

**CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM**

TO: Honorable City of Miami Commissioners
and Honorable Mayor of the City of Miami

DATE: February 10, 2020

FROM: Emilio T. Gonzalez, PhD.
City Manager

SUBJECT: Report of Evaluation Committee
for RFQ No. 18-19-042, Design Criteria
Professional for Brickell Bay Drive
Improvements

ENCLOSURES: Response Security List,
Evaluation Committee Appointment Memo,
Evaluation Committee Score Sheets, and
Report of Evaluation Committee

In accordance with Section 18-87 (i) of the City of Miami Code, attached please find the Report of the Evaluation Committee for subject solicitation.

AP: fvp

c: Joseph F. Napoli, Deputy City Manager
Nzeribe Ihekwa, Ph.D., P.E., Assistant City Manager
Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
Pablo Velez, Assistant City Attorney
Steven C. Williamson, Director, OCI
Hector Badia, Assistant Director, OCI
Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Emilio T. González, PhD.,
City Manager

DATE: January 27, 2020

FROM: Annie Perez, CPPO, Director
Department of Procurement



SUBJECT: Report of Evaluation Committee for
RFQ No. 18-19-042, Design Criteria Professional
for Brickell Bay Drive Improvements

ENCLOSURES: Response Security List,
Evaluation Committee Tabulation Sheets, and
Evaluation Committee Appointment Memo

Background

On August 27, 2019, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 18-19-042 for the provision of Design Criteria Professional for Brickell Bay Drive Improvements ("Project"), on behalf of the Office of Capital Improvements (OCI). On October 22, 2019, Procurement received seven (7) proposals in response to this solicitation. Consequently, the proposals were reviewed by Procurement staff, upon which five (5) proposals were deemed responsive and responsible in accordance with the minimum qualifications and experience requirements of the RFQ. The remaining two (2) proposals were disqualified from the selection process for not meeting the requirement of having an economist with a Master's Degree in Economics as part of their teams. On December 9, 2019, T.Y. Lin International and AECOM were sent letters of disqualification outlining the reasons for such decision.

Summary of Evaluation

While governed by Florida Statutes Section 287.055, any typical selection of professional services consultants may be comprised of two (2) steps. On December 9, 2019, an Evaluation Committee ("Committee") appointed by the City Manager met and completed the Step 1 evaluation of the five (5) responsive and responsible proposals, following the guidelines stipulated in the solicitation.

It is important to mention that two of the originally appointed voting Committee members were not able to serve during the evaluation process. Ms. Judeen Johnson with the City of North Miami Beach sent an email to Procurement on November 12, 2019, in which she indicated she would not be able to participate in the evaluation process at all. As a result, Ms. Johnson was replaced by Mr. Jorge Mora (OCI), one of the alternates appointed to that effect. Subsequently, on December 9, 2019, Mr. Christopher Bennett with the City of Miami's Resilience & Public Works Department (R&PW) sent an email to Procurement advising that he could not participate in the Step 1 Meeting to be held that morning.

Considering the accelerated schedule of this selection process, and following standard protocol, the Chairperson called for an official vote to determine whether the Committee should proceed with only four (4) members. The Committee voted unanimously to continue the proceeding with the remaining members. Accordingly, the proposals were evaluated pursuant to the six (6) evaluation criteria listed below:

Evaluation Criteria Step 1	Maximum Points (Per Committee Member)
1. Proposer's Qualifications and Experience	25
2. Proposer's Project Manager's Qualifications and Experience	20
3. Proposer's Lead Designer's Qualifications and Experience	20
4. Proposer's Team Members' Qualifications and Experience	20
5. Design Philosophy and Process/Technical Capabilities and Approach	10
6. Amount of Work Awarded by the City	5
Total Points Per Committee Member	100

Proposers who agreed to meet the Small Business Enterprise ("SBE") participation requirement by assigning certified SBE firms with a "Local Office," as defined in City Procurement Code, Section 18-73, were granted five (5) Bonus Points, in accordance with the RFQ and City Procurement Code, Section 18-87, as amended. Two (2) Proposers, Tetra Tech and Hazen & Sawyer, met the SBE participation requirement using the "Local Office" criteria, and were granted the five (5) Bonus Points.

