

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

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**TO:** Jason Walker, Executive Director  
Omni Community Redevelopment  
Agency (Omni CRA)

**DATE:** August 9, 2018

**FILE:**

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



**SUBJECT:** Recommendation of Award of a  
Contract for Architectural and Engineering  
Services for Citizens Bank Building Restoration  
Project

**REFERENCES:** RFQ No. 17-18-005

**ENCLOSURES:** Chairperson's Report with Score  
Sheets; Evaluation Committee Appointment  
Memo

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**Recommendation**

Based on the findings below, the Department of Procurement (Procurement) hereby recommends award of Request for Qualifications (RFQ) No. 17-18-005, to R.J. Heisenbottle, P.A. (Heisenbottle), for Architectural and Engineering (A&E) Services for Citizens Bank Building Restoration Project (Project).

The Project is necessary to provide A&E design services for the restoration of the historic Citizens Bank. The Omni CRA's intention is to conduct a faithful and accurate restoration of the Citizens Bank Building exterior and structure with a "white box" interior. It is also the intention of the Omni CRA to retain the dominant outward historical characteristics of the building, to maintain the likeness of the history of the bank and its significance for past, present, and future generations. Services shall include all required investigations, studies, land survey, location of underground utilities and structures, geotechnical services, structural design repairs, electrical design, mechanical design, architectural historic preservation, architectural schematic design, design development, construction documents, construction permits, bidding, and construction administration services for the Project.

**Fiscal Impact**

The fiscal impact to the City of Miami (City) for the negotiated contract is **\$498,237**. This fee is comprised of a fee for basic services of \$326,031, plus \$161,506 for additional services and \$10,700.00 for reimbursable expenses. The original price proposal submitted by Heisenbottle totaled to \$747,720; therefore, negotiations resulted in \$249,483 of considerable savings for our taxpayers.

**Background**

On, January 25, 2018, the City, through Procurement, issued a solicitation for the Project under full and open competition. On March 7, 2018, the Office of the City Clerk received six (6) proposals in response to the solicitation. Subsequently, the proposals were reviewed by Procurement staff, upon which five (5) proposals were deemed responsive and responsible in accordance with the minimum and submission requirements of the RFQ. One (1) proposal, submitted by R.E. Chisholm Architects, Inc., was deemed nonresponsive and, therefore, disqualified from the procurement process for failure to meet the minimum requirements of the RFQ. Accordingly, on April 25, 2018, the Evaluation Committee ("Committee") met and

completed the evaluation and ranking of the five (5) responsive and responsible proposals following the stipulated guidelines in the solicitation. The proposals were evaluated in accordance with the six (6) evaluation criteria, and ranked by total awarded points (see enclosed Evaluation Committee Report).

Upon the review, and subsequent approval of the Evaluation Committee's Report by the Executive Director, negotiations were initiated with Heisenbottle, the highest ranked firm. The City's negotiation team, comprised of the Omni CRA, Office of Capital Improvements, Planning Department, and Procurement, held good faith negotiations with Heisenbottle principals that addressed:

1. Coordination of the various professional consulting services necessary for the Project;
2. Established and capped fair market professional services fee schedule;
3. A Project tasking solution which supports an implemental and fiscally sound agreement, in the best interest of the Omni CRA and its residents, and;
4. Legally sufficient and binding agreement terms and conditions, with the assistance and support of the City Attorney's Office.

Successful negotiations were accomplished, and an agreement was mutually agreed upon on July 19, 2018. As a result, Procurement hereby recommends award of a Professional Services Agreement with Heisenbottle for the Project.

Consequently, approval of this recommendation to award is requested. Your signature below will indicate approval of this recommendation.

Approved: \_\_\_\_\_

  
Jason Walker, Executive Director, Omni CRA

Date: 8/9/18

- c: Emilio T. González, Ph.D., City Manager, COM  
Joseph F. Napoli, Deputy City Manager, COM  
Nzeribe Ihekwebaba, Ph.D., P.E., Assistant City Manager, COM  
Sandra Bridgeman, CPA, Assistant City Manager/Chief Financial Officer, COM  
Rafael Suarez-Rivas, Chief Assistant City Attorney, COM  
Todd B. Hannon, City Clerk, COM  
Steven C. Williamson, Director, Office of Capital Improvements (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:** Jason Walker, Executive Director  
Omni Community Redevelopment  
Agency (Omni CRA)

