



City of Miami

REQUEST FOR QUALIFICATIONS

**TRANSPORTATION PLANNING
AND
TRAFFIC ENGINEERING SERVICES
FOR
BISCAYNE BOULEVARD**

**RFQ NUMBER
16-17-056**

**ISSUE DATE
NOVEMBER 22, 2017**

**VOLUNTARY PRE-PROPOSAL CONFERENCE
DECEMBER 7, 2017
1:00 p.m.**

**ADDITIONAL INFORMATION & CLARIFICATION DEADLINE
DECEMBER 15, 2017**

**RESPONSE SUBMISSION DUE DATE
JANUARY 16, 2018
2:00 PM**

CONTACT
Anthony Rolle
Department of Procurement
City of Miami
444 SW 2nd Avenue, 6th Floor
Miami, Florida 33130
Phone: 305-416-1914
Email: arolle@miamigov.com

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City of Miami

PUBLIC NOTICE

RFQ NO: 16-17-056

**TRANSPORTATION PLANNING
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TRAFFIC ENGINEERING SERVICES
FOR
BISCAYNE BOULEVARD**

SECTION 1

1.0: INTRODUCTION TO THE PROJECT

1.0 PURPOSE

The purpose of this RFQ is to enter into a Professional Services Agreement ("Exhibit 1"), herein referred to as PSA or Agreement, with an engineering firm that has been prequalified by the Florida Department of Transportation ("FDOT") to provide professional transportation planning and traffic engineering services in the evaluation and analysis of existing conditions, lane and parking configurations and feasible alternatives for Biscayne Boulevard through Downtown Miami, Florida (the "Services" or "Project").

The scope of the study for this Project shall include, among other things, evaluation and analysis of the character, modal behavior, traffic conditions, existing parking configurations, adjacent land uses and existing and potential lane configuration alternatives.

The Successful Proposer shall provide transportation planning, traffic engineering and other technical personnel to provide the Services for the City of Miami's ("City") Office of Capital Improvements, who shall manage the construction project.

1.1 FDOT/LOCAL AGENCY PROGRAM FUNDING – PREQUALIFIED CONSULTANTS AND SUB-CONSULTANTS ONLY

THE FDOT/LOCAL AGENCY PROGRAM FUNDING FOR SERVICES PURSUANT TO THIS RFQ REQUIRES THAT ALL PROPOSERS AND THEIR SUB-CONSULTANTS HAVE BEEN PREQUALIFIED BY FDOT, IN ACCORDANCE WITH FDOT STANDARD



WORK TYPES 6.1 - TRAFFIC ENGINEERING STUDIES, 13.4 - SYSTEMS PLANNING AND 13.5 SUB AREA/CORRIDOR PLANNING, TO PROVIDE THE TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING SERVICES FOR THE BISCAYNE BOULEVARD PROJECT.

In addition to being prequalified by FDOT to provide the required Transportation Planning services, each Proposer and their sub-consultants must execute and submit with their proposal the following FDOT certifications and forms:

- a. FDOT Form #375-030-30 Truth in Negotiation Certification - pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over \$195,000, FDOT requires that all Proposers execute the Truth in Negotiation Certification and include it with their Proposal;
- b. FDOT Form #375-030-32 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions for Federal Aid Contracts - In accordance with 49 CFR Section 29.510, each Proposer is required to verify their eligibility as well as their sub-consultants' eligibility. Eligibility requirements can be verified from <https://www.sam.gov> DMS State and federally disqualified vendors link at http://www.dms.myflorida.com/business_operations/state_purchasing/vend_or_information. The attached Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts shall be executed and included with their Proposal;
- c. FDOT Form #375-030-33 Certification and Disclosure of Lobbying Activities on Federal Aid Projects - In accordance with 40 CFR 20.100, 23 CFR 630.112 and 2 CFR 200.450 each Proposer shall complete and submit Form #375-030-33 and Form #375-030-34 and include it with the submittal of the Technical Proposal.
- d. FDOT Form #375-030-50 Conflict of Interest/Confidentiality Certification – In accordance with 23 CFR 1.33 and Section 287.057 F.S., all Proposers shall be required to adhere to the FDOT Topic No. 375-030-006 Restriction of Consultants Eligibility for Department Contracts for projects (1) on the State Highway System, (2) the National Highway System, and (3) on Federal-Aid local highways when construction and a related professional services phase are funded by the FDOT department. Accordingly, FDOT requires that all Proposers for this RFQ execute the appropriate Conflict of Interest/Confidentiality Certification and include it with their Proposal;

All of the above-listed certifications and forms are attached hereto in SECTION 9. Failure to timely submit the Required Certifications and Forms and to timely submit the required documents will result in the rejection of the Response as non-responsive and it will not be considered for award.



PLEASE NOTE: In addition to the above-specified certifications and forms, the Professional Services Agreement (Agreement) with the Successful Proposer and all sub-consultant agreements shall include all provisions found in FDOT Form #375-040-84 Terms for Federal Aid Contracts which is attached to the Agreement provided as part of this RFQ solicitation.

Completed Responses must be delivered to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133 by 2:00 PM, on January 16, 2018 (“Response Submission Due Date”). Any Responses received after the above date and time or delivered to a different address or location will not be considered.

RFQ documents may be obtained on or after November 22, 2017, 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 any addendum and 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 December 7, 2017 at 1:00 p.m. EST**, at 444 SW 2nd Avenue, 6th Floor South Conference Room, Miami, FL 33130. Any 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 and to re-advertise for new Proposals, in accordance with the applicable sections of 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 or misdelivered 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.

Daniel J. Alfonso, City Manager



SECTION 2

2.0: INTRODUCTION TO REQUEST FOR QUALIFICATIONS

2.1. INVITATION

Thank you for your interest in this Request for Qualifications (RFQ). The City of Miami (the City), through its Procurement Department (Department) invites responses (Responses) which offer to provide the services described in Section 3.0: “*Scope of Services*.” This RFQ is being issued pursuant to Section 287.055, 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.”

2.2. AGREEMENT TERMS AND CONDITIONS

The Proposer selected to provide the Services requested herein (the “Successful Proposer”) shall be required to execute an Agreement with the City in substantially the same form as the Agreement included as part of the RFQ.

2.3. SUBMISSION OF RESPONSES

Sealed written Responses must be received by the City of Miami, City Clerk’s Office, no later than the date, time and at the location indicated in the Public Notice and on the cover of this RFQ in order to be responsive. Faxed documents are not acceptable. **One (1) original and seven (7) copies (total of 8), plus one (1) copy in digital form (on CD-ROM in pdf format or USB Drive)**, of your Response and sets of Response forms must be returned to the City, or your Response may be disqualified.

2.4. 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.

Written communications must be in the form of a fax, mail or e-mail to Anthony Rolle, City of Miami, Procurement Department, 444 SW 2nd Avenue, 6th Floor, Miami, FL 33130, Fax 305-400-5021, e-mail arolle@miamigov.com with a copy to the Office of the City Clerk at Clerks@miamigov.com.

Proposers are hereby cautioned not to contact any member of the Evaluation Committee or any staff (except as provided herein) regarding this RFQ 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 your Proposal.

Please review City of Miami Ordinance No. 12271, and City Code Section 18-74 for complete details of the Cone of Silence.

2.5. 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 Article 2.4 Cone of Silence. Facsimiles must have a cover sheet that includes the Proposer’s name, the RFQ number and title, the specific project title (if applicable) and the number of pages transmitted. Any request for additional information or clarification must be received in writing **no later than 5:00 PM on December 15, 2017**.



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

It is the Proposer's responsibility to assure submission and receipt of all addenda. Prior to submitting the Response, the Proposer should check the City of Miami, OCI webpage, where all addenda will be posted. The webpage is located at:

<http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

2.6 AWARD OF AN AGREEMENT

A City furnished Agreement may, or may not, be awarded to the Successful Proposer for this RFQ by the City Commission or City Manager, as applicable, based upon the qualification requirements reflected herein. The City reserves the right to award or not award, or execute, as applicable, an Agreement with the Successful Proposer when it is determined to be in the City's best interest. By submitting a proposal, a Proposer agrees that it has no expectation, entitlement or interest in obtaining an Agreement with the City or any work pursuant to the Agreement. Proposer shall have no recourse against the City from the operation of this Section. The award and execution of the Agreement shall comply with the Consultants Competitive Negotiations Act ("CCNA"), Florida Statute §287.055.

