnish to the City with the Proposal, a copy of their authorization to transact business in the State of Florida. Failure to promptly submit this evidence of qualification to do business in the State of Florida, may be a basis for rejection of the Proposal.

Proposer understands that submitting a Proposal to this RFQ does not constitute an Agreement or contract with the City. Proposer has no contract right or expectation by submittal to the City of a response to this RFQ.

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SECTION 2

RFQ SCOPE OF SERVICES

2.1 PURPOSE

This RFQ is being issued to obtain Proposals from qualified and experienced firms to provide professional archaeological services for miscellaneous projects, (the "Services") for the City of Miami under the direction of OCI, in accordance with the Scope of Services contained in this RFQ. Proposers must possess a minimum of five (5) consecutive years of experience under its current business name, as stipulated in Florida Statute 287.055 (CCNA), as amended, and have proven experience with archaeological projects in accordance with Florida Statutes, Section 267.12 as implemented in Rule Chapter 1A-32. The Successful Proposer(s) shall be selected in accordance with Florida Statutes, Section 287.055, CCNA, as amended.

2.2 SCOPE OF SERVICES

The Successful Proposer(s) shall provide archaeological services including, but not limited to, surveying, inspection, excavation, subsurface and surface reconnaissance of identified sites and in conducting systematic archaeological field research, comprehensive analysis and interpretation in the form of publishable reports and monographs to assist the City in fulfilling its responsibilities in the stewardship of its archaeological resources in accordance with Florida Statutes, Section 267.12 as implemented in Rule Chapter 1A-32.

The Successful Proposer(s) shall provide one or more of the following services on an on-going and as needed basis with respect to various project sites to be identified by the City. Further details concerning the Scope of Services are contained in the Agreement for Miscellaneous Archaeological Services, which will be provided by the City during negotiations with the Successful Proposer(s), and will be further specified and clarified in Work Order proposals solicited as project sites are identified.

1. Staff Training.
2. Field monitoring - During any initial construction activities disturbing all surface and subsurfaces, archaeological monitoring will be provided by a professional archaeologist, and the following will apply:
 - a. Collect base data on potential archaeological site or features uncovered during any initial construction activities and fully document all findings by the consultant archaeologist;
 - b. Provide written notice to the City within forty-eight (48) hours of the discovery of a significant archaeological find, cultural deposit and human remains that might be uncovered as a part of subsurface disturbing activities in compliance with the City of Miami and State of Florida requirements;
 - c. If articulated human remains or fragmentary human remains are uncovered, the provisions of Florida Statute 872.05 (Offenses Concerning Dead Bodies and Graves), will apply;
 - d. Recovered cultural deposit materials/artifacts will be donated to the Historical Museum of Southern Florida;
 - e. Submit monthly reports to the City during any archaeological testing and monitoring activities to document the results of any finds;
 - f. Submit two (2) copies of the final report to the City within ninety (90) calendar days of completion of the archaeological investigations and monitoring; and



SECTION 3 RFQ GENERAL CONDITIONS

3.1 ACCEPTANCE/REJECTION

The City reserves the right to accept any or all Proposals that best meet the criteria in this Solicitation, or reject any or all Proposals that fail to meet the criteria in this Solicitation. The City also reserves the right to reject any Proposer who has previously failed to properly perform under the terms and conditions of a City contract, to deliver on time any contracts with the City, and who does not have the capacity to perform the requirements defined in this RFQ. Further, the City may waive informalities, technicalities, minor irregularities, and/or request additional information/clarification for the services specified in this RFQ, and may, at its discretion, withdraw and/or re-advertise the RFQ.

3.2 LEGAL REQUIREMENTS

This RFQ is subject to all applicable federal, state, and local laws, codes, ordinances, rules and regulations, loan documents, funding and grant agreements that in any manner affect any and/or all of the services covered herein. Lack of knowledge by the Proposer, shall in no way be cause for relief from responsibility for compliance with these requirements. Proposers shall make inquiry, become familiar with such legal requirements, as applicable, and fully comply with all applicable federal, state, and local laws, rules and regulations, and loan and grant requirements. The foregoing will be considered as part of the duties of performance of the Proposers under the Agreement.

3.3 NON-APPROPRIATION OF FUNDS

In the event that insufficient funds are appropriated, and budgeting or funding is otherwise unavailable or not allocated in any fiscal period for this Agreement, the City shall have the unqualified right to terminate the Work Order(s), and/or the Agreement upon written notice to the Successful Proposer(s), without any penalty or expense to the City or recourse against the City. No guarantee, promise, warranty or representation is made that any particular work or project(s) will be assigned to the Successful Proposer(s).

3.4 BUSINESS TAX RECEIPT REQUIREMENT

Proposers shall meet the City's Business Tax Receipt (BTR) requirements in accordance with Chapter 31, Article II of the City Code, as amended, and any required County Business Tax Receipt (County BTR) requirements. Proposers with a business location outside the City's municipal boundaries shall meet all applicable local BTR requirements. A copy of the Proposer's BTR shall be submitted with the Proposal. The City may, at its sole option, allow the Proposer to submit a copy of their BTR after the Proposal Submission Due Date.