**DATE:** April 30, 2018

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

**SUBJECT:** Report of Evaluation Committee for  
RFQ No. 17-18-005, Architectural and  
Engineering Services for Citizens Bank Building  
Restoration Project

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

**Background**

On January 25, 2017, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 17-18-005 for the provision of Architectural and Engineering ("A&E") Services for Citizens Bank Building Restoration Project ("Project"), for the Omni Redevelopment District Community Redevelopment Agency (Omni CRA). On March 7, 2018, six (6) proposals were received in response to this solicitation. Subsequently, the proposals were reviewed by Procurement staff, upon which five (5) proposals were deemed responsive and responsible in accordance with the minimum, and submission requirements of the RFQ. One (1) proposal, R.E. Chisholm Architects, Inc., was deemed non-responsive and, therefore, disqualified from the procurement process for failure to meet the minimum requirements of the RFQ.

**Summary of Evaluation**

On April 25, 2018, the Evaluation Committee ("Committee") met and completed the evaluation of the five (5) responsive proposals following the guidelines stipulated in the solicitation. The proposals were evaluated pursuant to the six (6) evaluation criteria listed below:

<b>Evaluation Criteria</b>	<b>Maximum Points (Per Committee Member)</b>
1. Proposer's Qualifications and Experience	25
2. Proposer's Team Qualifications and Experience	20
3. Proposer's Lead Design Architect Qualifications and Experience	15
4. Proposer's Project Manager Qualifications and Experience	15
5. Design Approach and Process	15
6. Technical Capabilities and Methodology	10

In accordance with the RFQ and the City of Miami ("City") Procurement Code, Section 18-87, as amended, Proposers, who agreed to meet the Small Business Enterprise ("SBE") participation requirement by assigning certified SBE firms with a "Local Office," as defined in the City Procurement Code, Section 18-73, would be granted five (5) Bonus points. Two (2) Proposers, Gurri Matute, P.A. and M.C. Harry and Associates, Inc., met the SBE participation requirement using the "Local Office" criteria, and were granted five (5) Bonus points. The final scores are as follows:

Proposing Firm	Awarded Points (Maximum 500 Points)	Awarded Points Percentage
1. R.J. Heisenbottle Architects, P.A.	466	93.2%
2. Gurri Matute, P.A.	463	92.6%
3. M.C. Harry and Associates, Inc.	457	91.4%
4. Rodriguez and Quiroga Architects Chartered	407	81.4%
5. The Tamara Peacock Company Architects of Florida, Inc.	337	67.4%

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

**Recommendation**

The Committee hereby requests authorization for Procurement, in collaboration with the nominated Negotiations Committee, Mr. Adam Old from the Omni CRA, Mr. Warren Adams from the Planning Department ("PD"), and Ms. Sandra Vega from the Office of Capital Improvements ("OCI"), to commence negotiations with the highest ranked firm, for a professional services agreement (PSA) for the provision of Architectural and Engineering Services for Citizens Bank Building Restoration Project. The top three (3) firms are the most qualified in accordance with the specifications set forth in the RFQ, and the technical evaluation completed by the Committee. Therefore, should negotiations fail with highest ranked firm, the Committee recommends commencing negotiations with the next ranked firm, and so on. The Committee further recommends that Procurement be authorized to cease negotiations after a PSA is successfully negotiated and subsequently awarded, in accordance with Section 18-87 of the City of Miami Code.

Approved:   
**Jason Walker, Executive Director, Omni CRA**

Date: 5/1/18

- c. Emilio T. González, Ph.D., City Manager, COM
- Joseph F. Napoli, Deputy City Manager, COM
- Fernando Casamayor, Assistant City Manager, COM
- Nzeribe Ihekweba, Ph.D., P.E., Assistant City Manager, COM
- Sandra Bridgeman, Assistant City Manager/Chief Financial Officer, COM
- Steven C. Williamson, Director, OCI, COM
- Francisco J. Garcia, Director, Planning Department, COM
- Rafael Suarez-Rivas, Sr. Assistant City Attorney, City Attorney's Office, COM
- Lydia Osborne, Ph.D., CPPO, CPPB, Assistant Director/Chief Negotiator, Procurement, COM
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement, COM