2.7 AGREEMENT EXECUTION

By submitting a Response, Proposers agree to be bound to and execute the Agreement for Transportation Planning and Traffic Engineering for Biscayne Boulevard. Without diminishing the foregoing, Proposers may request clarification and submit comments concerning the Agreement for City's consideration. Only timely clarification requests and comments and proposed revisions included within the Proposer's Response will be considered by the City. Any comments identified after the Response has been received need not be considered by the City. Furthermore, any requests to negotiate provisions of the Agreement not identified in the Response after the Response has been received may be grounds for dismissal. None of the foregoing shall preclude the City from seeking to negotiate changes to the Agreement during the negotiation process.

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

- Current financial statement(s), preferably an audited financial statement(s) for the most recently completed fiscal year clearly showing the costs (not percentage) of direct labor, indirect labor, fringe benefits, general administrative costs, and overhead and a statement of profit or operating margin requested.
- Raw labor rates by labor or professional classification certified as accurate by an officer of the company.
- Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours.



- Updated information reflecting information resulting from negotiation of the Agreement.
- Copy of current Notice of Qualification letter from the Florida Department of Transportation.

Such documentation shall be requested, if applicable, during negotiations and shall not be submitted with the Proposal.

The forms for submission of certain portions of the information described above are available on the OCI webpage at:

<http://www.miamigov.com/capitalimprovements/pages/ProcurementOpportunities/ProjectPages/Work%20Order%20Forms.asp>.

Where the City does not provide specific forms to be utilized, the Proposer shall provide the information in a format acceptable to the City.

2.8 UNAUTHORIZED WORK

The Successful Proposer shall not begin work until the City issues a Notice to Proceed. Such Notice to Proceed shall constitute the City's authorization to begin work and is an express condition precedent to the Proposer being authorized to commence the Work. Any unauthorized work performed by the Successful Proposer shall be deemed non-compensable by the City and Proposer will not have any recourse against the City for performing unauthorized work.

2.9. SUBMITTAL INSTRUCTIONS

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit Responses in accordance with the requirements of this RFQ. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE.** Proposers shall make the necessary entry in all blanks and forms provided for the Response.

Responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

2.10. CHANGES/ALTERATIONS

Proposer may change or withdraw a Response at any time **prior to** Response Submission Due Date. All changes or withdrawals shall be made in writing to the point of contact specified in Article 2.4, Cone of Silence. Oral/Verbal changes, modifications or withdrawals will not be recognized and will be disregarded. Written modifications will not be accepted after the Response Submission Deadline. Proposers shall not assign or otherwise transfer their Response.

2.11. SUB-CONSULTANT(S)

A Sub-consultant is an individual or firm contracted by the Proposer or Proposer's firm to assist in the performance of services required under this RFQ. A Sub-consultant shall be paid through Proposer or Proposer's firm and not paid directly by the City. Sub-consultants are allowed by the City in the performance of the services delineated within this RFQ. Proposer must clearly reflect in its Response the major 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 the Response of Successful Proposer or proposed prior to Agreement execution. 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 maintained in good standing and approved by the City throughout the duration of the Agreement. Neither the Successful Proposer nor any of its Sub-consultants are considered to be employees or agents of the City. Failure to list all Sub-consultants and provide the required information may disqualify any proposed Sub-consultants from performing work under this RFQ.

Proposers shall include in their Responses the requested Sub-consultant information, the required FDOT certifications and forms, and all relevant information required of the Proposer.

Proposers are expressly prohibited from substituting any Sub-consultants contained in the Response. **Proposers shall not change any Sub-consultant without just cause and prior written approval by the City Manager or the Manager's designee, as applicable.** 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 Response will be rejected and not considered for award.

2.12. DISCREPANCIES, ERRORS, AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing to the City's Procurement Department in the manner prescribed in the RFQ Section 2.5 Additional Information or Clarification. Should it be necessary, the City will issue a written addendum to the RFQ clarifying such conflicts or ambiguities.

2.13. 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 utilize the City Forms and submit the required documents will result in the rejection of the Response as non-responsive and it will not be considered for award.

The City reserves the right to disqualify Responses before or after the Response Submission Due Date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Response; to reject any or all Responses in whole or in part, or to reissue a Request for Qualifications.

Any Response 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 claim against a Proposer for monies owed the City at the time of Proposal submission, will be rejected as non-responsive and shall not be considered for award.

Any Proposer who submits in its Response 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.

The City reserves the right to reject Responses submitted by limited liability corporations.

2.14. PROPOSER'S EXPENDITURES

Proposer(s) understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the City in connection with the Responses to this RFQ are exclusively at the expense of the Proposer. The City shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response and/or anticipation of a contract 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.



SECTION 3

3.0. RFQ SCOPE OF SERVICES

3.1. PURPOSE

The City is seeking to procure a qualified and experienced firm to provide transportation planning and traffic engineering professional services to evaluate the character, the modal behavior, traffic conditions, existing and future parking configuration, adjacent land uses, and existing and potential lane configuration alternatives of Biscayne Boulevard through Downtown Miami, Florida, in accordance with the Scope of Services contained in Attachment “A” of the draft Professional Services Agreement. The responding consulting firm(s) must possess a minimum of five years of experience, under its current business name, as stipulated in Florida Statute 287.055 (CCNA), and have proven experience with similar transportation planning and traffic engineering studies. The Successful Proposer shall be selected in accordance with Florida Statute §287.055, CCNA, as amended.

3.2. PROJECT DESCRIPTION

The City of Miami has recognized the growing need to accommodate multiple modes of transportation and continues to seek solutions to address traffic congestion and alleviate national challenges related to health, energy, climate change, and clean air.

The Scope of Services may include, but may not be limited to, providing general transportation planning and traffic engineering services for the completion of a lane elimination analysis for Biscayne Boulevard between SE 1st Street and NE 6th Street within Downtown Miami related to the implementation of Biscayne Green and report on the impacts of such a change in the surrounding network.

The City of Miami is seeking to evaluate possible changes such as to eliminate lanes of traffic in each direction from Biscayne Boulevard in order to increase multimodal safety, operations, and connectivity utilizing a Complete Streets and context-sensitive approach. This effort will build upon any previous studies available. The proposed study will be developed at a level acceptable to FDOT and in compliance to the Statewide Lane Elimination Guidance developed by FDOT in 2014.

This study intends to support a design-driven vision rather than a model-driven vision to determine how best to meet the needs of the current and future users of the corridor, and to solidify plans for Biscayne Green as it intends to find the right balance between land use and transportation needs.

3.2.1 PROJECT BACKGROUND

Biscayne Green is a long term vision to redesign and repurpose Biscayne Boulevard into a pedestrian promenade, enhancing pedestrian safety and connectivity in and around Downtown. Biscayne Green will create dynamic spaces and better accommodate multiple modes of transportation. The intent is to repurpose the corridor to meet the transportation needs of all street users in a safe and comfortable manner. The proposal for this vision includes narrowing the segment of Biscayne Boulevard between SE 1st Street and NE 6th Street from 8 lanes to 4 travel through-lanes and also provide for on-street municipal parking. The proposal also calls for an off-street bicycle facility through this section. The proposed configuration for the Boulevard will narrow pedestrian crossing distances and provide safer bicycle and pedestrian connections from



the downtown core outward in all directions. The Biscayne Green proposal aims to minimize the barrier effect of Biscayne Boulevard and to enhance the connections to Bayfront Park and the Biscayne to make downtown a more walkable, accessible, and connected place.

The following principles shall be considered:

- Minimize the barrier effect of the Boulevard.
- Expand transportation options so people can choose how to travel.
- Safety of pedestrians, bicyclists, public transit users, and motorists.
- Balance community values and mobility needs.
- Promote the efficient use of energy resources.
- Utilize an Integrated land use and transportation planning approach.
- Support local economic development goals (Downtown CBD).
- Promote healthy lifestyles.
- Balance parking needs.
- Deemphasize the automobile dominated environment.
- Balance all modes of travel to maximize the utilization of Biscayne Boulevard.

3.2.2 CORRIDOR OVERVIEW

The subject corridor planning study described on this scope involves roughly a half mile section of Biscayne Boulevard (US1) between SE 1st Street to NE 6th Street. The existing corridor segment is an eight (8) lane arterial with curb and gutter through Downtown Miami. Travel lanes are 11' and 12' in each direction with a center median utilized as parking lots. The estimated ROW width along the project area ranges between 180 ft. - 230 ft. The posted speed limit is 30 miles-per-hour (mph) throughout this segment of the corridor and is entirely located within the City of Miami city limits. The character of the corridor is urban and fully developed. The corridor presents a mix of commercial and residential uses emphasizing a need to accommodate multiple modes of transportation.

