



City of Miami

ADDENDUM No. 3

October 7, 2019

REQUEST FOR QUALIFICATIONS No. 18-19-042

DESIGN CRITERIA PACKAGE FOR BRICKELL BAY DRIVE IMPROVEMENTS – D2 – B-193802

TO: ALL PROSPECTIVE PROPOSERS:

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Qualifications (RFQ) and shall become an integral part of the proposal submitted and the Contract to be executed for **Design Criteria Package for Brickell Bay Drive Improvements, RFQ No. 18-19-042** (the "Project"). Please note the contents herein and affix it to the documents you have on hand.

All attachments (if any) are available on the Office of Capital Improvements (OCI) website and are part of this Addendum.

MODIFICATIONS/CLARIFICATIONS:

1. Wherever applicable throughout the RFQ document, Proposers are hereby advised that the contact information for the Department of Procurement has been changed to:

Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP
Assistant Director
Department of Procurement
444 SW 2nd Avenue, 6th Floor
Miami, Florida 33130
Phone: 305-416-1902
Email: FPonassi@miamigov.com

2. The Successful Proposer and its Team, including all Sub-Consultants/Sub-Contractors are precluded from participating on a Design-Build team for any future, subsequent Request for Proposal (RFP) issued pursuant to the Design Criteria Package developed under this RFQ. As stated in this RFQ document, under Section 2, "RFQ Scope of Services," the Successful Proposer will remain the City's Design Consultant through the Design/Build phase related to this Project and act as the Owner's Representative.

Furthermore, under Florida Statute Section 287.055(9)(b):

"...A design criteria professional who has been selected to prepare the design criteria package is not eligible to render services under a design-build contract executed pursuant to the design criteria package."

3. **Form RFQ-LOA**, as required by this RFQ, is attached to this Addendum.
4. It has been brought to our attention that certain City Forms had technical issues related to the fillable boxes. Those issues have been addressed, and all City Forms should be functioning properly.

5. In the RFQ document, the following language is hereby added under **Section 3.5, “Minimum Qualification and Experience Requirements,”** Proposers shall provide information on:

iv. Qualifications and experience of the individual serving as the Economist, who shall possess, at minimum, a Master’s degree in Economics from an accredited U.S. university, or from a recognized foreign academic institution.

All other information under Section 3.5, “Minimum Qualifications and Experience Requirements,” remains the same.

6. In the RFQ document, under **Section 4.1.A, “Content of Qualifications and Experience Requirements,” Section 16, “Qualifications of other Required Personnel by Sub-Consultants/Sub-Contractors,”** and **Section 17, “Experience of other Required Personnel by Sub-Consultants/Sub-Contractors,”** are hereby deleted in its entirety and replaced with the following language:

16. Qualifications of other Required Personnel by Sub-Consultants/Sub-Contractors

Proposer shall complete and submit **Form RFQ-QSC** for this section of the Proposal to provide a list of the Sub-Consultant/Sub-Contractor firms employing Required Personnel. While forming the Team, Proposer shall be mindful of the anticipated levels of staffing required to deliver the services identified in Section 2, RFQ Scope of Services. Licenses and any other pertinent information for the Sub-Consultant/Sub-Contractor firm shall be submitted which demonstrates satisfaction of all the requirements identified in Section 3.5, Minimum Qualifications and Experience Requirements.” Proposer shall provide one form for all Sub-Consultant/Sub-Contractor firms to be used, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work (service or commodity).

Additionally, for each Team Member employed by a Sub-Consultant/Sub-Contractor who will be serving in a Required Personnel role, the Proposer shall submit a one-page resume that reflects each Team Member’s role on the Team, education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section 2, “RFQ Scope of Services,” and Section 3.5, “Minimum Qualifications and Experience Requirements.” Licenses and any other pertinent information shall also be submitted which demonstrates satisfaction of all the requirements identified in Section 3.5, “Minimum Qualifications and Experience Requirements.”

17. Experience of other Required Personnel by Sub-Consultants/Sub-Contractors

Proposer shall complete and submit **Form RFQ-ESC** for this section of its Proposal to provide a comprehensive summary of each of the Required Personnel employed by a Sub-Contractor/Sub-Consultant. Each Required Personnel must have at least one (1) currently ongoing or previously completed project within the last five (5) years of similar size, scope, and complexity as that described in this RFQ. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project in terms of the entire cost.