**EVALUATION COMMITTEE MEETING**  
 Wednesday, April 25, 2018  
**DEPARTMENT OF PROCUREMENT**  
**REQUEST FOR QUALIFICATIONS (RFQ) 17-18-005**  
**A&E SERVICES FOR THE RESTORATION OF THE CITIZENS BANK**  
 Jason Walker, Executive Director - Omni Community Redevelopment Agency (CRA)  
 Annie Perez, CPPC, Director of Procurement

**SUMMARY TABULATION SHEET**  
**RFQ NO. 17-18-005**

Name	EVALUATION SCORES BY COMMITTEE MEMBERS					EVALUATION SCORES BY CRITERIA										Total Points (with Five Bonus Points)	Total Points Percentage (With Five Bonus Points)	FINAL RANKING	
	Score CM	Score JCP	Score DR	Score DR	Score JG	TOP1	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Criteria 9				Criteria 10
R.J. Helsenbottle Architects, P.A.	63	90	87	86	100	466	120	63	70	70	70	70	66	47	468	0	468	83.2%	1
Gurt Matush, P.A.	75	93	83	98	98	468	115	61	68	68	68	68	48	48	468	6	463	92.6%	2
M.C. Harry and Associates, Inc.	72	90	94	98	97	422	113	85	70	71	71	63	48	48	482	8	457	91.4%	3
Rodriguez and Quiroga Architects Chartered	66	81	83	85	90	407	102	70	64	64	61	57	44	407	0	407	81.4%	4	
The Tamara Pascook Company Architects of Florida, Inc.	64	73	72	75	83	387	85	63	66	66	46	51	36	337	0	337	67.4%	5	



**EVALUATION COMMITTEE MEETING**

Wednesday, April 25, 2018

**DEPARTMENT OF PROCUREMENT**

**REQUEST FOR QUALIFICATIONS (RFQ) 17-18-005**

**A&E SERVICES FOR THE RESTORATION OF THE CITIZENS BANK BUILDING**

Jason Walker, Executive Director - Omni Community Redevelopment Agency (CRA)

Annie Perez, CPPO, Director of Procurement

**TABULATION SHEET  
RFQ NO. 17-18-005**

NAME OF FIRM(S)	EVALUATION COMMITTEE MEMBERS					SUB-TOTAL QUALITATIVE SCORES	TOTAL QUALITATIVE SCORES	QUALITATIVE RANKING	FIVE BONUS POINTS - SBE PARTICIPATION (CITY OF MIAMI FIRM(S))	TOTAL SCORES (WITH BONUS POINTS)	FINAL RANK
	Warren Adams (P&Z/COM)	Jose S. Carnero, R.A. (BD/COM)	Adam Old (Omni CRA)	Sarah K. Cody (Miami-Dade County)	Dona Spain (City of Coral Gables)						
1 The Tantara Peacock Company Architects of Florida, Inc.	16	19	20	20	10	85	337	5		337	5
1A - Proposer's Qualifications and Experience (Max. 25 points)	12	14	10	17	10	63					
2A - Proposer's Team Qualifications and Experience (Max. 20 points)	10	12	10	14	10	58					
3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)	8	10	10	7	10	48					
4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)	8	10	15	10	8	51					
5A - Design Approach and Process (Max. 15 points)	9	8	7	7	5	36					
6A - Technical Capabilities and Methodology (Max 10 points)	61	73	72	75	53						
Qualitative Scores											



**EVALUATION COMMITTEE MEETING**

Wednesday, April 25, 2018

**DEPARTMENT OF PROCUREMENT**

**REQUEST FOR QUALIFICATIONS (RFQ) 17-18-005**

**A&E SERVICES FOR THE RESTORATION OF THE CITIZENS BANK BUILDING**

Jason Walker, Executive Director - Omni Community Redevelopment Agency (CRA)