The goal of this lane elimination study is to gather the necessary documentation and support to repurpose this corridor's role to meet the transportation needs of pedestrians, cyclists, and motorists.

3.3. RFQ SCOPE OF SERVICES

The Selected Proposer is expected to complete a Lane Elimination Analysis that evaluates Biscayne Boulevard through Downtown Miami, Florida (between SE 1st Street to NE 6th Street) and determine the feasibility to eliminate lanes of traffic in each direction in order to increase multimodal safety, operations, and connectivity utilizing a Complete Streets and context-sensitive design approach. The proposed study will be developed at a level acceptable to FDOT and in compliance to the Statewide Lane Elimination Guidance developed by FDOT in 2014. The deliverables of this scope shall include:

- Existing and future conditions assessment (including a parking overview)



- Public outreach strategy
- Transportation impact analysis
- Environmental impacts assessment
- Conceptual design
- Special considerations
- Cost estimates
- Implementation plan

A. Proposed Team

Based upon the Scope of Services as described in the RFQ and PSA, the Proposer's team will consist of the following disciplines:

- Lead Transportation Planner
- Lead Urban Designer
- Lead Traffic Engineer
- Traffic Engineers
- Planner
- Urban Designer
- Landscape Architect
- Computer-Aided Design and Drafting (CADD) Technician
- Public Engagement Coordinator

B. Project Administrator

The Successful Proposer shall designate a lead individual, referred to as the "Project Administrator" to manage the Project.

3.3.1. PROJECT COORDINATION

In addition to the specific services detailed below, the Selected Proposer shall coordinate work with the Downtown Development Authority (DDA) and the Project team; monitor the Project schedule as it relates to the scope contained herein; and provide timely invoicing and reporting of project progress.

3.3.2. CONSISTENCY WITH PLANS AND PROGRAMS

This Corridor Planning Study will consider previous studies, planned and programmed improvements, as well as any ongoing planning efforts by the City of Miami, FDOT, and / or Miami-Dade MPO. Consideration of the existing travel patterns within the corridor will also support the identification and evaluation of alternatives. This and other data to be collected for the evaluation will be important to understanding the unique characteristics of the corridor. The Selected Proposer will take into consideration envisioned plans from FDOT as part of the Downtown Miami Freight Mobility Study and the recently kicked-off SR5/ US1 / Biscayne Boulevard Corridor Study (from SR 90/US 41/ SE 8th Street to Miami-Dade / Broward County Line).

3.4 MINIMUM QUALIFICATION REQUIREMENTS

The City is seeking a qualified consulting firm or team, as stipulated in CCNA, Florida Statutes §287.055. Proposers must be licensed, registered, and practicing in the State of Florida for the last five (5) years under its current business name.



Additionally, the Proposer shall have:

- 1) A minimum of five (5) years' experience with context sensitive design corridor projects, as outlined in Section 3.0, Scope of Services, of this RFQ. The Proposer shall meet the foregoing experience requirement. Proposers must utilize the forms identified in Section 5.1.A, Contents of the Qualification Statement, to respond to this requirement.

Proposers must have a proven track record of successfully completing corridor planning 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.

- 2) A certified planner, transportation planner, urban designer, or professional engineer shall serve as Project Administrator, with a minimum of ten (10) years' experience managing context sensitive design roadway reconfiguration projects as identified in this RFQ, which shall be submitted as referenced projects. Proposers must utilize the forms identified in Section 5.1.A, to respond to this requirement.



SECTION 4

4.0: RFQ GENERAL CONDITIONS

4.1 ACCEPTANCE/REJECTION

The City reserves the right to accept or reject any or all Responses or to select the Proposer(s) that, in the opinion of the City, is/are in its best interest(s). The City also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the City, and who is not in a position to perform the requirements defined in this RFQ. Further, the City may waive informalities, technicalities, minor irregularities, and/or request new Responses for the services specified in this RFQ and may, at its discretion, withdraw and/or re-advertise the RFQ.

4.2 LEGAL REQUIREMENTS

This RFQ is subject to all applicable federal, state, county, city and local laws, codes, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

4.3 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 Project, then the City, shall have the unqualified right to terminate the Work Order(s), and/or the Agreement upon written notice to the Selected Proposer, without any penalty or expense to the City. No guarantee, promise, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).

4.4 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 of Miami Code, as amended and any applicable Miami-Dade County BTR requirement. Proposers with a business location outside the City of Miami shall meet the applicable local BTR requirements. A copy of the license should be submitted with the Response. The City may allow the Proposer to submit a copy of their BTR within five (5) business days after the Response Submission Due Date.

For detailed instructions regarding how to obtain a BTR please visit the link below:

<http://www.miamidade.gov/taxcollector/local-business-tax.asp>

4.5 MINIMUM QUALIFICATION REQUIREMENTS

The City of Miami is seeking to procure a qualified engineering firm with experience in completing comprehensive transportation planning and traffic engineering projects for governmental and/or institutional clients, as stipulated in Section 287.055, Florida Statutes (CCNA). Firms responding to this RFQ must have been prequalified by FDOT to provide the required Services and must have been licensed, registered and practicing as an engineering firm for at least the last five (5) years under its current business name. The firm must have, and have documented performance of at least five (5) transportation planning projects within the last five (5) years. The referenced projects may be current or may have been completed within the past five (5) years. These reference projects shall be current or must have been completed for governmental or institutional clients and should include examples of transportation planning projects inclusive of projects located in public rights-of-way. Proposers must have a proven track record of successfully



completing projects. Failure to meet the above-stated requirements will result in the Proposer's response being rejected as non-responsive.

Proposers must utilize Form RFQ-PP-R for the above-required reference projects and the forms must be signed by the Owner of the project. Failure to submit the reference forms may result in the Response being deemed non-responsive.

In addition, Proposers must have at least one staff or team member who has been licensed and practicing as an engineer for at least three years and who shall serve as Project Administrator for this Project.

Each firm interested in responding to this RFQ must provide information on the firm's qualifications and experience; qualifications of the Project team, members and staff; Project Administrator's experience; and previously completed projects. See Section 5.0 "Instructions for Submitting a Response: Submission Requirements" for further direction. Responses that do not completely adhere to all requirements may be considered non-responsive and eliminated from the process. Additional minimum qualifications may be stated in Section 5.0, "Instructions for Submitting a Response."

The City may consider a Response as 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, or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. Proposer must include documentation substantiating such name change or merger as part of its Response for the City to consider crediting the years of experience from the Proposer under its previous name.

Failure to include such documentation with the Response may result in a determination that the submission is non-responsive.

4.6 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted Proposer/Bidder list following a conviction for a public entity crime may not submit a Response on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the construction or repair of a public building or public works project, may not submit a Response on a lease of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-consultant, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, Florida Statutes, as amended, for Category Two for a period of 36 months from the date of being placed on the convicted Bidder/Proposer list. §287.133, Florida Statutes, as amended.

4.7 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. Proposers are alerted to Section 18-104, Resolution of Protested Solicitations and Awards, as amended, of the City Code, Ordinance No. 12271 (the City of Miami Procurement Code) describing the protest procedures. Protests failing to meet the requirements for filing shall **NOT** be accepted. Failure of a party to timely file shall constitute a forfeiture of such party's right to file a protest. **NO EXCEPTIONS TO THESE REQUIREMENTS.**

4.8 REVIEW OF RESPONSES FOR RESPONSIVENESS



Each Response will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A “responsive” Response is one which meets the requirements of the RFQ, is submitted in the format outlined in Section 5.1 – Section B of this RFQ, is of timely submission, and has appropriate signatures/attachments as required on each document.

4.9 COLLUSION

The Proposer, by submitting a Response, certifies that its Response is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Response for the same services, or with any City department. The Proposer certifies that its Response 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. The City will investigate all situations where collusion may have occurred and the City reserves the right to reject any and all Responses where collusion may have occurred.

4.10 CLARIFICATIONS

The City reserves the right to request clarifications of information submitted and to request any necessary supporting documentation or information of one or more Proposers after the deadline for submission of Responses.

4.11 KEY PERSONNEL

Subsequent to submission of a Response 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** must obtain prior written approval by the City. The City reserves the right to request additional documentation as required by the RFQ. If the City does not accept the proposed change(s) the Response will be rejected and not considered for award.

