


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

TO: Daniel J. Alfonso,
City Manager

DATE: June 19, 2017

SUBJECT: Award Recommendation for Professional Services Agreement with Atkins North America, Inc, for Capital Program Support Services

FROM: Annie Perez, CPPO 
Procurement Director

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

Recommendation

Based on the findings below, the Department of Procurement (Procurement) hereby recommends approval to award Request for Qualifications (RFQ) No. 15-16-032, Professional Services Agreement (Agreement), to Atkins North America, Inc. (Atkins) for Capital Program Support Services (Services), for the Office of Capital Improvements (OCI).

Background

On January 3, 2017, the City of Miami (City), through Procurement, issued a solicitation for the Services under full and open competition. On February 13, 2017, the Office of the City Clerk received three (3) proposals in response to the solicitation. Subsequently, the proposals were reviewed by Procurement staff, and deemed responsive and responsible in accordance with the minimum requirements of the RFQ.

Accordingly, on April 7, 2017, the Evaluation Committee met and completed the evaluation of the three (3) responsive and responsible proposals, following the stipulated guidelines in the solicitation. The proposals were evaluated in accordance with the RFQ technical criteria and scored by total awarded points, as described in the enclosed Evaluation Committee Report.

Upon the review and subsequent approval of the Evaluation Committee Report by the City Manager, negotiations were initiated with Atkins. The City's negotiation team, comprised of OCI and Procurement staff, held good faith negotiations with Atkins officials which addressed:

1. Coordination of the various capital program support services pursuant to the Agreement;
2. Program staff critical to core operations and anticipated Capital Improvements Program needs;
3. Established and capped fair market professional consultant hourly rates and multiplier; and
4. Legally sufficient and binding agreement terms and conditions, with the assistance and support of the City Attorney's Office.

Agreement Execution

Successful negotiations were accomplished, and an agreement was mutually reached on June 19, 2017. As a result, Procurement hereby recommends award of a Professional Services Agreement for Capital Program Support Services with Atkins, for an initial Agreement period of two (2) years, with the option to renew for two (2) additional (1) year periods, for a total expenditure limit of \$2,500,000.00 over the term of the Agreement, with the option to increase said expenditure limit by \$1,250,000.00 for each

option to renew period thereafter, for a total expenditure limit of \$5,000,000.00. Your signature below will indicate approval of this recommendation.

Approved: 
Daniel J. Alfonso, City Manager

Date: 6-26-17


- c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer, City Manager's Office
- Alberto N. Parjus, Assistant City Manager, City Manager's Office
- Rafael Suarez-Rivas, Esq., Senior Assistant City Attorney, City Attorney's Office
- Jeovanny Rodriquez, Director, OCI
- Hector Badia, Assistant Director, OCI
- Lydia Osborne, Ph.D, CPPO, CPPB, Assistant Director, Procurement
- Anthony Rolle, J.D., M.Acct, CPPB, Procurement Contracting Manager, Procurement

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

TO: Daniel J. Alfonso
City Manager

DATE: April 13, 2017

SUBJECT: Report of Evaluation Committee for
RFQ No. 15-16-032, Capital Program Support
Services for the Office of Capital Improvements


FROM: Annie Perez, CPPO, Director
Department of Procurement

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

Background

On January 3, 2017, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 15-16-032 for the provision of Capital Program Support Services ("Services") for the Office of Capital Improvements ("OCI"). On February 13, 2017 three (3) proposals were received in response to this solicitation. Subsequently, the proposals were reviewed by Procurement staff, and deemed responsive and responsible in accordance with the minimum requirements and submission requirements of the RFQ.

Summary of Evaluation

On April 7, 2017, the Evaluation Committee ("Committee") met and completed the evaluation of the three (3) responsive and responsible proposals, following the guidelines stipulated in the solicitation. The proposals were evaluated pursuant to the five (5) evaluation criteria listed below:

<u>Evaluation Criteria</u>	<u>Maximum Points</u> (Per Committee Member)
1. Proposer's Experience and Qualifications	25
2. Proposer's Team Experience and Qualifications	25
3. Management Plan	25
4. Experience of Program Coordinator	15
5. Proposer's Approach and Methodology to Rendering Services	10

Proposers who met the Community Business Enterprise ("CBE") participation requirement by assigning certified CBE 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. Only one (1) Proposer, CH2M Hill Engineers, Inc., met the CBE participation requirement and "Local Office" criteria, and was granted the five (5) Bonus Points.

The final scores are as follows:

<u>Proposing Firms</u>	<u>Awarded Points</u> (Maximum 505 Points)
1. Atkins North America, Inc.	469.25
2. CH2M Hill Engineers, Inc.	457.5
3. Parson Brinckerhoff, Inc.	416.75

The Committee decided not to hold oral presentations, as the proposals did not require further clarification. The composite and individual Committee member score sheets are attached as supporting documentation.