3.5 MINIMUM QUALIFICATION REQUIREMENTS

The City is seeking qualified archaeological firms, as stipulated in Florida Statutes, Section 287.055, CCNA. Proposers shall, as of the Proposal Submission Due Date, have the following mandatory minimum qualifications:

- 1) Proposers must be a licensed, registered, and practicing archaeological services firm or an Archaeologist, who is registered by the Society of Professional Archaeologists, as defined on Florida Statutes Chapter 872, authorized to conduct business in the State of Florida for the last five (5) consecutive years **under its current business name** (current business name means the actual official name on file with the State of Florida of the business entity or firm submitting the Proposal), as of the Proposal Submission Due Date and through award;



- 2) Proposers must have a minimum of five (5) years of experience completing projects, as outlined in Section 2, Scope of Services, as of the Proposal Submission Due Date. In addition, the Proposer shall meet the foregoing experience requirement, and must utilize the forms identified in Section 4.1.A, Content of the Qualification Statement, to respond to this requirement.

Proposers must have a proven track record of successfully completing archaeological projects, which shall be submitted as referenced projects. **Failure to meet the above-stated requirements will result in the Proposer's response being rejected as non-responsive;**

- 3) Proposers must have a **Lead Professional Archaeologist**, who shall serve as Principal in Charge, with a minimum of five (5) years of experience leading projects of similar complexity as the one identified in this RFQ, as of the Proposal Submission Due Date. Proposers must utilize the forms identified in Section 4.1, Submission Requirements, to respond to this requirement for referenced projects. The Lead Professional Archaeologist / Principal in Charge must also have the following requirements, as of the Proposal Submission Due Date:
 - a. Minimum professional requirements contained in 36 C.F.R.61;
 - b. Graduate degree in archaeology, anthropology, geology or closely related field;
 - c. One (1) year of full time professional experience or equivalent specialized training in archaeological research, administration or management;
 - d. At least four (4) months of supervised field and analytic experience in general North American archaeology; and
 - e. Demonstrated ability to carry research to completion;
- 4) Proposers must have an **Archaeological Monitor** on staff, with a minimum of five (5) years of experience completing projects of similar complexity as the one identified in this RFQ, as of the Proposal Submission Due Date. Proposers must utilize the forms identified in Section 4.1, Submission Requirements, to respond to this requirement for referenced projects. The Archaeological Monitor must also have the following requirements, as of the Proposal Submission Due Date:
 - a. Minimum of a Bachelors of Arts in anthropology, archaeology, or related field; and
 - b. One (1) year of experience supervised by a professional Archaeologist;
- 5) Proposers must have demonstrated experience successfully completing three (3) archaeological surveying/consulting projects in the State of Florida in accordance with Florida Statutes, Section 267.12, as implemented in Rule Chapter 1A-32.

Failure to meet the above-stated mandatory minimum requirements will result in the Proposer's Proposal being rejected as non-responsive. Please see Section 4, Instructions for Submitting a Proposal, for further direction.

Proposers shall provide information on the following:

- i. Qualifications and experience of their team, members, and staff, including **three (3) previously completed projects resulting in publishable reports and/or monographs submitted to the Florida Department of State, Division of Historical Resources** within the past five (5) years (Form RFQ-EPC);
- ii. Lead Professional Archeologist / Principal in Charge shall provide information on their qualifications and experience, including **three (3) previously completed projects** where human remains and/or artifacts were found and reported, within the past five (5) years (Form RFQ-LPA);



- iii. Archaeological Monitor and Geologist shall provide information on their qualifications and experience, including **one (1) previously completed archaeological project** within the past three (3) years (Form RFQ-EAM and RFQ-EGO); and
- iv. Other Sub-Consultants shall provide information on their qualifications and experience, including **one (1) previously completed project (preferably of archaeological nature)** within the past three (3) years (Form RFQ-ESC).

The City Chief Procurement Officer may, at their discretion as deemed in the best interest of the City, consider a Proposal responsive where a Proposer has less than the stipulated minimum number of years of experience solely where the Proposer has undergone a name change and such change-of-name has been filed with the State of Florida, and the Proposer should have the same Federal Tax Identification Number before and after the name change, or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. Proposers must include documentation substantiating the above stated minimum requirements as part of its Proposal for the City to consider crediting the years of experience from the Proposer under its previous name, if applicable. **Failure to include such documentation with the Proposal may result in the Proposal to be considered non-responsive.**

3.6 SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION REQUIREMENTS - MANDATORY

Unless precluded by Florida Statutes, Federal laws or regulations, or grant requirements, the City has established mandatory SBE Participation requirements, formerly referred to as Community Business Enterprise ("CBE"), Requirements Ordinance 13331, codified as Section 18-87(p) of the City Code. Proposers may review the SBE listing, managed by Miami-Dade County's Small Business Enterprise ("SBE") at the following link: <http://miamidade.gov/smallbusiness/library/reports/certify-sbe-ae.pdf>. OCI has established procedures to assist Proposers in complying with these SBE participation requirements. Proposers shall adhere to the SBE Participation requirements as indicated below:

- Assign a minimum of fifteen percent (15%) of the comprehensive award value to firms currently certified by Miami-Dade County as a SBE firm; and
- Submit the following SBE forms with their Proposal:
 - 1) Sign and attach Form 6.4 – Certificate of Compliance.
 - 2) Sign and attach Form RFQ-QSC – Qualifications of Sub-Consultants/Sub-Contractors.
 - 3) Sign and attach the Letter of Agreement(s) (LOA) with each Sub-Consultant.