4.12 ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included as part of your solicitation response 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 Conditions and Special Conditions in this solicitation are the only conditions applicable to this solicitation and that the bidder's/Proposer's authorized signature affixed to the bidder's/Proposer's acknowledgment form attests to this Professional Services Agreement (PSA) is provided by the City and is expressly included as part of this solicitation, no additional terms or conditions which materially or substantially vary, modify or alter the terms or conditions of the PSA or Agreement, in the sole opinion and reasonable discretion of the City will be considered. Any and all such additional terms and conditions shall have no force or effect and are inapplicable to this PSA or Agreement.



SECTION 5

5.0: INSTRUCTIONS FOR SUBMITTING A RESPONSE

Submit the following information and documents with Proposer's Response to this RFQ. Failure to do so may deem your Responses non-responsive. Non-responsive submittals will receive no further consideration.

5.1 SUBMISSION REQUIREMENTS

Each Response must contain the following documents and forms required by Sections 5.1 A-E, each fully completed, and signed as required. Proposers shall prepare their Responses utilizing the same format outlined below in Section 5.1B. Each section of the Response as stipulated in 5.1B 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 are not to include any documents not specifically required or requested, including, but not limited to; media and public relations literature, annual reports, pictures, etc. Such documentation will not be considered and will be redacted from the copies provided to the Evaluation Committee. The submission of such documentation may adversely affect the evaluation of the Response by the Evaluation Committee.

Hard cover binders shall not be used in the submission of the Response. Only heavy stock paper, not exceeding 100#, is to be used for the front and back covers as well as the required section dividers. Proposers should also make every effort to utilize recycled paper in preparing its proposal. Double sided printing is permitted provided that the Response complies with the format set forth in 5.1B.

Do not include additional information not requested in this RFQ unless specified in the form of 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 Forms will result in the rejection of the Response as non-responsive.

A. Content of Qualifications Statement:

All Forms referenced in Sections A-E are identified in Section 4.1B.

Section A

1. Table of Contents

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages of the Response must be consecutively numbered and correspond to the Table of Contents.



2. **Proposal Letter**

Proposer shall complete and submit Form RFQ-PL for this section of the Response. (1 page maximum)

3. **Narrative**

Proposer shall complete and submit Form RFQ-N for this section of its Response. Provide a brief overview of the Proposer's firm and why the Proposer should be selected for this Project. (1 page maximum)

4. **Qualifications of the Proposer**

Proposer shall complete and submit Form RFQ-QP for this section of its Response. (1 form - 3 pages maximum)

5. **Qualifications of the Proposer's Team**

Firm shall complete and submit Form RFQ-QT for this section of its Response. Form RFQ-WC is to be completed for each of the Key Personnel identified in Form RFQ-QT. An organizational chart of the Project Team shall be provided along with a one page resume for key personnel.

6. **Team Organizational Chart**

An organizational chart of the Proposer's team shall be provided for key personnel.

7. **Proposer's Project Experience:**

Proposer shall complete and submit Form RFQ-PP-(TRANS) for this section of its Response. Provide a comprehensive summary of the Proposer's Transportation Planning experience. The firm **MUST** have a minimum of five (5) years of experience and have served as the lead on similar projects on three (3) previous occasions. A list of projects of similar size, scope and complexity must be submitted. Information should include; client's name, address, phone number, description of work, and the year the project was completed. **Failure to meet the five (5) year minimum requirement will in and of itself result in the proposal being deemed non-responsive.**

For each RFQ-PP-(TRANS) Form, the Proposer must submit a RFQ-PP-R-(TRANS) Form for the Proposer's Project Experience for this section of its Response.

Section B

1. **Transportation Planning Philosophy, Methodology and Process**

Proposer shall complete and submit Form RFQ-TRANS-PMP for this section of its Response. Proposer shall include a brief explanation of its transportation planning philosophy, methodology & 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, and the process and approach to meeting the requirements of the Scope of Services. **(2 page maximum)**



2. **Technical Approach**

Proposer shall complete and submit Form RFQ-T for this section of its Response.
(2 page maximum)

Provide a comprehensive explanation of the firm's approach to:

- Manpower planning, including scheduling and allocation of resources;
 - Ensuring timely completion of projects;
 - Quality control and assurance procedures, including timely reporting; and reviewing pay applications and change orders;
 - Computer aided design and drafting capabilities;
 - Capacity to provide on-call services in a timely manner; and
 - Quality control and assurance, including coordination between design disciplines, compliance with program requirements professional/industry standards, and conformance with all applicable code requirements.
- (2 page maximum)**

Section C - Please limit to three (3) the number of reference projects submitted for each of the team members identified below.

1. **Qualifications of Lead Transportation Planner**

Proposer shall complete and submit Form(s) RFQ-LTP-(TRANS) for the Lead Transportation Planner for this section of its Response.

For each RFQ-LTP-(TRANS) Form, the Proposer must submit an RFQ-LTP-R Form for the Lead Transportation Planner for this section of its Response. Include the Lead Transportation Planner's Resume.

2. **Qualifications of Lead Urban Designer**

Proposer shall complete and submit Form(s) RFQ-LUD-(TRANS) for the Lead Urban Designer for this section of its Response.

For each RFQ-LUD-(TRANS) Form, the Proposer must submit a RFQ-LUD-RForm for the Lead Urban Designer for this section of its Response. Include the Lead Urban Designer's Resume.

3. **Qualifications of Lead Traffic Engineer**

Proposer shall complete and submit Form(s) RFQ-LTE-(TRANS) for the Lead Traffic Engineer for this section of its Response.

For each RFQ-LTE-(TRANS) Form, the Proposer must submit a RFQ-LTE-R Form for the Lead Traffic Engineer for this section of its Response. Include the Lead Traffic Engineer's Resume.



4. Qualifications of the Landscape Architect

Proposer shall complete and submit Form(s) RFQ-LA-(TRANS) for the Landscape Architect for this section of its Response.

For each RFQ-LA-(TRANS) Form, the Proposer must submit a RFQ-LA-R Form for the Landscape Architect for this section of its Response. Include the Landscape Architect's Resume.;

5. Qualifications of the Project Administrator

Proposer shall complete and submit Form(s) RFQ-PA-(TRANS) for the Project Administrator for this section of its Response.

For each RFQ-PA-(TRANS) Form, the Proposer must submit a RFQ-PA-R Form for the Project Administrator for this section of its Response. Include the Landscape Architect's Resume.;

6. Proposer's Workload Capacity Form

Please complete Form RFQ-WC - Workload Capacity for the Proposer's current workload.

Section D

1. Professional Service Agreement ("PSA") Provisions (Exhibit "A")

Provide comments on, and exceptions to the attached Agreement terms and conditions. Proposed changes to the Agreement must be returned to the City in Microsoft Word format with comments reflected by "red-lining" the original document utilizing the tracking feature. The Microsoft Word document must be included in the proposal in both printed format and electronically on a CD-ROM or USB Drive. The City will only consider the identified comments and exceptions during negotiations. Where a proposal is returned without comments it will be deemed that the Proposer has no comments or exceptions to the draft Agreement. If the Proposer has no comments, a statement to that effect shall be included in the proposal in this section. As noted certain sections of the PSA, including, without limitation, Hold Harmless/Indemnity, Insurance, Cancellation for Convenience, Funding Out, Ethics, Public Records, Sunshine, Lobbying and Compliance with Laws Sections are long standing City practices and cannot be modified.

2. Acknowledgment of Addenda

Sign **and** return copies of each addendum signature page.

3. RFQ Response Forms (Section 7.0)

Sign and return each RFQ Response Form for the Proposer.

Section E

1. Letter of Agreement(s) (LOA)



2. Form C-1 List of Sub-consultants*
3. Certificate of Compliance
4. Copies of CBE certification for Prime (if applicable)
5. Notice of Qualifications (FDOT)

***NOTE: Sub-consultants Information form C-1**

Proposer shall list all proposed sub-consultants to be used, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work (service or commodity).

B. Response Submission Format:

Responses are to be prepared and submitted in the format below. Failure to comply with this format may result in the Response being determined non-responsive.

