

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

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**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

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**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

CITY OF MIAMI OFFICE OF THE CITY CLERK  
BID SECURITY LIST

BID ITEM: Capital Program Support Services

BID NUMBER: RFQ 15-16-032

DATE BID OPENED: February 13, 2017 TIME: 2:00 p.m.

<u>BIDDER</u>	<u>BID TOTAL</u> <u>AMOUNT</u>	<u>BID BOND (ER)</u> <u>CASHIER'S</u> <u>CHECK</u>
Parsons Brinckerhoff, Inc.	N/A	N/A
ATKINS	N/A	N/A
CH2M Hill Engineers, Inc.	N/A	N/A

"On or after the date of the opening of bids, all bids shall be held open for a period of 30 days. All bids shall be held open for a period of 30 days from the date of the opening of bids. The City Clerk is hereby notified of the opening of bids."

*[Signature]*  
Person Receiving Bid(s)  
On: 2/14/2017  
Today's Date

Received (3) bid(s) on behalf: Procurement  
City Department  
PREPARED BY: *[Signature]*  
Deputy City Clerk



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

Solicitation Title: Capital Program Support Services

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

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
<b>Preliminary Score:</b>	416.75	469.25	452.5
<b>Five (5) Bonus Points:</b> 15% CBE Participation within City of Miami Boundaries	0	0	5
<b>Total Score:</b>	416.75	469.25	457.5
<b>Ranking:</b>	3	1	2

Committee Chair: Sade Chaney, Senior Procurement Contracting Officer

Verifier: Maria Carballera, Procurement Administrator

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



**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	
<b>Final Score</b>		<b>92.75</b>	<b>98.25</b>	<b>96.5</b>	

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	
<b>Final Score</b>		<b>69</b>	<b>88</b>	<b>79</b>	

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.	CH2M 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	
<b>Final Score</b>		<b>77</b>	<b>95</b>	<b>89</b>	

Committee Member: Mark Spanioi, P.E., Director, Public Works Department, Village of Pinecrest



**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	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	
<b>Final Score</b>		<b>87</b>	<b>95</b>	<b>96</b>	

Committee Member: Eduardo Santamaria, P.E., CGC, 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	
<b>Final Score</b>		<b>91</b>	<b>93</b>	<b>92</b>	

Committee Member: Maria Pineda, I.E.D 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

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, 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