The "OCI Forms" webpage includes a link to "Community Business Enterprise – Forms and Reports," including a forms checklist and a "Frequently Asked Questions" (FAQ) page containing important information. For detailed instructions and access to the required SBE forms, click on the following link <http://archive.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

Unless precluded by Florida Statutes, Federal laws and regulations, or grant requirements, Proposers who meet the mandatory SBE participation requirement by agreeing to use firms located within the City's municipal boundaries will be awarded five (5) bonus points during the evaluation process.

In addition to submitting the required SBE forms, refer to Section 5-C, Five Bonus Points and SBE Participation, to qualify to receive the five (5) bonus points. Proposers must include the following documentation with their Proposal to be considered for the five (5) bonus points:



- Attach copies of both a current **City of Miami** Business Tax Receipt **AND** a current **Miami-Dade County** Business Tax Receipt for the SBE Sub-Consultant(s).

To verify the above requirements, the City has provided Form RFQ-QSC to identify all Sub-Consulting firms (including SBE certified firms) that are part of the Proposer's team. Failure to include the completed form(s) with Proposer's Proposal may cause the Proposal to be deemed non-responsive.

SECTION 18-73 CITY OF MIAMI CODE

Local office means a business within the City that meets all of the following criteria:

- (1) Has had a staffed and fixed office or distribution point, operating within a permanent structure with a verifiable street address that is located within the corporate limits of the City, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue; for purposes of this section, "staffed" shall mean verifiable, full-time, on-site employment at the local office for a minimum of forty (40) hours per calendar week, whether as a duly authorized employee, officer, principal or owner of the local business; a post office box shall not be sufficient to constitute a local office within the city;
- (2) If the business is located in the permanent structure pursuant to a lease, such lease must be in writing, for a term of no less than twelve (12) months, been in effect for no less than the twelve (12) months immediately preceding the date bids or Proposals were received, and be available for review and approval by the Chief Procurement Officer or its designee; for recently-executed leases that have been in effect for any period less than the twelve (12) months immediately preceding the date bids or Proposals were received, a prior fully-executed lease within the corporate limits of the City that documents, in writing, continuous business residence within the corporate limits of the City for a term of no less than the twelve (12) months immediately preceding the date bids or Proposals were received shall be acceptable to satisfy the requirements of this section, and shall be available for review and approval by the Chief Procurement Officer or its designee; further requiring that historical, cleared rent checks or other rent payment documentation in writing that documents local office tenancy shall be available for review and approval by the Chief Procurement Officer or its designee;
- (3) Has had, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue, a current Business Tax Receipt issued by both the City and Miami-Dade County, if applicable;
- (4) Has had, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue, any license or certificate of competency and certificate of use required by either the City or Miami-Dade County that authorizes the performance of said business operations; and
- (5) Has certified in writing its compliance with the foregoing at the time of submitting its bid or Proposal to be eligible for consideration under this section; provided, however, that the burden of proof to provide all supporting documentation in support of this local office certification be borne by the business applicant submitting a bid or Proposal.

3.7 PUBLIC ENTITY CRIMES

In accordance with Florida Statutes Section 287.133, a person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not: a) submit a



response on a contract to provide any goods or services to a public entity; b) submit a response on a contract with a public entity for the construction or repair of a public building or public work; c) submit responses on leases of real property to a public entity; d) be awarded or perform work as a Contractor, design-builder, supplier, Sub-Contractor, or Consultant under a contract with any public entity; and e) transact business with any public entity in excess of the threshold amount of thirty five thousand dollars (\$35,000) provided in Florida Statutes, Section 287.017, CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section by Proposer shall result in rejection of the Proposal, cancellation of the Agreement (if awarded), and may result in Proposer's debarment.

3.8 RESOLUTION OF PROTESTS

Any actual or prospective contractual party who feels aggrieved in connection with the solicitation or award of a contract may protest in writing to the Chief Procurement Officer, in accordance with the procedures contained in Section 18-104, Resolution of Protested Solicitations and Awards, as amended, of the City Code, Ordinance No. 12271 (the City of Miami Procurement Code), as amended, describing the protest procedures. Protests failing to meet the requirements for filing shall NOT be accepted. Failure of a party to timely file a Notice of Intent to Protest, shall constitute a forfeiture of such party's right to file a protest. **NO EXCEPTIONS TO THIS REQUIREMENT.**

3.9 REVIEW OF PROPOSAL FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A "responsive" Proposal meets the requirements of the RFQ, is submitted in the format outlined in Section 4.1.B, Proposal Submission Format, is of timely submission, and has appropriate signatures/attachments, as required on each document.

3.10 COLLUSION

The Proposer, by submitting a Proposal, certifies that its Proposal is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Proposal for the same Services, or with any City department. The Proposer certifies that its Proposal is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws as defined in Section 2-611 of the City Code. The City will investigate all situations where collusion may have occurred, and the City reserves the right to reject any and all Proposals where collusion may have occurred.

3.11 CLARIFICATIONS

The City reserves the right to request clarifications of information submitted, and to request any necessary supporting documentation or information from any Proposer after the Proposal Submission Due Date.

3.12 KEY PERSONNEL

Subsequent to submission of a Proposal and prior to award of an Agreement, Key Personnel shall not be changed. Proposers shall not change any member of their Key Personnel without just cause **and** prior written approval by the City. The City reserves the right to request additional documentation, as required by the RFQ prior to making its determination. If the City does not accept the proposed change(s), the Proposal may be rejected and not considered for award.