Section A

1. Table of Contents
2. RFQ-PL – Proposal Letter
3. RFQ-N – Proposal Narrative
4. RFQ-QP – Qualifications of Proposer
5. RFQ-QT – Qualifications of Proposer’s Team – Including Forms RFQ-WC
6. Team Organizational Chart
7. RFQ-PP-(TRANS) – Proposer’s Project Experience
8. RFQ-PP-R – Proposer’s Reference Forms

Section B

1. RFQ-TRANS -PMP – Transportation Planning Philosophy, Methodology & Process
2. RFQ-T – Technical Approach

Section C

For all positions proposed, please submit the supporting form below:

1. RFQ-LTP-(TRANS) – Qualifications of Lead Transportation Planner
2. RFQ-LTP-R – Lead Transportation Planner Reference Forms
3. Resume of Lead Transportation Planner
4. RFQ-LUD-(TRANS) – Qualifications of Lead Urban Designer
5. RFQ-LUD-R – Lead Urban Designer Reference Form
6. Resume of Lead Urban Designer
7. RFQ-LTE-(TRANS) – Qualifications of Lead Traffic Engineer
8. RFQ-LTE-R – Lead Traffic Engineer Reference Form
9. Resume of Lead Traffic Engineer
10. RFQ-LA-(TRANS) – Qualifications of Landscape Architect
11. RFQ-LA-R – Landscape Architect Reference Form
12. Resume of Landscape Architect
13. RFQ-PA-(TRANS) – Qualifications of Project Administrator
14. RFQ-PA-R – Project Administrator Reference Form
15. Resume of Project Administrator



16. Form RFQ-WC – Workload Capacity for the Proposer’s current workload.

Section D

1. Professional Service Agreement (PSA) Provisions (Exhibit A)
2. Acknowledgment of Addenda
3. RFQ Response Forms (Section 7.0)

Section E

1. Letter of Agreement (LOA) 1 pg for each Sub-consultant firm
2. Form C-1 List of Sub-consultants
3. Certificate of Compliance
4. Copies of CBE certification for Prime (if applicable)

5.2. RESPONSE SUBMISSION

One (1) original and seven (7) bound copies, plus one (1) digital copy (in .pdf file format) or USB Drive, of your complete response to this RFQ must be delivered in accordance with the following:

**Mr. Todd Hannon, City Clerk
City of Miami
Office of the City Clerk
3500 Pan American Drive
First Floor
Miami, Florida 33133**

Responses must be clearly marked on the outside of the package referencing

RFQ NO: 16-17-056

**TRANSPORTATION PLANNING
AND
TRAFFIC ENGINEERING SERVICES
FOR
BISCAYNE BOULEVARD**

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

Responses should be signed by an official authorized to bind the Proposer to the provisions given in the Responses. Responses are to remain valid **for at least 180 days**. Upon award of an Agreement, the contents of the Response of the Successful Proposer shall be included as part of the Agreement, at the City’s discretion. Additional information on submission requirements can be found in Section 5.1.



SUBMITTAL GUIDELINES

1. General

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

Proposer must clearly reflect in its Response any Sub-Consultants proposed to be used, and provide for the Sub-Consultant the same information required of the Proposer. The City and FDOT retain the right to accept or reject any proposed Sub-Consultants.

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

It is the policy of the City that the Successful Proposer register as a Bidder/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:

<http://www.miamigov.com/Procurement/pages/SupplierCorner/default.asp>.

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.



SECTION 6

6.0 EVALUATION/SELECTION PROCESS

A. Evaluation Procedures

The procedure for response evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of Responses.
3. Opening and listing of all Responses received.
4. Preliminary review by City's Procurement staff for compliance with the submission requirements of the RFQ, including verification that each Response 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 Response 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) Responses 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://www.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 Responses; or
 - d) recommend that the City Commission reject all Responses.
9. Upon successful negotiation of the Agreement, 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 \$500,000.00 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. Where Procurement is not able to



successfully negotiate an Agreement 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 until an Agreement is negotiated 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. 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; or
 - c) reject all Proposals and direct the City Manager to re-open negotiations or to solicit new Proposals.

B. Evaluation and Selection Schedule

The chart below reflects the projected evaluation and selection schedule for this RFQ. Dates reflected in this chart may be altered, if in the best interest of the City.

Proposed Evaluation and Selection Schedule		
1.	RFQ Released to the Public	November 22, 2017
2.	Last Day to Submit RFIs to the City	December 15, 2017
3.	Proposals Submitted to the City	January 16, 2018
4.	Evaluation Committee Meeting	February 7, 2018
5.	Oral Presentation, if applicable	February 15, 2018
6.	Report of the Evaluation Committee/Final Ranking	February 22, 2018
7.	Negotiation Meeting	February 28, 2018
8.	Award Recommendation Approved by the City Manager	March 8, 2018
9.	Award Approved by City Commission, if applicable	March 22, 2018

C. Evaluation Criteria

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

- Proposer's Experience and Qualifications Maximum 35 points
- Proposer's Team Experience Maximum 35 points
- Experience of Senior Project Administrator/Engineer Maximum 10 points
- Transportation Planning Philosophy, Methodology and Process Maximum 10 points
- Technical Approach Maximum 10 points



SECTION 7

7.0 REPORTING AND PERFORMANCE EVALUATION

7.1 DISADVANTAGE BUSINESS ENTERPRISE (DBE) REPORTING

The Successful Proposer shall complete the Anticipated DBE Participation Statement through the Equal Opportunity Compliance system within three business days after the pre-construction or pre-work conference for all federal and state funded projects. It will assist FDOT in tracking and reporting planned or estimated DBE utilization. The City and FDOT currently have a race neutral program with a 9.91% goal as certified under the Florida Unified Certification Program. During the term of the Agreement, the Successful Proposer shall be required to report payments to DBE and MBE Sub-consultants through the web-based Equal Opportunity Compliance (EOC) system.

All DBE payment must be reported whether or not you initially planned to utilize the firm. All questions regarding DBE reporting should be directed to EOOHelp@dot.state.fl.us.

7.2 BID OPPORTUNITY LIST REPORTING

The Federal DBE Program requires States to maintain a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote sub-consultants on FDOT-assisted projects, including DBE's and non-DBEs.

Proposers shall complete the Bidders Opportunity List through the Equal Opportunity Compliance system within three business days of submission of the proposal for ALL Subconsultants who quote to you for specific services for this solicitation. The web address to the Equal Opportunity Compliance system is listed below:

<https://fdotwp1.dot.state.fl.us/EqualOpportunityCompliance/Account.aspx/LogIn?ReturnUrl=%2fEqualOpportunityCompliance>

7.3 PERFORMANCE EVALUATION

The City shall conduct Performance Evaluations during and after completion of the Agreement with the Successful Proposer. Performance Evaluations shall be used as a basis for the award of future work, as well as advising the Successful Proposer of their performance.



SECTION 8

8.0 RFQ RESPONSE FORMS

8.1. RFQ INFORMATION FORM

RFQ No. : 16-17-056 Transportation Planning and Traffic Engineering Services for Biscayne Boulevard

I certify that any and all information contained in 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



8.2.1

CERTIFICATE OF AUTHORITY

(IF CORPORATION OR LLC)

STATE OF)

) SS:

COUNTY OF)

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

_____, 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 Response 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 MAY DISQUALIFY YOUR RESPONSE



8.2.2

**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 Response 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 this _____ day of _____, 20____

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE



8.2.3

**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 Response 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 this attestation."

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 Notary Public 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 MAY DISQUALIFY YOUR RESPONSE



8.3 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 Responses.
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: _____

Request for Qualifications Proposal Cover Letter

RFQ Title: _____

RFQ No.: _____

Proposer (Legal Company Name): _____

Address: _____

Proposer's Internet Address: _____

FEIN #: _____ State of Florida Corporation No.: _____

State Incorporated/Organized.: _____

Proposer's Contact Person: _____

Title: _____

Telephone #: _____ E-Mail: _____

Certification of Compliance

The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel have been convicted of any of the violations, or debarred or suspended as set in section 18-107 or Ordinance No. 12271.

We (I) certify that any and all information contained in this submission is true; and we (I) further certify that this submission is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a submission for the same materials, supplies, equipment, or service, and is in all respects fair and without collusion or fraud. We (I) agree to abide by all terms and conditions of this solicitation and certify that I am authorized to sign this submission for the submitter. Please print the following and sign your name:

Proposer's Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Request for Qualifications Proposal Narrative Form

RFQ Title: _____

RFQ Number: _____

Name of Proposer: _____

In the space provided below respond to the requirements for Construction, Engineering and Inspection Approach & Process, Section 4.1 A.3 of the RFQ.



Request for Qualifications

Qualifications of Proposer

Instructions

This form is to be completed and submitted in accordance with the requirements of the RFQ to which your firm is responding. Do not leave any blanks or fail to provide any information or details that are required. Failure to submit this form or the use of any other form will result in the rejection of a proposal as non-responsive. The failure to provide the information or details required by the form may result in the rejection of a Response as non-responsive.