Consensus Statement

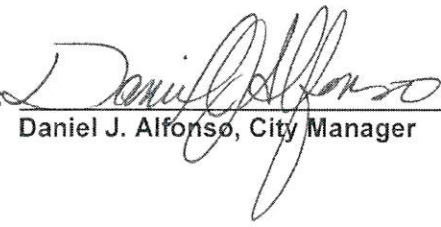
The highest ranked firm, Atkins North America, Inc. ("Atkins"), received a total of 469.25 points out of a maximum total of 505 points. The Committee determined that Atkins has assembled a team of design and engineering professionals distinctly qualified to provide comprehensive Capital Program Support Services for OCI.

The Committee discussed the experience and structure of Atkins proposed multi-disciplined team. Atkins proposed a substantial resume of in house design and engineering professionals, in addition to proposing a team of subconsultants to support civil engineering and information technology needs. As the incumbent and a highly regarded engineering firm within the South Florida community, Atkins has played a critical role managing the City of Miami's ("City") extensive Capital Plan. After deliberation, the Committee members unanimously agreed that Atkin's presented a proposal comprehensively suited to meet the critical needs of the City.

Recommendation

The Committee hereby requests authorization for Procurement, in collaboration with OCI, to commence negotiations with the highest ranked firm, Atkins North America, Inc., for the provision of Capital Program Support Services, based on the immediate and projected needs of the City. Should negotiations fail, the Committee hereby requests that negotiations commence with the second and third ranked firms, respectively, until a Professional Services Agreement is successfully negotiated and subsequently awarded.

Approved: _____


Daniel J. Alfonso, City Manager

Date: _____

4-17-17

- c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer, City Manager's Office
- Alberto N. Parjus, Assistant City Manager, City Manager's Office
- Rafael Suarez-Rivas, Senior Assistance City Attorney, City Attorney's Office
- Jeovanny Rodriguez, P.E., Director, OCI
- Hector Badia, Assistant Director, OCI
- Lydia Osborne, Ph. D., CPPO, CPPB, Assistant Director, Procurement
- Maria Carballeira, CPPB, Procurement Administrator, Procurement
- Anthony Rolle, J.D., M.Acct, CPPB, Procurement Contracting Manager, Procurement



Department of Procurement
Evaluation Committee Ranking Form
 Friday, April 7, 2017
Composite

Request for Qualifications (RFQ) No.: 15-16-032

Solicitation Title: Capital Program Support Services

Committee Member	Parsons Brinckerhoff, Inc.	Atkins North America, Inc.	CH2M Hill Engineers, Inc.
Hector Badia, Assistant Director Office of Capital Improvements City of Miami	92.75	98.25	96.5
Jose Oliveros, Chief Construction Manager Office of Capital Improvements City of Miami	69	88	79
Mark Spanioli, P.E., Director Public Works Department Village of Pinecrest	77	95	89
Eduardo Santamaria, P.E., CGC, LEED AP, Director Department of Public Works City of Coral Gables	87	95	96
Maria Pineda, LEED Green Associate, Assistant Director Public Works and Engineering Department City of Homestead	91	93	92
Preliminary Score:	416.75	469.25	452.5
Five (5) Bonus Points: 15% CBE Participation within City of Miami Boundaries	0	0	5
Total Score:	416.75	469.25	457.5
Ranking:	3	1	2

Committee Chair: Sade Chaney, Senior Procurement Contracting Officer
 Signature: _____

Verifier: Maria Carballeira, Procurement Administrator
 Signature: *M. Carballeira*



Department of Procurement
 Evaluation Committee Ranking Form
 Friday, April 7, 2017

Request for Qualifications (RFQ) No.: 15-16-032

Solicitation Title: Capital Program Support Services

Evaluation Criteria	Maximum Points	Parsons Brinckerhoff, Inc.	Atkins North America, Inc.	CH2M Hill Engineers, Inc.	Comments
Proposer's Experience and Qualifications	25	23.75	24.5	23.75	
Proposer's Team Experience and Qualifications	25	22.5	24.5	24	
Management Plan	25	22.5	24.75	24.5	
Experience of Program Coordinator	15	14.4	14.7	14.55	
Proposer's Approach and Methodology to Rendering Services	10	9.6	9.8	9.7	
Final Score		92.75	98.25	96.5	

Committee Member: Hector Badia, Assistant Director, Office of Capital Improvements, City of Miami



Department of Procurement
 Evaluation Committee Ranking Form
 Friday, April 7, 2017

Request for Qualifications (RFQ) No.: 15-16-032

Solicitation Title: Capital Program Support Services

Evaluation Criteria	Maximum Points	Parsons Brinckerhoff, Inc.	Atkins North America, Inc.	CH2M Hill Engineers, Inc.	Comments
Proposer's Experience and Qualifications	25	20	22	22	
Proposer's Team Experience and Qualifications	25	15	22	15	
Management Plan	25	15	22	22	
Experience of Program Coordinator	15	12	14	12	
Proposer's Approach and Methodology to Rendering Services	10	7	8	8	
Final Score		69	88	79	