3.13 AUDIT RIGHTS AND RECORDS RETENTION

The Successful Proposer agrees to provide access, at all reasonable times, to the City, or to any of its duly authorized representatives, to any books, documents, papers, invoices, receipts, reimbursement information and records of Proposer which are directly pertinent to this RFQ, the Agreement, the loan reimbursement and grant reimbursement (if applicable), for the purpose of



audit, examination, excerpts, and transcriptions. The Successful Proposer shall maintain and retain any and all of the books, documents, papers and records pertinent to the Agreement for five (5) years after the City makes final payment and all other pending matters are closed. Proposer's failure or refusal to comply with this condition shall result in the immediate termination of the contract (if awarded) by the City. The Audit and Inspection Provisions of Sections 18-100, 18-101 and 18-102 of the Miami City Code are incorporated by reference herein.

3.14 PUBLIC RECORDS

The Successful Proposer shall additionally comply with the provisions of Section 119.0701, Florida Statutes, entitled "Contracts; Public Records; Request for Contractor Records; Civil Action."

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DIVISION OF PUBLIC RECORDS AT (305) 416-1800, VIA EMAIL AT PUBLICRECORDS@MIAMIGOV.COM, OR REGULAR MAIL AT CITY OF MIAMI OFFICE OF THE CITY ATTORNEY, 444 SW 2ND AVENUE, 9TH FL, MIAMI, FL 33130. THE CONSULTANT MAY ALSO CONTACT THE RECORDS CUSTODIAN AT THE CITY OF MIAMI DEPARTMENT WHO IS ADMINISTERING THIS CONTRACT.

3.15 CONFLICT OF INTEREST

Successful Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Successful Proposer during the term of the Agreement and shall expressly require any Sub-Consultant performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Sub-Consultant during the Agreement term.

3.16 CONFLICT OF INTEREST

Proposers, by responding to this RFQ, certify that, to the best of their knowledge and belief, no elected/appointed official or employee of the City is financially interested, directly or indirectly, in the purchase of goods/services specified in this RFQ. Any such interests on the part of the Proposer or its employees shall be disclosed in writing to the City.

Further, Proposers shall disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more of the total assets of capital stock of the Proposing firm.

3.17 DEBARRED/SUSPENDED VENDORS

An entity or affiliate who has been placed on the State of Florida debarred or suspended vendor list may not: a) submit a response on a contract to provide goods or services to a public entity; b) may not submit a response on a contract with a public entity for the construction or repair of a public building or public work; c) may not submit a response on leases of real property to a public entity; d) may not be awarded or perform work as a Contractor, design-builder, supplier, Sub-Contractor, or Consultant under contract with any public entity; and e) may not transact business with any public entity.



3.18 NONDISCRIMINATION

Proposer agrees that it shall not discriminate by race, gender, color, age, religion, national origin, marital status, or disability in connection with its performance under this RFQ. Furthermore, Proposer agrees that no otherwise qualified individual shall solely by reason of his/her race, gender, color, age, religion, national origin, marital status or disability be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity called for or required in connection with services rendered under this Agreement.

3.19 UNETHICAL BUSINESS PRACTICE PROHIBITIONS

Proposer represents and warrants to the City that it has not employed or retained any person or company employed by the City to solicit or secure the award of the Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind, contingent upon or in connection with, the award of the contract.

3.20 ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the Proposal shall be evaluated or considered, and any and all such additional terms and conditions shall have no force or effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed that the General and Special Conditions in this solicitation are the only conditions applicable to this solicitation and that the Proposer's authorized signature affixed to the Proposer's acknowledgment form attests to this.

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SECTION 4

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Submit the following information and documents with Proposer's Proposal. Failure to do so may cause the Proposal to be deemed non-responsive. Proposals deemed non-responsive will receive no further consideration.

4.1 SUBMISSION REQUIREMENTS

Each Proposal must contain the following documents and forms required by Sections 4.1.A, Sections A – D, fully completed and signed as required. Proposers shall prepare their Proposal utilizing the same format outlined below in Section 4.1.B, Proposal Submission Format. Each section of the Proposal, as stipulated in Section 4.1.B, shall be separated by a tabbed divider identifying the corresponding section number. Proposers are not to submit any information in response to this RFQ that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. Proposers shall not include any documents not specifically required or requested. The submission of such documentation may adversely affect the evaluation of the Proposal by the Evaluation Committee.

Hard cover binders shall not be used in the submission of the Proposal. Proposers should also make every effort to utilize recycled paper in preparing its Proposal. Double sided printing is permitted, provided that the Proposal complies with the format set forth in Section 4.1.B.

Do not include additional information not requested in this RFQ, unless specified in an Addendum. This RFQ requires the use and submission of specific City forms. The City forms shall not be expanded or altered. Additional pages may not be added unless the form specifically states that pages can be added. Failure to utilize the City's forms will result in the rejection of the Proposal as non-responsive.

A. Content of Qualifications Statement:

All forms referenced in Sections 4.1.A, Sections A – D are required (as applicable).

Section A

1. Table of Contents

The Table of Contents should follow in sequential order the sections and documents specified in Sections 4.1.A and 4.1.B, including enclosures. All pages of the Proposal must be consecutively numbered and correspond to the Table of Contents.