RFQ Solicitation No.: _____ RFQ Title: _____

Name of Proposer: _____

Primary types of services provided (residential, residential high-rise, mixed use, offices, park facilities, gov't offices, etc.): _____

Type of Firm: Corporation LLC Partnership Sole Proprietor Joint Venture Other _____

Certified Small or Minority Owned Business: Yes No Issued By (name): _____

Type of Ownership Certification(s): _____

Is this the Proposer's Office its main office? Yes No If No, main office location: _____

Will Proposer rely on any other branch or subsidiary office to perform the work? Yes No

If yes, location of these offices: _____

Number of years in business under current name: _____. **If firm has undergone a name change in the past 5 years, provide prior name & number of years in business under this name** (not a result of a sale of the firm): _____

Type and number of projects completed in the past 5 years:

Design-Bid Build: _____ Design/Build: _____ CM@Risk : _____ N/A

Private Sector: _____ Federal Gov't: _____ State/County/Municipal: _____

City of Miami: _____ Name of Projects: _____

Residential/Residential High-rise: _____ Office: _____ Mixed Use: _____

Retail: _____ LEED or Green Globe Certified Projects: _____

Other (specify): _____

Request for Qualifications
Qualifications of Proposer Form RFQ-QP

Number of Employees: _____. Licensed Architects: _____. Licensed Engineers _____.
LEED-AP Professionals _____. Licensed General Contractors _____. Licensed Surveyors _____.
CTQP Licensed Inspectors _____. Other(list) _____.

List, explain and provide the status of all claims, lawsuits, and judgments pending or settled within the last 5 years: (add additional pages if necessary)

Brief History of the Firm:

In the remaining space on this page provide a brief history of the Proposer's Firm:

Request for Qualifications
Qualifications of Proposer Form RFQ-QP

List below the names of owners, officers, principals, and the principal-in-charge-of the Proposer's firm together with the title and percentage of ownership (add additional pages as necessary):

Name	Title	% Ownership

By signing below Proposer certifies that the information contained in Form RFQ-QP is accurate and correct. Proposer further certifies that it is aware that if the City determines that any of the information is incorrect or false the City may at its sole discretion reject the Response as non-responsive.

By: _____
Signature of Authorized Officer

Date

Printed Name

Title

Request for Qualifications

Qualifications of Proposer's Team

Instructions

This form is to be completed and submitted RFQ in accordance with the requirements to which your firm is responding. Do not leave any blanks or fail to provide any information or details that are required. Failure to submit this form or the use of any other form will result in the rejection of a proposal as non-responsive. The failure to provide the information or details required by the form may result in the rejection of a Response a non-responsive.

RFQ Solicitation No.: 12-13-030 RFQ Title: Misc. Construction, Engineering and Inspection Services

Name of Proposer: _____

Subconsultants:

Name of Firm	Office Location: City/State	Discipline(s) to be provided	License No.	LEED Certified Staff	
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Request for Qualifications

Qualifications of Proposer's Team

Key Personnel

Only include personnel who will play a key role in the Work. Do not include personnel for positions such as CADD Technicians, Inter or Associate level staff, and other similar support personnel. As stipulated in the RFQ a 1 page resume is to be included for each of the key personnel. The Program Coordinator will be the lead point of contact for the City.

Name	Role Professional Certifications	Name of Firm	License No.	Years Experience	Years with Firm		
_____	<u>Senior Project Engineer</u>	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Request for Qualifications

Qualifications of Proposer

Instructions (one page per project)

Proposer shall provide the following information for completed projects of equal or greater scope, size, and complexity. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-PP-R, must be submitted for each Form RFQ-PP that is provided.

RFQ Solicitation No.: _____ **RFQ Title:** _____

Name of Proposer: _____ **Name of Project:** _____

Address of Project: _____

Name of Project Owner: _____ **Project Owner Contact Name:** _____

Project Owner Contact Telephone No.: _____ **Project Owner Contact E-mail Address:** _____

Brief Scope of Project and How Project is Similar (additional space provided): _____

Value of Design Fees: Awarded: _____ **Actual:** _____ N/A

Basis for Difference in Value: _____

Value of Construction (if applicable): Awarded: _____ **Actual:** _____ N/A

Basis for difference in value: _____

Project Completion (no. of calendar days): Projected: _____ **Actual:** _____ N/A

Type of Project: Design-Bid-Build Design/Build CM@Risk Other (specify): _____

LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____

By: _____

Signature of Authorized Representative

Date

Printed Name

Title

City of Miami



Daniel J. Alfonso, P.E.
City Manager

To Whom it May Concern

Subject: Reference Letter for Consultant

Name of Proposer:

The above referenced Consultant is submitting on a Request for Qualifications that has been issued by the City of Miami. We require that the Proposer provide written references with their submission and by providing you with this document the Consultant is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information your feel is pertinent:

Name of Project: _____

Scope of work: _____

Value of project: \$_____ Value of Design Services: _____

Delivery method: Design-Bid-Build CM@Risk Design-Build Other (_____)

Design completed on time & within budget: Yes No

If no, was the Consultant at fault or contribute to the delay(s) or increased cost? Yes No

Quality of Design: Above expectations Average Below Expectations

Errors & Omissions: Above expectations Average Below Expectations
(Above expectations means there were fewer errors & omissions than anticipated)

Did Errors & Omissions result in increased construction cost? Yes No

Did Consultant provide Construction Administration services? Yes No limited scope

Was the Consultant responsive to the Owner & Contractor?: Yes No

Was Consultant timely in its reviews and submittals? Yes No

Comments: _____

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Annie Perez, CPPO

Director

Procurement Department

***Request for Qualifications
Proposal Philosophy Methodology & Process***

RFQ Title:

RFQ Number:

Name of Proposer:

In the space provided below respond to the requirements for Philosophy, Methodology & Process, Section 4.1 A.9. of the RFQ.

Request for Qualifications Technical Capabilities

RFQ Title: _____

RFQ Number: _____

Name of Proposer: _____

In the space provided below respond to the requirements of the RFQ for Design & Construction Approach & Process.

Request for Qualifications

Qualifications of Lead Transportation Planner

Instructions (one page per project)

Proposer shall provide the following information for at least three (3) completed projects that involved the design/planning of a vehicle and/or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-LTP-R-(TRANS), must be submitted for each Form RFQ-LTP-(TRANS) that is provided.

RFQ Solicitation No.: _____ **RFQ Title:** _____

Name of Proposer: _____ **Name of Project:** _____

Address of Project: _____

Name of Project Owner: _____ **Project Owner Contact Name:** _____

Project Owner Contact Telephone No.: _____ **Project Owner Contact E-mail Address:** _____

Brief Scope of Project and How Project is Similar (additional space provided): _____

Value of Design Fees: Awarded: _____ **Actual:** _____ N/A

Basis for Difference in Value: _____

Value of Construction (if applicable): Awarded: _____ **Actual:** _____ N/A

Basis for difference in value: _____

Project Completion (no. of calendar days): **Projected:** _____ **Actual:** _____ N/A

Type of Project: Design-Bid-Build Design/Build CM@Risk Other (specify): _____

LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____

By: _____
Signature of Authorized Representative

Date

Printed Name

Title

City of Miami



Daniel J. Alfonso
City Manager

To Whom It May Concern:

Subject: Reference Letter for Lead Transportation Planner

Lead Transportation Planner as defined in the solicitation: .

The Following Section to be Completed by the Proposer.

Name of Proposer: _____

Name of Proposed Lead Transportation Planner: _____

The above referenced Proposer is responding to a Request for Qualifications (RFQ) that has been issued by the City of Miami. We require that the Proposer provide written references for their proposed Lead Transportation Planner (LTP). The Proposer is requesting that you, as the Owner of the referenced project, provide the following information as well as any other pertinent information. Your insight is appreciated.

Name of Project: _____

The Following Section to be Completed by the Project Owner.

Scope of Work for Referenced Project: _____

Value of Project: \$ _____ Value of Construction: \$ _____

Type of Project: Design-Bid-Build CM@Risk Design-Build Other (_____)

Construction completed on time and within budget: Yes No

How long did the proposed LTP serve in the capacity as LTP on this project? _____

Quality of Design: Above Expectations Average Below Expectations

Errors and Omissions: Above Expectations Average Below Expectations
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

Did Errors and Omissions result in increased construction cost? Yes No

Was the LTP responsive? Yes No

Was the LTP timely with reviews and submittals? Yes No

Did the LTP effectively resolve issues in a timely manner? Yes No

Please type in the field below to provide comments (Please use the attached additional page, as necessary):

Name of Project Owner: _____ Date: _____

Signature of Project Owner's Representative: _____

Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Annie Perez, CPPO
Director
Procurement Department

Request for Qualifications

Qualifications of Lead Urban Designer

Instructions (one page per project)

Proposer shall provide the following information for at least three (3) completed urban design projects that involved the design/planning of a vehicle or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-LUD-R-(TRANS), must be submitted for each Form RFQ-LUD-(TRANS) that is provided.