Failure to submit proof of at least one (1) reference project for each Required Personnel employed by a Sub-Consultant/Sub-Contractor, shall result in a non-responsive determination for the Proposal. One (1) form RFQ-ESC needs to be submitted for each project reference.

7. In the RFQ document, the following language is hereby added under **Section 4.1.A, "Content of Qualifications and Experience Requirements:**

19. Qualifications of other Required Personnel by Proposer

Proposer shall complete and submit **Form RFQ-QRP** for this section of its Proposal to provide a comprehensive summary of the Required Personnel as listed in Section 2.4, "Proposed Team/Key Personnel," who are directly employed by the Proposer. Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 3.5, "Minimum Qualifications and Experience Requirements." Proposer shall provide one Form RFQ-QRP for each Team Member serving as Required Personnel.

Additionally, for each Team Member who will be serving in a Required Personnel Role, the Proposer shall submit a one-page resume that reflects each Team Member's role on the Team, education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section 2, "RFQ Scope of Services," and Section 3.5, "Minimum Qualifications and Experience Requirements."

20. Experience of other Required Personnel by Proposer

Proposer shall complete and submit **Form RFQ-ERP** for this section of its Proposal to provide a comprehensive summary of each of the Required Personnel directly employed by the Proposer. Each Required Personnel must have at least one (1) currently ongoing or previously completed project within the last five (5) years of similar size, scope, and complexity as that described in this RFQ. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project in terms of the entire cost.

Failure to submit proof of at least one (1) reference project for each directly employed Required Personnel, shall result in a non-responsive determination for the Proposal. One (1) Form RFQ-ERP needs to be submitted for each reference project.

Form RFQ-QRP and Form RFQ-ERP are attached to this Addendum.

8. In the RFQ document, **Section 4.1.D, "Proposal Submission Format," Section A**, is hereby deleted, and is replaced with the following language:

Section A

1. Table of Contents
2. RFQ-PCL Proposal Cover Letter
3. RFQ-N Proposal Narrative
4. RFQ-QPC Qualifications of Proposer
5. RFQ-EPC Experience of Proposer
6. RFQ-QKP Qualifications of the Project Manager and Resume
7. RFQ-EPM Experience of the Project Manager
8. RFQ-QKP Qualifications of the Lead Designer and Resume
9. RFQ-ELD Experience of the Lead Designer
10. RFQ-QKP Qualifications and Experience of the Urban Planner/Land Developer and Resume

11. RFQ-EUP Experience of the Urban Planner/Land Developer
12. RFQ-QKP Qualifications and Experience of the Public Engagement Specialist and Resume
13. RFQ-EPES Experience of the Public Engagement Specialist
14. RFQ-QKP Qualifications and Experience of the Landscape Architect and Resume
15. RFQ-ELA Experience of the Landscape Architect
16. RFQ-QRP Qualifications of Other Required Personnel by Proposer and Resume(s)
17. RFQ-ERP Experience of Other Required Personnel by Proposer
18. RFQ-QSC Qualifications of Other Required Personnel by Sub-Consultant(s)/Sub-Contractor(s) and Resume(s)
19. RFQ-ESC Experience of Other Required Personnel by Sub-Consultant(s)/Sub-Contractor(s)
20. Team Organizational Chart

9. In the RFQ document, **Section 5.2, "Evaluation Criteria,"** is hereby deleted, and replaced with the following language:

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

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Proposer's Qualifications and Experience	25 points
Proposer's Project Manager's Qualifications and Experience	20 points
Proposer's Lead Designer's Qualifications and Experience	20 points
Proposer's Team Members Qualifications and Experience	20 points
Design Philosophy and Process/Technical Capabilities and Approach	10 points
Amount of Work Awarded by the City	5 points*

(*) Points for this evaluation criteria will be assigned by the City according to a sliding scale based on the amount of work awarded by the City during the three (3) years prior to the Proposal Submission Due Date, to Proposers submitting a responsive proposal, including their Sub-Consultants/Sub-Contractors, as follows:

Amount of Work Awarded by the City	Awarded Score
Up to \$500,000	5 points
From \$500,001 to \$1,000,000	4 points
From \$1,000,001 to \$2,500,000	3 points
From \$2,500,001 to \$5,000,000	2 points
From \$5,000,001 and over	1 point

REQUESTS FOR INFORMATION (RFIs):