2. Proposal Cover Letter

Proposer shall complete and submit Form RFQ-PCL for this section of the Proposal (one (1) page maximum).

3. Proposal Narrative

Proposer shall complete and submit Form RFQ-PN for this section of its Proposal. Provide a brief overview of the Proposer's firm and why the Proposer is the most qualified for this Project.

4. Qualifications of the Prime Consultant

Prime Consultant shall complete and submit Form RFQ-QPC for this section of its Proposal. Prime Consultant shall be licensed, registered, and practicing



archaeological firm or Archaeologist, authorized to conduct business in the State of Florida **for the last five (5) consecutive years under its current business name** (current business name means the actual official name on file with the State of Florida of the business entity or firm submitting the Proposal), as of Proposal Submission Due Date. Licenses, certificates of authorization, and any other pertinent information shall be submitted which demonstrates the Prime Consultant's ability to satisfy all of the minimum qualification requirements identified in Section 3.5, Minimum Qualification Requirements. Prime Consultant must disclose, in detail, any and all judgments, suits, claims, arbitrations, and back charges asserted or awarded against the Prime Consultant or any proposed Sub-Consultant in the past seven (7) years where the threshold exceeded one hundred thousand dollars (\$100,000). Proposals which do not contain such documentation may be deemed non-responsive. No company brochures are to be included as part of the Proposal (1 form – 3 pages maximum).

5. Experience of the Prime Consultant

Prime Consultant shall complete and submit Form RFQ-EPC for this section of its Proposal to provide a comprehensive summary of the Prime Consultant's experience and qualifications in providing archaeological services. The firm **MUST** have served as lead on projects that resulted in publishable reports and/or monographs submitted to the Florida Department of State, Division of Historical Resources on a minimum of three (3) previous occasions within the past five (5) years. Prime Consultant shall submit referenced projects including; client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project in terms of the entire cost. **Failure to submit the three (3) archaeological projects within the past five (5) years minimum experience requirement shall result in a non-responsive determination for the Proposal.**

Form RFQ-EPC must be completed and signed by the Program/Project Owner's representative.

6. Qualifications of the Sub-Consultants/Sub-Contractors

Prime Consultant shall complete and submit Form RFQ-QSC for this section of its Proposal. Prime Consultant shall base the Proposal on the anticipated levels of staffing required to deliver the services identified in Section 2, RFQ Scope of Services. Prime Consultant shall list all Sub-Consultants/Sub-Contractors.

Prime Consultant shall list all proposed Sub-Consultants/Sub-Contractors to be used, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work (service or commodity) and SBE certification by Miami-Dade County (if applicable).

7. Experience of the Sub-Consultants/Sub-Contractors

Prime Consultant shall submit Form RFQ-ESC, completed by each Sub-Consultant/Sub-Contractor, for this section of its Proposal to provide a comprehensive summary of each Sub-Consultant/Sub-Contractor experience and qualifications. The firm(s) **MUST** have served as a Sub-Consultant/Sub-Contractor on one (1) (preferably of archaeological nature) project within the past three (3) years, at a minimum. Referenced projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the



project, and the total value of the project in terms of the entire cost. **Failure to submit the one (1) (preferably of archaeological nature) project within the past three (3) years minimum experience requirement for each Sub-Consultant/Sub-Contractor shall result in a non-responsive determination for the Proposal.**

Form RFQ-ESC must be completed and signed by the Program/Project Owner's representative.

8. Experience and Qualifications of the Lead Professional Archaeologist / Principal in Charge

Proposer shall complete and submit Form RFQ-LPA for this section of its Proposal to provide a comprehensive summary of the Lead Professional Archaeologist / Principal in Charge's experience, including the completion of three (3) archaeological projects similar in size, scope, and complexity within the past five (5) years. **Failure to meet the stipulated minimum experience requirement and submit proof of three (3) archaeological projects within the past five (5) years, shall result in the Proposal being deemed non-responsive.**

Proposer shall also provide a one (1)-page resume reflecting the Lead Professional Archaeologist / Principal in Charge's education, experience, and qualifications as they relate to this Project.

9. Experience and Qualifications of the Archaeological Monitor

Proposer shall complete and submit Form RFQ-EAM for this section of its Proposal to provide a comprehensive summary of the Archaeological Monitor's experience, including the completion of one (1) archaeological project similar in size, scope, and complexity within the past three (3) years. **Failure to meet the stipulated minimum experience requirement and submit proof of one (1) archaeological project within the past three (3) years, shall result in the Proposal being deemed non-responsive.**

Proposer shall also provide a one (1)-page resume reflecting the Archaeological Monitor's education, experience, and qualifications as they relate to this Project.

10. Experience and Qualifications of the Geologist

Proposer shall complete and submit Form RFQ-EGO for this section of its Proposal to provide a comprehensive summary of the Geologist's experience, including the completion of one (1) archaeological project similar in size, scope, and complexity within the past three (3) years. **Failure to meet the stipulated minimum experience requirement and submit proof of one (1) archaeological project within the past three (3) years, shall result in the Proposal being deemed non-responsive.**

Proposer shall also provide a one (1)-page resume reflecting the Geologist's education, experience, and qualifications as they relate to this Project.