The final scores were as follows:

Proposing Firms	Awarded Points (Maximum 400 points)
1. Tetra Tech	347
2. Hazen & Sawyer	345
3. Arcadis-US, Inc.	335
4. CES Consultants, Inc.	332
5. WSP-USA, Inc.	324

The Committee decided to shortlist the four (4) top-ranked Proposers, and invited them to provide oral presentations of their proposals. The Committee also decided on the four (4) evaluation criteria all shortlisted Proposers would be evaluated on, and assigned 20 minutes for the oral presentations and 10 minutes for follow-up questions and answers.

On January 16, 2020, the Committee met to complete the Step 2 evaluation of the four (4) shortlisted Proposers, following the guidelines stipulated in the solicitation. The Proposers were evaluated pursuant to the four (4) evaluation criteria listed below:

Evaluation Criteria Step 2	Maximum Points (Per Committee Member)
1. Design Philosophy and Technical Approach	30
2. Qualifications and Experience of the Team	30
3. Track Record to Meet Past Projects' Schedules and Budgets	20
4. Project-Driven Policy Changes	20
Total Points Per Committee Member	100

After the evaluation and scoring activities were completed, Tetra Tech and Hazen & Sawyer's presentations garnered a total of 348 points over a possible total of 400 points, or 87%. The tie was decided in favor of Tetra Tech based on the first tiebreaker criteria, "Design Philosophy and Technical Approach." Tetra Tech scored 106 points against Hazen & Sawyer's 104 points (please refer to Step 2 - Tabulation Sheet, attached). As a result, the Committee voted unanimously to recommend to the City Manager that negotiations of a professional services agreement (PSA) be initiated with Tetra Tech. The final scores were as follows:

Proposing Firms	Awarded Points (Maximum 400 points)
1. Tetra Tech	348
2. Hazen & Sawyer	348
3. Arcadis-US, Inc.	307
4. CES Consultants, Inc.	304

The tabulation and individual Committee member score sheets for both Step 1 and Step 2 meetings are attached as supporting documentation.

Recommendation

The Committee hereby requests authorization for Procurement, in collaboration with the nominated Negotiations Committee, Messrs. Hector Badia and Jorge Mora (OCI), and Ms. Elizabeth Wheaton (City of Miami Beach), to commence negotiations of a PSA to provide professional design services for the Project, with the highest ranked Proposer, Tetra Tech. In addition, OCI leadership has nominated Messrs. Giraldo Marquez and Jose Lago (OCI), and Mr. Christopher Bennett (R&PW) and Ms. Jane Gilbert, City's Chief Resiliency Officer, to serve as Technical Advisors to the Negotiations Committee. Should negotiations with Tetra Tech fail within the stipulated 30 days after authorization is granted, the Committee further requests permission to commence negotiations with the second, third, and fourth ranked firms, respectively, until a PSA is successfully negotiated, and subsequently awarded.

Approved: 
Emilio T. González, PhD., City Manager

Date: 2/3/20

- c. Joseph F. Napoli, Deputy City Manager
- Fernando Casamayor, Assistant City Manager
- Nzeribe Ihekwebaba, PhD., P.E., Assistant City Manager
- Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
- Pablo Velez, Assistant City Attorney, City Attorney's Office
- Alan Dodd, Director, R&PW
- Steven C. Williamson, Director, OCI
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement, COM

CITY OF MIAMI OFFICE OF THE CITY CLERK
BID SECURITY LIST

BID ITEM: Design Criteria Package for Brickell Bay Drive

BID NUMBER: RFQ 18-19-042

DATE BID OPENED: October 22, 2019 **TIME:** 2:00 p.m.

<u>BIDDER</u>	<u>BID TOTAL AMOUNT</u>	<u>BID BOND (ER) CASHIER'S CHECK</u>
ARCADIS	See attached	See attached
T.Y. Lin International	See attached	See attached
Tetra Tech	See attached	See attached
WSP USA, Inc.	See attached	See attached
CES Consultants, Inc.	See attached	See attached
AECOM	See attached	See attached
HAZEN	See attached	See attached

"Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late."