- Q1. Are one-page resumes required for all Key Personnel and Required Personnel? If yes, where within the submittal should the resumes be included?
- A1. Yes, please see above Modifications/Clarifications.
-
- Q2. Can you please provide Form RFQ-LOA?
- A2. Yes, please see above Modifications/Clarifications.
-
- Q3. Can you please provide Form 6.4-Certificate of Compliance?
- A3. Form 6.4, "Certification of Compliance with Section 18-87 of the City Code" can be found in Section 6, "RFQ Proposal Forms," of the RFQ.
-
- Q4. Is it allowed to include graphs/charts, tables and graphics to these forms?
- A4. Yes, Proposers may use the City forms in a computer program of their choosing in order to add graphics, charts, or other digital material. The actual City forms, however, may not be modified, retyped, or altered. Please remember that all documents need to be digitally submitted in .pdf format.
-
- Q5. Can the Lead Designer and the Civil/Transportation Engineer be the same person?
- A5. The only stipulation provided in the RFQ is that Proposers shall not submit the same individual to serve as both the Project Manager and the Lead Designer.
-
- Q6. Does the Economist need to have a degree in Economics?
- A6. Yes, please see above Modifications/Clarifications.
-
- Q7. The reference project forms show them to be filled out solely by one person, either the Proposer, Project Manager, Lead Designer, Urban Planner, Public Engagement Specialist, Landscape Architect, or Required Personnel. However, the questions asked are client-based. Is that correct?
- A7. The entirety of each reference project form for the Proposer, any Key Personnel, or any Required Personnel should be filled out by either the Proposer or by the individual who will be serving on the Proposer's Team. Signatures from project owners are not required. Please make sure that all contact information for project owners is up to date as during the due diligence period Procurement staff will be verifying all references.
-
- Q8. Have any consultants assisted in developing the criteria or elements of this RFQ? Are there any firms precluded from pursuing this contract?
- A8. Yes. CSA Group NY Architects and Engineers, P.C., Inc. (CSA Group) provided assistance and input in developing the Scope of Services for this RFQ. CSA Group, or any affiliate to CSA Group, as well as any other Sub-Consultant under contract with CSA Group that helped developing the Scope of Services for this RFQ, is precluded from submitting a Proposal for this RFQ.
-
- Q9. Is there a page limit to RFQ-N (Proposal Narrative) RFQ-DPP (Design Philosophy and Process) and RFQ-T (Technical Capabilities and Approach)? Where forms state "additional pages may be added as necessary" or "additional sheets of paper may be used to include information", what format should be used?

A9. There are no page limits for Forms RFQ-N, RFQ-DPP, and RFQ-T. However, in order to keep Proposals to a reasonable length, please do not reiterate information that has been provided elsewhere as part of another form or section. Should additional pages need to be added to any City form that allows additional pages, please utilize a format similar to that of the City form.

Q10. The maximum points awarded to a firm for the amount of work awarded by the City is within how many years?

A10. Please, refer to Modifications/Clarifications above.

Q11. For Form RFQ-QPC, are we required to submit copies of licenses for all the staff? If so, can the three-page limit be extended?

A11. Form RFQ-QPC has a three-page limit, unless additional pages are necessary to list all names of owners, officers, principals, etc. Licenses and any other pertinent information related to individuals serving as Key Personnel or Required Personnel should be submitted according to Section 4, Instructions for Submitting a Proposal.

Q12. Can additional personnel positions be submitted?

A12. Additional positions may be submitted. Please follow the guidelines for Required Personnel.

Q13. On Form RFQ-QSC, are we to show Sub-Consultant firms or staff?

A13. Please see above Modifications/Clarifications.

Q14. Can more than one person be submitted for a Required Personnel role?

A.14 Yes. Proposer must demonstrate that each Team Member satisfies of all the requirements identified in Section 3.5, Minimum Qualification and Experience Requirements.

Q15. Who is on the evaluation committee?

A15. The Evaluation Committee has not been finalized.

Q16. Has a budget been established for the Project?

A16. No, the budget has not been finalized.

Q17. For licenses, does the City want copies of licenses or just license numbers?

A17. Please include hard copies of all licenses with all Proposal submissions.

Q18. The CEO of our corporation has ultimate signing authority; may we change the word "President" to "CEO" on Form 6.2.1, Certificate of Authority?

A18. Yes.