11. Qualifications of the Team's Key Personnel

Prime Consultant shall complete and submit Form RFQ-QKP for this section of its Proposal. Prime Consultant shall base the Proposal on the anticipated levels of staffing required to deliver the services identified in Section 2, RFQ Scope of Services. Prime Consultant shall list all of the Team's Key Personnel.

Include a one (1)-page resume describing education, experience, licenses and any other pertinent information to this RFQ, for each Key Personnel listed.



Section B

1. Team Organizational Chart

An organizational chart of the Proposer's team shall be provided for Key Personnel.

2. Philosophy, Methodology and Process

Proposer shall complete and submit Form RFQ-PMP for this section of its Proposal. Proposer shall include a brief explanation of its philosophy, methodology, and process as it relates to this Project. This should include an understanding of the Scope of Services; clearly defined issues commonly encountered and methodology for resolution of these project issues; value engineering; and the process and approach to meeting the requirements of the Scope of Services.

3. Technical Capabilities and Methodology

Proposer shall complete and submit Form RFQ-TCM for this section of its Proposal to provide a brief comprehensive explanation of the firm's technical capabilities and methodology to archaeological services.

Section C

1. RFQ Proposal Forms (Section 6.0)

Proposer shall sign and submit each RFQ Proposal Form.

2. Information for Determining Joint Venture Eligibility – Form A (if applicable)

Section D

1. Letter of Agreement(s) (LOA)

2. Certificate of Compliance with Section 18-87 of the City Code

3. Business Tax Receipt/Occupational License

4. Copies of Miami-Dade County SBE certification for Proposer or Proposer's Sub-Consultant(s) (if applicable)

5. FDOT Notice of Qualifications (if applicable)

B. Proposal Submission Format:

Proposers shall prepare and submit the Proposal in the format below. Failure to comply with this format may result in the Proposal found to be non-responsive.

Section A

1. Table of Contents

2. RFQ-PCL – Proposal Cover Letter

3. RFQ-PN – Proposal Narrative

4. RFQ-QPC – Qualifications of the Prime Consultant

5. RFQ-EPC – Experience of the Prime Consultant

6. RFQ-QSC – Qualifications of the Sub-Consultants/Sub-Contractors

7. RFQ-ESC – Experience of the Sub-Consultant/Sub-Contractors

8. RFQ-LPA – Experience and Qualifications of the Lead Professional Archaeologist / Principal in Charge with Resume

9. RFQ-EAM – Experience and Qualifications of the Archaeological Monitor with Resume



10. RFQ-EGO – Experience and Qualifications of the Geologist with Resume
11. RFQ-QKP – Qualifications of the Team’s Key Personnel with Resumes

Section B

1. Team Organizational Chart
2. RFQ-PMP – Philosophy, Methodology and Process
3. RFQ-TCM – Technical Capabilities and Methodology

Section C

1. RFQ Proposal Forms (Section 6)
2. Information for Determining Joint Venture Eligibility - Form A (if applicable)

Section D

1. RFQ-LOA – Letter of Agreement(s) (LOA)
2. Certificate of Compliance with Section 18-87 of the City Code
3. Business Tax Receipt/Occupational License
4. Copies of Miami-Dade County SBE certification for Proposer or Proposer's Sub-Consultant(s) (if applicable)
5. FDOT Notice of Qualifications (if applicable)

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4.2. PROPOSAL SUBMISSION

One (1) original of the Proposer's Proposal and one (1) copy of same in digital form, preferably on USB-type drives and in SEARCHABLE .pdf file format, shall be delivered in accordance with the following:

Proposal Submission Due Date: March 25, 2019 by 3:00 p.m.

Proposal Delivery Location: Mr. Todd Hannon, City Clerk

City of Miami
Office of the City Clerk
3500 Pan American Drive, First Floor
Miami, Florida 33133

Proposals must be clearly marked on the outside of the package referencing the following documentation:

RFQ No. 18-19-014

ARCHAEOLOGICAL SERVICES FOR MISCELLANEOUS PROJECTS

Proposals received at any other location than the aforementioned, or after the Proposal Submission Due Date and time shall be deemed non-responsive and shall not be considered.

Proposals should be signed by an official authorized to bind the Proposer to the provisions given in the Proposals. Proposals are to remain valid **for at least one hundred eighty (180) calendar days**. Upon award of an Agreement, the contents of the Successful Proposer's Proposal shall be incorporated within and included as part of the Agreement. Additional information on submission requirements can be found in Section 4.1, Submission Requirements.

4.3. SUBMITTAL GUIDELINES

General

Only one (1) Proposal from an individual, firm, partnership, corporation or joint venture will be considered in response to this RFQ. Sub-Consultants and Sub-Contractors may be included in more than one (1) Proposal submitted by more than one (1) Proposer. A firm, partnership, corporation, or joint venture that submits a Proposal shall not be a Sub-Consultant on another Proposal submitted under this RFQ.

Joint venture firms must complete and submit with their Proposal the form titled "Information for Determining Joint Venture Eligibility" (Form A, located on the last two pages of this RFQ document), and submit a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate their respective roles, responsibilities and levels of participation for this RFQ. Failure to timely submit Form A, along with an attached written copy of the joint venture agreement may result in disqualification of the Proposer's Proposal.

Joint venture Proposals will be evaluated based on the combined team. Each member of a joint venture shall provide the information identified above.