[Signature]
Person Receiving Bid(s)

Received (7) bid(s) on behalf: Procurement City Department

On: 10/22/2019
Today's Date

PREPARED BY: *[Signature]*
Deputy City Clerk

STEP 1 MEETING DECEMBER 9, 2019

**CITY OF MIAMI
DESIGN CRITERIA PROFESSIONAL FOR
BRICKELL BAY DRIVE IMPROVEMENTS**

REQUEST FOR QUALIFICATIONS (RFQ) NO. 18-19-042

TABULATION SHEET, RFQ NO. 18-19-042

RANK	NAME OF FIRM(S)	EVALUATION COMMITTEE						Average	Qualitative Points	Bonus Points	TOTAL QUALITATIVE POINTS	FINAL RANK
		Hector Badia, Official of Capital Improvements, City of Miami (COM)	Jorge Mora, Official of Capital Improvements, City of Miami (COM)	Christopher Bennett, Resiliency & Public Works, City of Miami (COM)	Elizabeth Wheaton, City of Miami Beach (MB)	Charles Wu, City of Coral Gables (CG)	SUB-TOTAL QUALITATIVE POINTS					
4	WSP-USA, INC.	25	21		19	20	85	21	0	324	5	
	1A - Proposer's Qualifications and Experience (Max. 25 points)	18	14		14	15	61	15				
	1B - Proposer's Project Manager's Qualifications and Experience (Max. 20 points)	18	17		14	10	59	15				
	1C - Proposer's Lead Designer's Qualifications and Experience (Max. 20 points)	18	15		17	20	70	18				
	1D - Proposer's Team Members' Qualifications and Experience (Max. 20 points)	10	9		8	10	37	9				
	1E - Design Philosophy and Process/Technical Capabilities and Approach (Max. 10 points)	3	3		3	3	12	3		324 81%		
	1F - Amount of Work Awarded by the City (Max. 5 points)	92	79		75	78				0		
	Tie Breakers = Sub-Total Qualitative Points for 1A, 1B, 1C, 1D, 1E, and 1F in that order.											
5	CES CONSULTANTS, INC.	18	20		20	25	83	21		332	4	
	1A - Proposer's Qualifications and Experience (Max. 25 points)	16	13		18	18	65	16				
	1B - Proposer's Project Manager's Qualifications and Experience (Max. 20 points)	16	14		18	18	66	17				
	1C - Proposer's Lead Designer's Qualifications and Experience (Max. 20 points)	16	15		19	20	70	18				
	1D - Proposer's Team Members' Qualifications and Experience (Max. 20 points)	8	9		9	10	36	9				
	1E - Design Philosophy and Process/Technical Capabilities and Approach (Max. 10 points)	3	3		3	3	12	3		332 83%		
	1F - Amount of Work Awarded by the City (Max. 5 points)	77	74		87	94				0		
	Tie Breakers = Sub-Total Qualitative Points for 1A, 1B, 1C, 1D, 1E, and 1F in that order.											
6	AECOM TECHNICAL SERVICES											
	1A - Proposer's Qualifications and Experience (Max. 25 points)						0	0				
	1B - Proposer's Project Manager's Qualifications and Experience (Max. 20 points)						0	0				
	1C - Proposer's Lead Designer's Qualifications and Experience (Max. 20 points)						0	0				
	1D - Proposer's Team Members' Qualifications and Experience (Max. 20 points)						0	0				
	1E - Design Philosophy and Process/Technical Capabilities and Approach (Max. 10 points)						0	0				
	1F - Amount of Work Awarded by the City (Max. 5 points)						0	0				
	Tie Breakers = Sub-Total Qualitative Points for 1A, 1B, 1C, 1D, 1E, and 1F in that order.	0	0		0	0				0%	DQ*	

STEP 1 MEETING DECEMBER 9, 2019

**CITY OF MIAMI
DESIGN CRITERIA PROFESSIONAL FOR
BRICKELL BAY DRIVE IMPROVEMENTS**

REQUEST FOR QUALIFICATIONS (RFQ) NO. 18-19-042

TABULATION SHEET, RFQ NO. 18-19-042

NAME OF FIRM(S)