Committee Member: Jose Oliveros, Chief Construction Manager, Office of Capital Improvements, City of Miami



Department of Procurement
Evaluation Committee Ranking Form
Friday, April 7, 2017

Request for Qualifications (RFQ) No.: 15-16-032

Solicitation Title: Capital Program Support Services

Evaluation Criteria	Maximum Points	Parsons Brinckerhoff, Inc.	Atkins North America, Inc.	CHEM Hill Engineers, Inc.	Comments
Proposer's Experience and Qualifications	25	18	24	20	
Proposer's Team Experience and Qualifications	25	20	24	20	
Management Plan	25	18	24	25	
Experience of Program Coordinator	15	13	14	15	
Proposer's Approach and Methodology to Rendering Services	10	8	9	9	
Final Score		77	95	89	

Committee Member: Mark Spaniol, P.E., Director, Public Works Department, Village of Pinescrest



Department of Procurement
Evaluation Committee Ranking Form
 Friday, April 7, 2017

Request for Qualifications (RFQ) No.: 15-16-032

Solicitation Title: Capital Program Support Services

Evaluation Criteria	Maximum Points	Parsons Brinckerhoff, Inc.	Alkins North American, Inc.	CHEM-Hill Engineers, Inc.	Comments
Proposer's Experience and Qualifications	25	20	24	23	
Proposer's Team Experience and Qualifications	25	22	24	23	
Management Plan	25	22	25	25	
Experience of Program Coordinator	15	15	15	15	
Proposer's Approach and Methodology to Rendering Services	10	8	7	10	
Final Score		87	95	96	

Committee Member: Eduardo Santamaría, P.E., C.C., LEED AP, Director, Department of Public Works, City of Coral Gables



Department of Procurement
 Evaluation Committee Ranking Form
 Friday, April 7, 2017

Request for Qualifications (RFQ) No.: 15-16-032

Solicitation Title: Capital Program Support Services

Evaluation Criteria	Maximum Points	Parsons Brinckerhoff, Inc.	Atkins North America, Inc.	CH2M Hill Engineers, Inc.	Comments
Proposer's Experience and Qualifications	25	22	24	22	
Proposer's Team Experience and Qualifications	25	24	24	22	
Management Plan	25	22	23	24	
Experience of Program Coordinator	15	15	14	14	
Proposer's Approach and Methodology to Rendering Services	10	8	8	10	
Final Score		91	93	92	

Committee Member: Maria Pineda, LEED Green Associate, Assistant Director, Public Works and Engineering Department, City of Homestead

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: February 17, 2017 FILE:

SUBJECT: Evaluation Committee Appointments for
Capital Program Support Services
for the Office of Capital Improvements

FROM: Annie Perez, CPPO, Director
Department of Procurement *AP*

REFERENCES: RFQ No. 15-16-032

The Office of Capital Improvements (OCI), through the Department of Procurement ("Procurement"), issued Request for Qualifications (RFQ) No. 15-16-032 on January 3, 2017, for Capital Program Support Services. It is respectfully requested that you approve the appointment of the following individuals to serve as members of the Evaluation Committee, to evaluate and score the proposals. Each has the requisite knowledge and experience to evaluate the proposals, pursuant to the criteria established in the RFQ.

Chairperson (non-voting)

Sade Chaney, Senior Procurement Contracting Officer, Procurement, City of Miami (COM)

City of Miami Staff (voting)

1. Hector Badia, Assistant Director, OCI, City of Miami (COM)
2. Jose Oliveros, Chief Construction Manager, OCI, COM

External Committee Members (voting)

1. Mark Spanioli, P.E., Director, Public Works Department, Village of Pinecrest
2. Eduardo Santamaria, P.E., CGC, LEED AP, Director, Department of Public Works, City of Coral Gables
3. Maria Pineda, LEED Green Associate, Assistant Director, Public Works and Engineering Department, City of Homestead

Alternate Committee Members

Giraldo Marquez, Chief Design Manager, OCI, COM

APPROVED: *Daniel J. Alfonso*

Daniel J. Alfonso, City Manager

2-27-17

Date

AP:sc

- c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer, City Manager's Office
Alberto N. Parjus, Assistant City Manager, City Manager's Office
Rafael Suarez-Rivas, Senior Assistance City Attorney, City Attorney's Office
Jeovanny Rodriguez, P.E., Director, Office of Capital Improvements
Hector Badia, Assistant Director, Office of Capital Improvements
Lydia Osborne, Ph.D., CPPO, CPPB, Assistant Director, Department of Procurement
Maria Carballeira, CPPB, Procurement Administrator, Department of Procurement
Anthony Rolle, J.D., M.Acct, CPPB, Procurement Contracting Manager, Department of Procurement

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