Proposer must clearly identify any Sub-Consultants proposed to be used, and provide for the Sub-Consultant the same information required of the Proposer. The City retains the right to accept or reject any proposed Sub-Consultants.



It is the policy of the City that, prior to award of an Agreement, the Successful Proposer register as a vendor indicating the commodities/services which the Proposer can regularly supply to the City. The Proposer can register as a City vendor, via the internet at:

<https://www.miamigov.com/Government/Departments-Organizations/Procurement>.

For any questions regarding vendor registration, contact the Department of Procurement at (305) 416-1922. Proposers must be registered as a condition of award. It is the sole responsibility of the Proposer to insure that the registration is completed.

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SECTION 5

INFORMAL EVALUATION/SELECTION PROCESS

A. Evaluation Procedures

The procedure for Proposal evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of Proposals.
3. Opening and listing of all Proposals received.
4. Preliminary review by City's Procurement staff for compliance with the submission requirements of the RFQ, including verification that each Proposal includes all documents required.
5. Review by professional staff and/or an Evaluation Committee (Committee) certifying that the Proposer is qualified to render the required services according to State regulations.
6. The Committee, appointed by the City Manager, shall meet to evaluate each responsive Proposal in accordance with the requirements of this RFQ. The Committee will select a minimum of three (3) firms deemed the most highly qualified to perform the required services, unless fewer than three (3) Proposals are received. At the Committee's option, they may decide to hold brief presentations and interview sessions with all Proposers or shortlisted firms.
7. The Committee forwards its recommendation to the City Manager, listing the Proposers in rank order.
8. After reviewing the Committee's recommendation, the City Manager may:
 - a) Approve the recommendation of the Committee and authorize Procurement to enter into negotiations with the top ranked Proposer or request that the Committee provide additional information as to the ranking of the Proposals. Upon approval of the Committee's recommendation, the Proposers will be listed in rank order on the OCI webpage:
<http://archive.miamigov.com/MiamiCapital/NewBidsandProposals.html>;
 - b) Reject the Committee's recommendation and instruct the Committee to re-evaluate and make further recommendations;
 - c) Reject all Proposals; or
 - d) Recommend that the City Commission reject all Proposals.
9. Upon successful negotiation of the Agreement(s), Procurement will forward the recommended Agreement(s) to the City Manager for approval, and the City Manager upon acceptance of the negotiated Agreement(s) will approve the award for Agreements not exceeding five hundred thousand dollars (\$500,000) or recommend that the City Commission, when required by the City's Procurement Code, approve the recommendation of the Committee and the award of the Agreement(s). Where Procurement is not able to negotiate an Agreement successfully with the top ranked Proposer(s), Procurement will recommend to the City Manager that such negotiations be terminated, and that Procurement enter into negotiations with the next ranked Proposer(s) until an Agreement is reached or all Proposals are rejected.



10. After reviewing the City Manager's recommendation, the City Commission may:

- a) Approve the City Manager's recommendation and authorize award of the Agreement(s). Upon approval of the City Manager's recommendation, an award memorandum will be included on the OCI webpage, <http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>, of which written notice shall be provided to all Proposers;
- b) Reject the City Manager's recommendation to award the Agreement(s); or
- c) Reject all Proposals and direct the City Manager to re-open negotiations or to solicit new Proposals.

B. Evaluation Criteria

Proposals shall be evaluated according to the following criteria and respective weight:

- i. Experience and Qualifications of Proposer Maximum 30 points
- ii. Experience and Qualifications of Lead Professional
Archaeologist / Principal in Charge, Archaeological
Monitor, and Geologist Maximum 30 points
- iii. Experience and Qualifications of Proposer's Team Maximum 20 points
- iv. Philosophy, Methodology and Process Maximum 10 points
- v. Technical Capabilities and Methodology Maximum 10 points

C. Five Bonus Points and SBE Participation

Unless precluded by Florida Statutes, Federal laws or regulations, or grant requirements, bonus points will be granted to Proposers who agree to use Miami-Dade County SBE Firms from within the City of Miami municipal boundaries. The awarded firm must agree to assign a minimum of fifteen percent (15%) of the contract value to Miami-Dade County certified SBE firm(s) that maintain a "Local Office," as defined in City Code Section 18-73.

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SECTION 6

RFQ PROPOSAL FORMS

6.1 RFQ INFORMATION AND ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges and affirms to the contents of this RFQ, its response thereto, including without limitation, all Addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

Addendum No. 1, Dated _____

Addendum No. 2, Dated _____

Addendum No. 3, Dated _____

Addendum No. 4, Dated _____

Addendum No. 5, Dated _____

RFQ No. 18-19-014

I certify that all information contained in response to this RFQ is true. I certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFQ for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFQ, and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

Firm's Name

Principal Business Address

Telephone

Fax

E-mail address

Name

Title

Authorized Signature



6.2.1

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Board of Directors of the _____

_____ a corporation existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as President of the Corporation, be and is hereby authorized to execute the Proposal dated, _____, 20____, to the City of Miami and this Corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.2.2

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the _____
_____ organized and existing under the laws of the State of _____, held on _____
_____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as _____ of the Partnership, be and is hereby authorized to execute the Proposal dated, _____ 20____, to the City of Miami and this Partnership and that their execution thereof, attested by the _____ shall be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY DISQUALIFY PROPOSER'S PROPOSAL