7 HAZEN AND SAWYER

- 1A - Proposer's Qualifications and Experience (Max. 25 points)
- 1B - Proposer's Project Manager's Qualifications and Experience (Max. 20 points)
- 1C - Proposer's Lead Designer's Qualifications and Experience (Max. 20 points)
- 1D - Proposer's Team Members' Qualifications and Experience (Max. 20 points)
- 1E - Design Philosophy and Process/Technical Capabilities and Approach (Max. 10 points)
- 1F - Amount of Work Awarded by the City (Max. 5 points)

Tie Breakers = Sub-Total Qualitative Points for 1A, 1B, 1C, 1D, 1E, and 1F in that order.

Fernando V. Ponassi, City of Miami Non-Voting Chairperson

(* Team was deemed non-responsive to the minimum qualifications for Required Personnel

EVALUATION COMMITTEE	SUB-TOTAL QUALITATIVE POINTS						Average	Qualitative Points	Bonus Points	TOTAL QUALITATIVE POINTS	FINAL RANK
	Hector Badia, Official of Capital Improvements, City of Miami (COM)	Jorge Mora, Official of Capital Improvements, City of Miami (COM)	Christopher Bennett, Resiliency & Public Works, City of Miami (COM)	Elizabeth Wheaton, City of Miami Beach (MB)	Charles Wu, City of Coral Gables (CG)						
	25	21		19	20	85	21				
	20	17		16	20	73	18				
	20	18		16	20	74	19				
	18	16		16	20	70	18				
	10	8		8	5	31	8				
	3	3		3	3	12	3		5	345	2
	96	83		78	88				86%	350	

STEP 2 MEETING JANUARY 16, 2020

CITY OF MIAMI
 DESIGN CRITERIA PROFESSIONAL FOR
 BRICKELL BAY DRIVE IMPROVEMENTS
 REQUEST FOR QUALIFICATIONS (RFQ) NO. 18-19-042

TABULATION SHEET, RFQ NO. 18-19-042

NAME OF FIRM(S)

1 ARCADIS-US, INC.

- 2A - Design Philosophy and Technical Approach (Max. 30 points)
- 2B - Qualifications and Experience of the Team (Max. 30 points)
- 2C - Track Record to Meet Past Projects' Schedules and Budgets (Max. 20 points)
- 2D - Policy Changes that Accomplish Project Goals (Max. 20 points)

Tie Breakers = Sub-Total Qualitative Points for 2A, 2B, 2C, and 2D in that order.

3 TETRA TECH

- 2A - Design Philosophy and Technical Approach (Max. 30 points)
- 2B - Qualifications and Experience of the Team (Max. 30 points)
- 2C - Track Record to Meet Past Projects' Schedules and Budgets (Max. 20 points)
- 2D - Policy Changes that Accomplish Project Goals (Max. 20 points)

Tie Breakers = Sub-Total Qualitative Points for 2A, 2B, 2C, and 2D in that order.

5 CES CONSULTANTS, INC.

- 2A - Design Philosophy and Technical Approach (Max. 30 points)
- 2B - Qualifications and Experience of the Team (Max. 30 points)
- 2C - Track Record to Meet Past Projects' Schedules and Budgets (Max. 20 points)
- 2D - Policy Changes that Accomplish Project Goals (Max. 20 points)

Tie Breakers = Sub-Total Qualitative Points for 2A, 2B, 2C, and 2D in that order.

EVALUATION COMMITTEE	EVALUATION COMMITTEE					SUB-TOTAL QUALITATIVE POINTS	Average	TOTAL QUALITATIVE POINTS	FINAL RANK
	Hector Badia, Official of Capital Improvements, City of Miami (COM)	Jorge Mora, Official of Capital Improvements, City of Miami (COM)	Elizabeth Wheaton, City of Miami Beach (MB)	Charles Wu, City of Coral Gables (CG)					
1	28	29	20	20	97	19	307	3	
	25	25	22	20	92	18	77%		
	15	14	15	10	54	11			
	18	18	13	15	64	13			
	86	86	70	65					
3	28	28	25	25	106	21	348	1	
	28	27	28	20	103	21	87%		
	18	18	18	10	64	13			
	20	17	18	20	75	15			
	94	90	89	75					
5	25	25	20	20	90	18	304	4	
	20	27	20	20	87	17	76%		
	18	16	15	15	64	13			
	15	18	15	15	63	13			
	78	86	70	70					