Q19. Please confirm that any Miami-Dade County SBE firm will fulfill the requirement to meet the 15% SBE participation goal, but only SBEs located within the City of Miami's municipal boundaries that meet the requirements for a local office as defined in Section 18-73 of the City of Miami Code will satisfy the requirements to obtain the five bonus points.

A19. Any Miami-Dade County certified SBE firm can fulfill the 15% SBE participation requirement. However, as stated in Section 3.6, Small Business Enterprise (SBE) Participation Requirements, and in Section 5, Evaluation/Selection Process, of the RFQ,

only those Proposers who assign a minimum of 15% of the contract value to a Miami-Dade County certified SBE firm(s) that maintain a "Local Office," as defined in City Code Section 18-73, will be awarded the five bonus points.

Q20. What scope is anticipated for the required position of Architect?

A20. The Architect shall be involved in Adaptation Planning and developing Design Guidelines, which may involve building frontages, and any changes to the Miami 21, the City of Miami Zoning Ordinance, will need to consider architectural design and feasibility. Additionally, analysis of potential impacts for adjacent properties should be considered from an economic as well as a design perspective for all proposed alternative designs.

Q21. Subsurface and Ground Water expertise is not (yet) identified as a required discipline of the Successful Proposer. Is Subsurface and Ground Water expertise is required for the assignment?

A21. Yes.

Q22. On page 10 of the RFQ it states, "... the Successful Proposer shall conduct an analysis of potential risk and insurance impacts from the proposed improvements as well as an analysis on alternate financing mechanisms." Could you please elaborate on what is required from the Successful Proposer specifically, the goals and objectives the City hopes to achieve from this information and how it relates to resiliency.

A22. Proposer shall demonstrate what impact this Project could have on insurance rates, particularly as it relates to the FEMA flood maps (e.g. moving from a VE to an AE zone) and the City's National Flood Insurance Program-Community Rating Score (NFIP-CRS). In other words, how might this project influence flood insurance rates?

Proposer shall demonstrate how this project will reduce risks associated with tidal flooding and storm surge and shall present a cost benefit analysis (or similar analysis) for various design alternatives (i.e. green infrastructure, grey infrastructure, combination of green and grey infrastructure).

Proposer shall provide suggestions on financing and funding sources for the construction and maintenance of the Project. Analysis of these suggestions should include but, is not limited to, feasibility, time frame, and legal considerations. Examples include business improvement or special taxing districts, public-private partnerships, impact fee, state/federal grants, rolling easements etc.

Q23. Per the RFQ, all pages of the Proposal must be consecutively numbered. Should Proposers add page numbers to City forms?

A23. Yes, page numbers need to be on all documents.

Q24. For the Proposal Submission Format, is the divider tabbing requested only on the levels Sections A-C (three (3) tabs) or on the level of the forms listed within those sections (approximately 27 tabs)?


A24. Please utilize a tabbed divider for only Sections A-C of the Proposal.

Q25. The RFQ indicates that the hardcopy submission be unbound and tabbed and that hard cover binders shall not be used. Does the City request that the hardcopy volume be divided with tabs that measure 9 inches in width (inclusive of the tab-bank), that the front and back covers be ordinary 8.5"x11" bond paper, and that the volume be held together with a simple clip or similar?

A25. Yes.

**THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE CONTRACT DOCUMENT
AND SHALL BE MADE A PART THEREOF.**

for



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



**City of Miami, Department of Procurement
Letter of Agreement – Small Business Enterprise (SBE) Program RFQ-LOA**

THIS SECTION MUST BE COMPLETED BY THE PRIME CONSULTANT

From: _____
Name of Prime Consultant/Design-Build Firm

In response to the RFQ/RFP Number _____, the undersigned hereby agrees to utilize the Small Business Enterprise (SBE) firm listed below, performing the stated work at the stated percentage, if awarded the contract. The undersigned further certifies that the firm has been contacted and properly apprised of the project work assignment(s) to be performed upon execution of the contract with the City of Miami. Further, by signing this Letter of Agreement, the undersigned consents to adhere to the City of Miami Procurement Code 18-87, as amended.

Name of Miami-Dade County Certified SBE Firm	SBE/A&E Certification Number	SBE/A&E Certification Expiration Date	Type of Work to be Performed (Technical Certification Categories)	Percentage (%) Amount of Design Fee

I certify that the representations contained in this form are true and accurate to the best of my knowledge.