6.2.3

**CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Principals of the _____
_____ organized and existing under the laws of the State of _____, held on _____
_____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Joint
Venture be and is hereby authorized to execute the Proposal dated, _____ 20____, to the
City of Miami and that their execution thereof shall be the official act and deed of this Joint Venture."
I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this
_____, day of _____, 20____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.2.4

**CERTIFICATE OF AUTHORITY
(IF LIMITED LIABILITY CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Principals of the _____
_____ organized and existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Limited Liability Corporation be and is hereby authorized to execute the Proposal dated, _____ 20____, to the City of Miami and that their execution thereof shall be the official act and deed of this Limited Liability Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.2.5

**CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)**

STATE OF _____)
) SS:
COUNTY OF _____)

I HEREBY CERTIFY that as an individual, I _____
(Name of Individual)
_____ and as a d/b/a (doing business as) _____
(if applicable)
_____ exist under the laws of the State of Florida.

"RESOLVED, that, as an individual and/or d/b/a (if applicable), be and is hereby authorized to execute the Proposal dated, _____, 20____, to the City of Miami as an individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the State, shall be the official act and deed of me as an individual d/b/a (doing business as) _____."
(if applicable)

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20____.

NOTARY PUBLIC: _____
Commission No.: _____

I personally know the individual/do not know the individual (Please Circle)
Driver's License # _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.3 DEBARMENT AND SUSPENSION

(a) Authority and requirement to debar and suspend:

After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the City Manager, after consultation with the Chief Procurement Officer and the City Attorney, shall have the authority to debar a contractual party for the causes listed below from consideration for award of City contracts. The debarment shall be for a period of not fewer than three years. The City Manager shall also have the authority to suspend a Contractor from consideration for award of City contracts if there is probable cause for debarment. Pending the debarment determination, the authority to debar and suspend Contractors shall be exercised in accordance with regulations, which shall be issued by the Chief Procurement Officer after approval by the City Manager, the City Attorney, and the City Commission.

(b) Causes for debarment or suspension include the following:

1. Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract.
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty.
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or Proposals.
4. Violation of contract provisions, which is regarded by the Chief Procurement Officer to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a contract or to perform within the time limits provided in a contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension.
5. Debarment or suspension of the contractual party by any federal, state or other governmental entity.
6. False certification pursuant to paragraph (c) below.
7. Any other cause judged by the City Manager to be so serious and compelling as to affect the responsibility of the contractual party performing City contracts.

(c) Certification:

All contracts for goods and services, sales, and leases by the City shall contain a certification that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above or, debarred or suspended, as set forth in paragraph (b) (5). The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above, or debarred or suspended as set forth in paragraph (b) (5).

Company Name: _____
Individual Name: _____
Signature: _____
Date: _____



6.4 CERTIFICATE OF COMPLIANCE WITH SECTION 18-87 OF THE CITY CODE

I, _____ hereby certify that:

- i) I _____ am the (President/Secretary or Principal) of _____ **(Proposer)**;
- ii) I have read Sections 18-87 of the City of Miami Procurement Code;
- iii) **(Proposer)** _____ hereby agrees to assign a minimum of fifteen percent (15%) of the contract value to firms currently certified by Miami-Dade County as a Small Business Enterprise (“SBE”);

OR

- iv) **(Proposer)** _____ hereby is certified by Miami-Dade County as a SBE firm and will self-perform to meet the minimum fifteen percent (15%) SBE requirement. An active copy of the Proposer’s SBE certification must be included in the proposal document.

OPTIONAL:

- v) **(Proposer)** _____ hereby agrees to make assignments **pursuant to item (iii), above**, to certified SBE firms who maintain a “Local Office,” as defined in Section 18-73 of the City of Miami Code;

STATE OF FLORIDA)
) **SS**
COUNTY OF MIAMI-DADE)

Before me, a Notary Public duly commissioned, qualified and acting personally, appeared _____ to me well known, who being by me first duly sworn upon oath says that he/she has been authorized to execute the foregoing Certificate of Compliance with Section 18-87 of the City of Miami Procurement Code on behalf of Proposing Firm named therein in favor of the City.

Subscribed and Sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Notary Public, State of Florida at Large

Bonded by: _____



6.5 INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY - FORM A

If the Proposer is submitting as a joint venture, please be advised that this form (2 pages) **MUST** be completed and the REQUESTED written joint-venture agreement **MUST** be attached and submitted with this form.

1. Name of joint venture: _____

2. Address of joint venture: _____

3. Phone number of joint venture: _____

4. Identify the firms that comprise the joint venture: _____

5. Describe the role of the MBE firm (if applicable) in the joint venture:

6. Provide a copy of the joint venture's written contractual agreement.

7. Control of and participation in this Agreement. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

(a) Financial decisions: _____

(b) Management decisions, such as: _____

(1) Estimating: _____

(2) Marketing and sales: _____

(3) Hiring and firing of management personnel: _____

(4) Purchasing of major items or supplies: _____

(c) Supervision of field operations: _____



NOTE: If, after filing this form and before the completion of the Joint Venture's work on the Agreement, and if there is any significant change in the information submitted, the Joint Venture must inform the City in writing.

AFFIDAVIT

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venture(r) in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture(r) relevant to the joint venture, by authorized representatives of the City. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: _____

Name of Firm: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____