STEP 2 MEETING JANUARY 16, 2020

**CITY OF MIAMI
DESIGN CRITERIA PROFESSIONAL FOR
BRICKELL BAY DRIVE IMPROVEMENTS**

REQUEST FOR QUALIFICATIONS (RFQ) NO. 18-19-042

TABULATION SHEET, RFQ NO. 18-19-042

NAME OF FIRM(S)

7 HAZEN AND SAWYER

- 2A - Design Philosophy and Technical Approach (Max. 30 points)
- 2B - Qualifications and Experience of the Team (Max. 30 points)
- 2C - Track Record to Meet Past Projects' Schedules and Budgets (Max. 20 points)
- 2D - Policy Changes that Accomplish Project Goals (Max. 20 points)

Tie Breakers = Sub-Total Qualitative Points for 2A, 2B, 2C, and 2D in that order.

Fernando V. Ponassi, City of Miami Non-Voting Chairperson

EVALUATION COMMITTEE	Average					TOTAL QUALITATIVE POINTS	FINAL RANK
	Hector Badia, Official of Capital Improvements, City of Miami (COM)	Jorge Mora, Official of Capital Improvements, City of Miami (COM)	Elizabeth Wheaton, City of Miami Beach (MB)	Charles Wu, City of Coral Gables (CG)	SUB-TOTAL QUALITATIVE POINTS		
	28	23	28	25	104	348	2
	28	26	28	25	107	87%	
	18	16	17	20	71		
	15	14	17	20	66		
	89	79	90	90	13		

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

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

DATE: October 7, 2019

FROM: Annie Perez, CPPO, Director
Department of Procurement

SUBJECT: Evaluation Committee Appointments
for Design Criteria Package for Brickell Bay Drive
Improvements – D2 – B-193802

REFERENCES: RFQ No. 18-19-042

In accordance with Section 18-86(c)(6) of the City of Miami Code, the Department of Procurement (Procurement), on behalf of the Office of Capital Improvements (OCI), requests your approval of the appointments of the below listed professionals to the Evaluation/Selection Committee (Committee). The Committee will be tasked with evaluating and scoring the proposals submitted in response to Request for Qualifications (RFQ) No. 18-19-042 for Design Criteria Package for Brickell Bay Drive Improvements – D2 – B-193802 (the "Project"), issued on August 27, 2019.

The Committee shall be comprised of professionals that have the requisite knowledge and experience to evaluate the proposals pursuant to the criteria established in the RFQ.

Chairperson (non-voting)

Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement, City of Miami (COM)

City of Miami Staff (voting)

1. Hector Badia, Assistant Director, OCI, COM
2. Christopher R. Bennett, P.E., Assistant Director, Department of Resilience and Public Works, COM

External Committee Members (voting)

1. Elizabeth Wheaton, Director, Environment & Sustainability Department, City of Miami Beach
2. Judeen Johnson, Director, Public Works Department, City of North Miami Beach
3. Charles K. Wu, AICP CUD, CNU-A, LEED®AP, BD+CND, CLSSGB, Zoning Administrator, Development Services, City of Coral Gables

Alternate Committee Member (voting)

1. David Martinez, P.E., LEED®AP, Director, Office of Capital Improvements, City of Miami Beach
2. Jorge Mora, Assistant Director, OCI, COM

Your signature below affirms your appointment of this Committee for the evaluation of proposals for the Project, as solicited under RFQ No. 18-19-042.