RFQ Solicitation No.: _____ **RFQ Title:** _____

Name of Proposer: _____ **Name of Project:** _____

Address of Project: _____

Name of Project Owner: _____ **Project Owner Contact Name:** _____

Project Owner Contact Telephone No.: _____ **Project Owner Contact E-mail Address:** _____

Brief Scope of Project and How Project is Similar (additional space provided): _____

Value of Design Fees: Awarded: _____ **Actual:** _____ N/A

Basis for Difference in Value: _____

Value of Construction (if applicable): Awarded: _____ **Actual:** _____ N/A

Basis for difference in value: _____

Project Completion (no. of calendar days): **Projected:** _____ **Actual:** _____ N/A

Type of Project: Design-Bid-Build Design/Build CM@Risk Other (specify): _____

LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____

By: _____
Signature of Authorized Representative

Date

Printed Name

Title

City of Miami



Daniel J. Alfonso
City Manager

To Whom It May Concern:

Subject: Reference Letter for Lead Urban Designer

Lead Urban Designer as defined in the solicitation: _____.

The Following Section to be Completed by the Proposer.

Name of Proposer: _____

Name of Proposed Lead Urban Designer: _____

The above referenced Proposer is responding to a Request for Qualifications (RFQ) that has been issued by the City of Miami. We require that the Proposer provide written references for their proposed Lead Urban Designer (LUD). The Proposer is requesting that you, as the Owner of the referenced project, provide the following information as well as any other pertinent information. Your insight is appreciated.

Name of Project: _____

The Following Section to be Completed by the Project Owner.

Scope of Work for Referenced Project: _____

Value of Project: \$ _____ Value of Construction: \$ _____

Type of Project: Design-Bid-Build CM@Risk Design-Build Other (_____)

Construction completed on time and within budget: Yes No

How long did the proposed LUD serve in the capacity as LUD on this project? _____

Quality of Design: Above Expectations Average Below Expectations

Errors and Omissions: Above Expectations Average Below Expectations
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

Did Errors and Omissions result in increased construction cost? Yes No

Was the LUD responsive? Yes No

Was the LUD timely with reviews and submittals? Yes No

Did the LUD effectively resolve issues in a timely manner? Yes No

Please type in the field below to provide comments (Please use the attached additional page, as necessary):

Name of Project Owner: _____ Date: _____

Signature of Project Owner's Representative: _____

Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Annie Perez, CPPO
Director
Procurement Department

Request for Qualifications

Qualifications of Lead Traffic Engineer

Instructions (one page per project)

Proposer shall provide the following information for at least three (3) completed traffic engineering projects that involved the design/planning of a vehicle or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-LTE-R-(TRANS), must be submitted for each Form RFQ-LTE-(TRANS) that is provided.

RFQ Solicitation No.: _____ **RFQ Title:** _____

Name of Proposer: _____ **Name of Project:** _____

Address of Project: _____

Name of Project Owner: _____ **Project Owner Contact Name:** _____

Project Owner Contact Telephone No.: _____ **Project Owner Contact E-mail Address:** _____

Brief Scope of Project and How Project is Similar (additional space provided): _____

Value of Design Fees: Awarded: _____ **Actual:** _____ N/A

Basis for Difference in Value: _____

Value of Construction (if applicable): Awarded: _____ **Actual:** _____ N/A

Basis for difference in value: _____

Project Completion (no. of calendar days): **Projected:** _____ **Actual:** _____ N/A

Type of Project: Design-Bid-Build Design/Build CM@Risk Other (specify): _____

LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____

By: _____
Signature of Authorized Representative

Date

Printed Name

Title

City of Miami



Daniel J. Alfonso
City Manager

To Whom It May Concern:

Subject: Reference Letter for Lead Traffic Engineer

Lead Traffic Engineer as defined in the solicitation: .

The Following Section to be Completed by the Proposer.

Name of Proposer: _____

Name of Proposed Lead Traffic Engineer: _____

The above referenced Proposer is responding to a Request for Qualifications (RFQ) that has been issued by the City of Miami. We require that the Proposer provide written references for their proposed Lead Traffic Engineer (LTE). The Proposer is requesting that you, as the Owner of the referenced project, provide the following information as well as any other pertinent information. Your insight is appreciated.

Name of Project: _____

The Following Section to be Completed by the Project Owner.

Scope of Work for Referenced Project: _____

Value of Project: \$ _____ Value of Construction: \$ _____

Type of Project: Design-Bid-Build CM@Risk Design-Build Other (_____)

Construction completed on time and within budget: Yes No

How long did the proposed LTE serve in the capacity as LTE on this project? _____

Quality of Design: Above Expectations Average Below Expectations

Errors and Omissions: Above Expectations Average Below Expectations
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

Did Errors and Omissions result in increased construction cost? Yes No

Was the LTE responsive? Yes No

Was the LTE timely with reviews and submittals? Yes No

Did the LTE effectively resolve issues in a timely manner? Yes No

Please type in the field below to provide comments (Please use the attached additional page, as necessary):

Name of Project Owner: _____ Date: _____

Signature of Project Owner's Representative: _____

Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Annie Perez, CPPO
Director
Procurement Department

Request for Qualifications

Qualifications of Landscape Architect

Instructions (one page per project)

Proposer shall provide the following information for at least three (3) completed landscape architect projects that involved the landscaping of a vehicle or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-LA-(TRANS), must be submitted for each Form RFQ-LA-(TRANS) that is provided.

RFQ Solicitation No.: _____ **RFQ Title:** _____

Name of Proposer: _____ **Name of Project:** _____

Address of Project: _____

Name of Project Owner: _____ **Project Owner Contact Name:** _____

Project Owner Contact Telephone No.: _____ **Project Owner Contact E-mail Address:** _____

Brief Scope of Project and How Project is Similar (additional space provided): _____

Value of Design Fees: Awarded: _____ **Actual:** _____ N/A

Basis for Difference in Value: _____

Value of Construction (if applicable): Awarded: _____ **Actual:** _____ N/A

Basis for difference in value: _____

Project Completion (no. of calendar days): Projected: _____ **Actual:** _____ N/A

Type of Project: Design-Bid-Build Design/Build CM@Risk Other (specify): _____

LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____

By: _____
Signature of Authorized Representative

Date

Printed Name

Title

City of Miami



Daniel J. Alfonso
City Manager

To Whom It May Concern:

Subject: Reference Letter for Landscape Architect

Landscape Architect as defined in the solicitation: _____.

The Following Section to be Completed by the Proposer.

Name of Proposer: _____

Name of Proposed Landscape Architect: _____

The above referenced Proposer is responding to a Request for Qualifications (RFQ) that has been issued by the City of Miami. We require that the Proposer provide written references for their proposed Landscape Architect (LA). The Proposer is requesting that you, as the Owner of the referenced project, provide the following information as well as any other pertinent information. Your insight is appreciated.

Name of Project: _____

The Following Section to be Completed by the Project Owner.

Scope of Work for Referenced Project: _____

Value of Project: \$ _____ Value of Construction: \$ _____

Type of Project: Design-Bid-Build CM@Risk Design-Build Other (_____)

Construction completed on time and within budget: Yes No

How long did the proposed LA serve in the capacity as LA on this project? _____

Quality of Design: Above Expectations Average Below Expectations

Errors and Omissions: Above Expectations Average Below Expectations
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

Did Errors and Omissions result in increased construction cost? Yes No

Was the LA responsive? Yes No

Was the LA timely with reviews and submittals? Yes No

Did the LA effectively resolve issues in a timely manner? Yes No

Please type in the field below to provide comments (Please use the attached additional page, as necessary):

Name of Project Owner: _____ Date: _____

Signature of Project Owner's Representative: _____

Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Annie Perez, CPPO
Director
Procurement Department

Request for Qualifications

Qualifications of Project Administrator

Instructions (one page per project)

Proposer shall provide the following information for at least three (3) completed landscape architect projects that involved the landscaping of a vehicle or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-PA-R must be submitted for each Form RFQ-PA-(TRANS) that is provided.