Principal/President's Signature Principal/President's Name/Title (Print) _____
Date

THIS SECTION MUST BE COMPLETED BY PROPOSED SBE FIRM (SUB-CONSULTANT)

ACKNOWLEDGMENT BY THE PROPOSED SBE FIRM

The undersigned has reasonably uncommitted capacity (including all licenses and technical certifications) sufficient to provide the required services consistent with normal industry practice and the ability to otherwise meet the proposal specifications.

Name of SBE Certified Firm

SBE Certified Firm's Principal/President's Signature _____
Date

SBE Certified Firm's Principal/President's Name/Title (Print) _____
Date



Qualifications of Required Personnel Form RFQ-QRP

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 Proposal as non-responsive.

RFQ No.: _____ RFQ Title: _____

Name and Role of Personnel: _____

License No.: _____ Years of Related Experience: _____

Primary Types of Services (Residential, Residential High-Rise, Mixed-Use, Offices, Park Facilities, Government Offices, etc.)

Required Personnel Employer: _____

Required Personnel Office Address: _____

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

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

Private Sector: _____ Federal Government: _____ State/County/Municipal: _____

City of Miami: _____ Name of Projects: _____

Residential/Residential High-Rise: _____ Office: _____ Mixed-Use: _____ Retail: _____

LEED/Green Globe Certified: _____ Other (specify): _____

List previous projects similar in scope, size, and complexity:

By signing below, Prime Consultant certifies that the information contained in Form RFQ-QRP is accurate and correct. Prime Consultant 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



City of Miami, Department of Procurement Experience of the Required Personnel Reference Form - RFQ-ERP

INSTRUCTIONS

Required Personnel employed by Proposer shall complete the following information for completed projects within the past five (5) years, where the Proposer believes the project is of equal or greater scope, size, and complexity that best represents its ability to complete the "Project." The reference provided below should be for one (1) project and must comply with the requirements listed in Sections 2, 3.5, and 4 of the RFQ. Please provide at least one (1) project.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

REFERENCE APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by the Required Personnel)

This reference project complies with the Experience Requirement(s) under Sections 2, 3.5, and 4 of the RFQ.

Yes No Not Applicable

All information will be independently verified by Procurement staff.

REFERENCE PROJECT INFORMATION (To be Completed by the Required Personnel)

Reference Project Name/Address: _____

Name(s) and Role(s) of Required Personnel working on this Reference Project: _____

Reference Project Description: _____

Scope of Services Provided: _____

Compensation for Services: \$ _____

Project Start Date: ____/____/____

Project Completion Date: ____/____/____

Project Construction Cost: \$ _____

Construction Start Date: ____/____/____

Construction Completion Date: ____/____/____

Required Personnel's Company Name: _____ Company's Contact Name: _____

Required Personnel's Title/Position: _____ Company's Contact Phone Number: _____

Company's Contact Facsimile Number: _____ Company's Contact E-mail: _____

REFERENCE PROJECT INFORMATION (To be Completed by Required Personnel)

Project Completed on Time and within Budget: Yes No Project Duration: _____

If "No," was the **Required Personnel** at fault or did it contribute to the delay(s) or increased cost?

Yes No

Quality of Services Provided: Above Expectations* Average Below Expectations

(* "Above Expectations" means there were fewer errors and omissions than anticipated.

Did the **Required Personnel** provide Project Management Services? Yes No N/A

Did the **Required Personnel** provide Construction Management Services? Yes No N/A

Was the **Required Personnel** responsive to the Project Owner? Yes No N/A

Was the **Required Personnel** timely in its reviews and submittals? Yes No N/A

Reference Company Name: _____ Reference Contact Name: _____

Reference Title/Position: _____

Reference Phone Number: _____ Facsimile Number: _____ E-mail: _____

SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS REFERENCE PROJECT. PLEASE DESCRIBE YOUR FIRM'S INVOLVEMENT IN THE REFERENCE PROJECT. PROVIDE DETAILS TO SUPPORT WHETHER EACH TEAM MEMBER'S PARTICULAR EXPERTISE RELEVANT TO THE PROJECT WAS GAINED UNDER CURRENT EMPLOYMENT, OR AS A MEMBER OF ANOTHER FIRM (ADDITIONAL SHEETS OF PAPER MAY BE USED TO INCLUDE INFORMATION).