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

10/15/19
Date

AP:ct

c: Joseph F. Napoli, Deputy City Manager
Nzeribe Ihekwebaba, Ph.D., P.E., Assistant City Manager
Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
Rafael Suarez-Rivas, Chief Assistant City Attorney
Todd B. Hannon, City Clerk
Steven C. Williamson, Director, OCI
Hector Badia, Assistant Director, OCI
Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

PR19267

Ponassi Boutureira, Fernando

From: Johnson, Judeen <Judeen.Johnson@citynmb.com>
Sent: Tuesday, November 12, 2019 11:58 AM
To: Ponassi Boutureira, Fernando
Subject: RE: RFQ No. 18-19-042, Design Criteria Professional for Brickell Bay Drive Improvements - Evaluation Committee Meeting

CAUTION: This is an email from an external source. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I will not be able to participate at all. I have had a recent personal emergency.

Regards,

Judeen Johnson | Director
City of North Miami Beach
Public Works Department

T (305) 948-2925
F (305) 957-3502



From: Ponassi Boutureira, Fernando [mailto:Fponassi@miamigov.com]
Sent: Tuesday, November 12, 2019 11:11 AM
To: Johnson, Judeen <Judeen.Johnson@citynmb.com>
Subject: Re: RFQ No. 18-19-042, Design Criteria Professional for Brickell Bay Drive Improvements - Evaluation Committee Meeting

Hello Judeen,

Please I will need you to elaborate on your decision. Is your decision triggered by the dates or you are declining to participate at all? I need to know that in order to decide the right course of action. Thank you.

Regards,

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

"Serving, Enhancing, and Transforming our Community"

Mission: The City of Miami Department of Procurement's mission is to ethically procure quality goods and services, design, construction and construction management services at the best value for the City, while providing excellent customer service, process efficiency, transparency, fairness, competition, accountability, and maintaining public trust.

Please Note: Unless noted as "Florida Statute 119 Exempt," all communications (including email addresses) sent and received through the City of Miami's email system are considered public record. The Florida Public Records Act requires the City to make all public records available for inspection and to provide copies upon request. Please govern yourself accordingly.

On Nov 12, 2019, at 4:17 PM, Johnson, Judeen <Judeen.Johnson@citynmb.com> wrote:

CAUTION: This is an email from an external source. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Regrettably I will not be able to be a part of the evaluation Committee.

Regards,

Judeen Johnson | Director

City of North Miami Beach
Public Works Department

T (305) 948-2925

F (305) 957-3502

<image001.png>

From: Ponassi Boutureira, Fernando [<mailto:Fponassi@miamigov.com>]

Sent: Tuesday, November 12, 2019 8:31 AM

To: Badia, Hector <hbadia@miamigov.com>; Bennett, Christopher <CBennett@miamigov.com>; elizabethwheaton@miamibeachfl.gov; Johnson, Judeen <Judeen.Johnson@citynmb.com>; cwu@coralgables.com

Cc: Mora, Jorge <JMora@miamigov.com>; Williamson, Steven <SWilliamson@miamigov.com>; Dodd, Alan M. <AMDodd@miamigov.com>; Perez, Annie <AnniePerez@miamigov.com>; City of Miami City Clerk's Office <Clerks@miamigov.com>

Subject: Re: RFQ No. 18-19-042, Design Criteria Professional for Brickell Bay Drive Improvements - Evaluation Committee Meeting

Good morning,

Please kindly advise your availability to meet to evaluate all responsive Proposers (the final number will be notified upon completion of our due diligence). The proposed dates are:

Tue December 3
Wed December 4
Thu December 5

Please advise whether you'd be available in the morning, afternoon, or both for each day. Thank you.

Regards,

Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP

Assistant Director

City of Miami Procurement Department

444 SW 2nd Avenue, 6th Floor

Miami, FL 33130

Phone (305) 416-1902

Email FPonassi@miamigov.com

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On Nov 5, 2019, at 8:29 PM, Ponassi Boutureira, Fernando <FPonassi@miamigov.com> wrote:

Good morning Evaluation Committee members,

Following up my email from yesterday, through the link below please download the documentation you will need to complete your assignment:

https://mia-my.sharepoint.com/:f/g/personal/fponassi_miamigov_com/Enn3moa_u-pLt8dtdlsFUrgB-nSigbch9HCK6zoR7EqWDw?e=qikZZz

- 1) RFP No. 18-19-042, including Addenda 1 thru 4
- 2) Instructions to Evaluation Committee Members for Step 1 Meeting
- 3) Preliminary Evaluation Rating Sheets (Please DO NOT enter any value for the last criterion, "Amount of Work Awarded by the City"; that value will be provided by Procurement)
- 4) Scoring Guidelines

- 5) Seven (7) proposals received (Please advise whether you are able to download these Proposals)

Should you have any questions/comments, please do not hesitate to reach out to me. Thank you!