RFQ Solicitation No.: _____ **RFQ Title:** _____

Name of Proposer: _____ **Name of Project:** _____

Address of Project: _____

Name of Project Owner: _____ **Project Owner Contact Name:** _____

Project Owner Contact Telephone No.: _____ **Project Owner Contact E-mail Address:** _____

Brief Scope of Project and How Project is Similar (additional space provided): _____

Value of Design Fees: Awarded: _____ **Actual:** _____ N/A

Basis for Difference in Value: _____

Value of Construction (if applicable): Awarded: _____ **Actual:** _____ N/A

Basis for difference in value: _____

Project Completion (no. of calendar days): **Projected:** _____ **Actual:** _____ N/A

Type of Project: Design-Bid-Build Design/Build CM@Risk Other (specify): _____

LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____

By: _____
Signature of Authorized Representative

Date

Printed Name

Title

City of Miami



Daniel J. Alfonso
City Manager

To Whom It May Concern:

Subject: Reference Letter for Project Administrator

Project Administrator as defined in the solicitation: .

The Following Section to be Completed by the Proposer.

Name of Proposer: _____

Name of Proposed Project Administrator: _____

The above referenced Proposer is responding to a Request for Qualifications (RFQ) that has been issued by the City of Miami. We require that the Proposer provide written references for their proposed Project Administrator (PA). The Proposer is requesting that you, as the Owner of the referenced project, provide the following information as well as any other pertinent information. Your insight is appreciated.

Name of Project: _____

The Following Section to be Completed by the Project Owner.

Scope of Work for Referenced Project: _____

Value of Project: \$ _____ Value of Construction: \$ _____

Type of Project: Design-Bid-Build CM@Risk Design-Build Other (_____)

Construction completed on time and within budget: Yes No

How long did the proposed PA serve in the capacity as PA on this project? _____

Quality of Design: Above Expectations Average Below Expectations

Errors and Omissions: Above Expectations Average Below Expectations
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

Did Errors and Omissions result in increased construction cost? Yes No

Was the PA responsive? Yes No

Was the PA timely with reviews and submittals? Yes No

Did the PA effectively resolve issues in a timely manner? Yes No

Please type in the field below to provide comments (Please use the attached additional page, as necessary):

Name of Project Owner: _____ Date: _____

Signature of Project Owner's Representative: _____

Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Annie Perez, CPPO
Director
Procurement Department



Request for Qualifications Qualifications of Proposer Key Personnel Workload Capacity

Instructions: This form is to be completed for each of the Key Personnel identified in Form RFQ-QT. Month 1 is to be calculated starting the 3rd month after the month the RFQ is due. (If the RFQ is due in March then Month 1 would be June).

RFQ Title: _____

RFQ Solicitation No.: _____

Name of Key Personnel: _____

Name of Project	Owner of Project	Value of Project	Role in Project	Status of Project

Availability based on % of time per month

Month 1 _____	Month 2 _____	Month 3 _____
Month 4 _____	Month 5 _____	Month 6 _____
Month 7 _____	Month 8 _____	Month 9 _____
Month 10 _____	Month 11 _____	Month 12 _____

Status Abbreviations:

PD= Pre-Design	P=Permitting
SD = Schematic Design	CA=Construction Administration
DD = Design Development	PC- Post Construction
CD = Construction Documents	

Title: _____

RFQ No.: _____

List of Sub-consultants

TOTAL CONTRACT AMOUNT: \$ _____

This form is initially to be completed and submitted with the RFQ listing all Sub-consultants to be used to complete this Project. This form is to be updated after award of the Project as additional Sub-consultants are added or changed. Identify the type license(s) the company has including Miami-Dade CBE certification numbers. Submit additional pages as necessary.

Name of Firm	Address	Scope of Work	Professional Licenses	Business Category	CBE Certification Number	\$ Total Sub-Contract Amount	% of Design Work

Note: Business Categories: CBE=Community Business Enterprise, CSBE=Community Small Business Enterprise

Name of Proposer: _____

Date: _____

Name of Individual Completing Form: _____ Signature: _____



SECTION 9

9.0 FDOT CERTIFICATIONS AND FORMS (Attached)

- **FDOT Form #375-030-30 Truth in Negotiation Certification**
- **FDOT Form #375-030-32 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
- **FDOT Form #375-030-33 Certification and Disclosure of Lobbying Activities on Federal Aid Projects**
- **FDOT Form #375-030-50 Conflict of Interest/Confidentiality Certification**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

375-030-30
PROCUREMENT
05/14

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Name of Consultant

By: _____

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS
(Compliance with 2 CFR Parts 180 and 1200)**

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: _____

By: _____

Date: _____

Title: _____

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
- d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
- g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.
- h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant:

By: _____ Date: _____ Authorized Signature

Title: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST / CONFIDENTIALITY CERTIFICATION FORM

375-030-50
PROCUREMENT
09/16

Choose which version of the Certification you need:

TECHNICAL REVIEW COMMITTEE / TECHNICAL ADVISORS
SELECTION COMMITTEE
PUBLIC OFFICERS/EMPLOYEES
TECHNICAL REVIEW/AWARDS COMMITTEE FOR LOW BID PROJECTS
CONSULTANT/CONTRACTOR SERVING IN THE ROLE OF PROJECT MANAGER
CONSULTANT/CONTRACTOR

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
 TECHNICAL REVIEW COMMITTEE/DOT TECHNICAL ADVISORS**

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, employees of the Department may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, or Section 838.22, Florida Statutes, and could result in disciplinary action by the Department.

Advertisement No./ Solicitation No.	Description	Financial Project Number(s)
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Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Technical Review Committee Members:

Printed Names	Signatures	Date
_____	_____	_____
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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST CERTIFICATION
TECHNICAL REVIEW COMMITTEE
Additional Page

375-030-50
PROCUREMENT
OGC - 09/16

Advertisement No./ Solicitation No.	Description	Financial Project Number(s)
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Technical Review Committee Members:
(Continued)

Printed Names	Signatures	Date
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DOT Technical Advisors:

Printed Names	Signatures	Date
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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
SELECTION COMMITTEE

375-030-50
 PROCUREMENT
 OGC - 09/16

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Selection Committee Members:

Date: _____

Printed Names

Signatures

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST CERTIFICATION
SELECTION COMMITTEE
Additional Page

375-030-50
PROCUREMENT
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Advertisement No./ Solicitation No.	Description	Financial Project Number(s)
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Printed Names

Signatures

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
PUBLIC OFFICERS/EMPLOYEES

375-030-50
 PROCUREMENT
 OGC - 09/16

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[Click here for additional page for typing Names, Project Description and Financial Project Numbers](#)

Advertisement No./ Solicitation No.	Description	Financial Project Number(s)

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.
(continued on next page)

Printed Names	Signatures	Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST CERTIFICATION
PUBLIC OFFICERS/EMPLOYEES
Additional Page

Advertisement No./ Solicitation No.	Description	Financial Project Number(s)

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Printed Names	Signatures	Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
TECHNICAL REVIEW/ AWARDS COMMITTEE
LOW BID PROJECTS

375-030-50
PROCUREMENT
OGC - 09/16

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Letting Date: _____

Contract Number(s): _____

[Click here for additional page for typing Names, Project Description and Financial Project Numbers](#)

Technical Review/Awards Committee Members:

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date
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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CONFLICT OF INTEREST CERTIFICATION
TECHNICAL REVIEW/ AWARDS COMMITTEE
LOW BID PROJECTS
Additional Page

375-030-50
 PROCUREMENT
 OGC - 09/16

Contract No(s): _____

Printed Names

Signatures

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
 FOR CONSULTANT/CONTRACTOR
 SERVING IN THE ROLE OF PROJECT MANAGER FOR FDOT**

375-030-50
 PROCUREMENT
 OGC - 09/16

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

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Advertisement No./ Solicitation No.	Description	Financial Project Number(s)
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[Click here for additional page for typing Names, Project Description and Financial Project Numbers](#)

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date
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**CONFLICT OF INTEREST/CONFIDENTIALITY
CERTIFICATION FOR CONSULTANT/CONTRACTOR
SERVING IN THE ROLE OF PROJECT MANAGER
FOR FDOT**

Additional Page

Advertisement No./ Solicitation No.	Description	Financial Project Number(s)
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CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS

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Click here for additional page for typing Names, Project Description and Financial Project Numbers

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Printed Names	Signatures	Date
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**CONFLICT OF INTEREST/CONFIDENTIALITY
CERTIFICATION
FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS
Additional Page**

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