Best Regards
~Fernando

Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP

Assistant Director

City of Miami Procurement Department

444 SW 2nd Avenue, 6th Floor

Miami, FL 33130

☎ (305) 416-1902

✉ FPonassi@miamigov.com

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From: Ponassi Boutureira, Fernando

Sent: Monday, November 4, 2019 4:55 PM

To: Badia, Hector <hbadia@miamigov.com>; Bennett, Christopher <CBennett@miamigov.com>; elizabethwheaton@miamibeachfl.gov; Judeen.johnson@citynmb.com; cwu@coralgables.com

Cc: Mora, Jorge <JMora@miamigov.com>; Williamson, Steven <SWilliamson@miamigov.com>; Dodd, Alan M. <AMDodd@miamigov.com>; City of Miami City Clerk's Office <Clerks@miamigov.com>

Subject: RFQ No. 18-19-042, Design Criteria Professional for Brickell Bay Drive Improvements - Evaluation Committee Appointment and Kick-Off Activities

Good afternoon Evaluation Committee members,

Attached please find the official memorandum from the City Manager, appointing you to serve as voting members of the Evaluation Committee for the referenced Request for Qualifications (RFQ). Effective immediately, you are bound by the restrictions of **Section 18-74 of the City of Miami Code, Ordinance No. 12271 (copy attached)**, which imposes a "Cone of Silence" upon this solicitation. Written communications may be in the form of mail sent to 444 SW 2nd Avenue, 6th Floor, Miami, FL 33130, or e-mailed to my attention at FPonassi@miamigov.com, with a copy to the Office of the City Clerk at Clerks@miamigov.com; please note, oral communications regarding this RFQ are not permissible.

As a starting point, the following is requested from you:

- 1) Please review the **List of Respondents (copy attached)** to this RFQ, and advise whether you have any actual or perceived conflict of interest with any of the teams;
- 2) Please fill out and sign the **Conflict of Interest Disclosure Form (copy attached)**, and return it to me ASAP; and

- 3) Become familiar with Section 18-74 of the Code of the City of Miami. Evaluation Committee members are hereby cautioned not to discuss the contents of the proposals you will review between yourselves or with anyone, except as provided in the RFQ, until such time as the Cone of Silence is lifted.

Time is of the essence. Upon receipt of your feedback, a follow up email will be forwarded to you with specific instruction as to how to prepare for your upcoming assignment. Should you have any questions, please do not hesitate to reach out to me. I look forward to working with all of you on this very important project for our residents. Thank you.

Best Regards,

Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP

Assistant Director, A&E and Construction Services

City of Miami Procurement Department

444 SW 2nd Avenue, 6th Floor

Miami, FL 33130

☎ (305) 416-1902

✉ FPonassi@miamigov.com

"Serving, Enhancing, and Transforming our Community"

Mission: The City of Miami Department of Procurement's mission is to ethically procure quality goods and services, design, construction and construction management services at the best value for the City, while providing excellent customer service, process efficiency, transparency, fairness, competition, accountability, and maintaining public trust.

Please Note: Unless noted as "Florida Statute 119 Exempt," all communications (including email addresses) sent and received through the City of Miami's email system are considered public record. The Florida Public Records Act requires the City to make all public records available for inspection and to provide copies upon request. Please govern yourself accordingly.

PLEASE NOTE: The City of North Miami Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure. All e-mail sent and received is captured by our servers and kept as public record.

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Ponassi Boutureira, Fernando

From: Ponassi Boutureira, Fernando
Sent: Monday, December 9, 2019 10:15 AM
To: Bennett, Christopher
Cc: City of Miami City Clerk's Office
Subject: RE: Brickell Bay RFQ

Good morning Chris,

I can't cancel the meeting now. I'll ask the evaluation committee if they want to move forward with only four members. That's all I can do with such short notice. Thank you for letting me know.

~Fernando

Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP

Assistant Director, A&E and Construction Services

Department of Procurement, City of Miami

444 SW 2nd Avenue, 6th Floor

Miami, FL 33130

☎ (305) 416-1902

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"Serving, Enhancing, and Transforming our Community"

From: Bennett, Christopher <CBennett@miamigov.com>
Sent: Monday, December 9, 2019 6:31 AM
To: Ponassi Boutureira, Fernando <FPonassi@miamigov.com>
Subject: Brickell Bay RFQ

Fernando,

I came down with the flu over the weekend and was not able to do my review. Is there any way to reschedule or select an alternate reviewer to take my place?

Christopher R. Bennett, P.E.

Assistant Director, Resilience and Public Works

(305) 416-1050



#139

**CITY OF MIAMI
DOCUMENT ROUTING FORM**

ORIGINATING DEPARTMENT: Procurement
 DEPT. CONTACT PERSON: Luis Caseres/Fernando Ponassi EXT. 1923
 NAME OF OTHER CONTRACTUAL PARTY/ENTITY: _____

IS THIS AGREEMENT AS A RESULT OF A COMPETITIVE PROCUREMENT PROCESS? YES NO
 TOTAL CONTRACT AMOUNT: _____ FUNDING INVOLVED? YES NO

- TYPE OF AGREEMENT:
- | | |
|--|---|
| <input type="checkbox"/> MANAGEMENT AGREEMENT | <input type="checkbox"/> PUBLIC WORKS AGREEMENT |
| <input type="checkbox"/> PROFESSIONAL SERVICES AGREEMENT | <input type="checkbox"/> MAINTENANCE AGREEMENT |
| <input type="checkbox"/> GRANT AGREEMENT | <input type="checkbox"/> INTER-LOCAL AGREEMENT |
| <input type="checkbox"/> EXPERT CONSULTANT AGREEMENT | <input type="checkbox"/> LEASE AGREEMENT |
| <input type="checkbox"/> LICENSE AGREEMENT | <input type="checkbox"/> PURCHASE OR SALE AGREEMENT |

OTHER: (PLEASE SPECIFY) City Manager Memo

PURPOSE OF ITEM (BRIEF SUMMARY) Report of Evaluation Committee for RFQ 18-19-042, Design Criteria Professional for Brickell Bay Drive Improvements

** Note: there was a tie between Tetra Tech & Hazen & Sawyer. Com. Has voted for Tetra Tech due to the higher design philosophy score.*

COMMISSION APPROVAL DATE: ____/____/____ FILE ID: _____ ENACTMENT NO.: _____

IF THIS DOES NOT REQUIRE COMMISSION APPROVAL, PLEASE EXPLAIN: _____

ROUTING INFORMATION	Date	Signature/Print
APPROVAL BY DEPARTMENTAL DIRECTOR	<u>1/28/20</u>	<u>for</u> Annie Perez
SUBMITTED TO RISK MANAGEMENT	N/A	Ann-Marie Sharpe
SUBMITTED TO CITY ATTORNEY	N/A	Victoria Méndez
APPROVAL BY BUDGET OFFICE	N/A	Chris Rose
APPROVAL BY ASSISTANT CITY MANAGER		Sandra Bridgeman
APPROVAL BY ASSISTANT CITY MANAGER	<u>2/3/2020</u>	<u>Nzeribe Ihekweba</u>
APPROVAL BY DEPUTY CITY MANAGER	<u>2/3/20</u>	Joseph F. Napoli
RECEIVED BY CITY MANAGER	<u>2/10/20</u>	Emilio T. González, Ph.D.
1) ONE ORIGINAL TO CITY CLERK 2) ONE COPY TO CITY ATTORNEY'S OFFICE 3) REMAINING ORIGINAL(S) TO ORIGINATING DEPARTMENT	N/A	

PLEASE ATTACH THIS ROUTING FORM TO ALL DOCUMENTS THAT REQUIRE EXECUTION BY THE CITY MANAGER