Annie Perez, CPPQ, Director of Procurement

**TABULATION SHEET  
RFQ NO. 17-18-005**

	EVALUATION COMMITTEE MEMBERS					SUB-TOTAL QUALITATIVE SCORES	TOTAL QUALITATIVE SCORES	QUALITATIVE RANKING	FIVE BONUS POINTS - SBE PARTICIPATION (CITY OF MIAMI FIRM(S))	TOTAL SCORES (WITH BONUS POINTS)	FINAL RANK
	Warren Adams (P&Z/COM)	Jose S. Camero, R.A. (BD/COM)	Adam Old (Omni CRA)	Sarah K. Cody (Miami-Dade County)	Dona Spain (City of Coral Gables)						
<b>2</b>	Rodriguez and Quiroga Architects Chartered										
	1A - Proposer's Qualifications and Experience (Max. 25 points)	21	20	23	20	102					
	2A - Proposer's Team Qualifications and Experience (Max. 20 points)	11	15	18	20	79					
	3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)	10	13	13	15	64					
	4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)	11	12	10	13	61					
	5A - Design Approach and Process (Max. 15 points)	9	12	15	10	57					
	6A - Technical Capabilities and Methodology (Max 10 points)	9	8	10	10	44					
	<b>Qualitative Scores</b>	<b>68</b>	<b>81</b>	<b>83</b>	<b>90</b>		<b>407</b>	<b>4</b>		<b>407</b>	<b>4</b>
<b>3</b>	R.J. Heisenbottle Architects, P.A.										
	1A - Proposer's Qualifications and Experience (Max. 25 points)	22	23	25	25	120					
	2A - Proposer's Team Qualifications and Experience (Max. 20 points)	15	18	20	20	83					
	3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)	12	13	15	15	70					
	4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)	14	14	12	15	70					
	5A - Design Approach and Process (Max. 15 points)	10	13	15	13	68					
	6A - Technical Capabilities and Methodology (Max 10 points)	10	9	10	8	47					
	<b>Qualitative Scores</b>	<b>63</b>	<b>90</b>	<b>97</b>	<b>100</b>		<b>466</b>	<b>1</b>		<b>466</b>	<b>1</b>





**EVALUATION COMMITTEE MEETING**  
 Wednesday, April 25, 2018  
**DEPARTMENT OF PROCUREMENT**  
**REQUEST FOR QUALIFICATIONS (RFQ) 17-18-005**  
**A&E SERVICES FOR THE RESTORATION OF THE CITIZENS BANK BUILDING**  
 Jason Walker, Executive Director - Omni Community Redevelopment Agency (CRA)  
 Annie Perez, CPPC, Director of Procurement

**TABULATION SHEET**  
**RFQ NO. 17-18-005**

	EVALUATION COMMITTEE MEMBERS					SUB-TOTAL QUALITATIVE SCORES	TOTAL QUALITATIVE SCORES	QUALITATIVE RANKING	FIVE BONUS POINTS - SBE PARTICIPATION (CITY OF MIAMI FIRMS)	TOTAL SCORES (WITH BONUS POINTS)	FINAL RANK
	Warren Adams (P&Z/COM)	Jose S. Camero, R.A. (BD/COM)	Adam Old (Omni CRA)	Sarah K. Cody (Miami-Dade County)	Dona Spain (City of Coral Gables)						
4 Gurri Matute, P.A.	20	23	23	25	24	115	458	2	5	463	2
1A - Proposer's Qualifications and Experience (Max. 25 points)	14	18	20	20	19	91					
2A - Proposer's Team Qualifications and Experience (Max. 20 points)	11	14	13	15	13	68					
3A - Proposer's Lead Architect Qualifications and Experience (Max. 16 points)	12	14	12	15	15	68					
4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)	9	14	15	15	15	68					
5A - Design Approach and Process (Max. 15 points)	9	10	10	9	10	48					
6A - Technical Capabilities and Methodology (Max 10 points)	75	93	93	99	93	Qualitative Scores					
5 M.C. Harry and Associates, Inc.	19	22	25	29	24	115	452	3	5	457	3
1A - Proposer's Qualifications and Experience (Max. 25 points)	12	16	17	20	18	85					
2A - Proposer's Team Qualifications and Experience (Max. 20 points)	11	14	15	15	15	70					
3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)	12	14	15	15	15	71					
4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)	9	13	12	14	15	63					
5A - Design Approach and Process (Max. 15 points)	9	9	10	10	10	48					
6A - Technical Capabilities and Methodology (Max 10 points)	72	90	94	99	97	Qualitative Scores					

CITY OF MIAMI, FLORIDA

INTER-OFFICE MEMORANDUM

TO: Jason Walker, Executive Director  
Omni Community Redevelopment  
Agency (CRA)

DATE: March 16, 2018 FILE:

SUBJECT: A&E Services for the Restoration  
of the Citizens Bank Building -  
Appointment of an Evaluation/  
Selection Committee

FROM: Annie Perez, CPPO, Director  
Department of Procurement

REFERENCES: Request for Qualifications  
(RFQ) No. 17-18-005

In accordance with Section 18-86(c)(6) of the City of Miami Code, the Department of Procurement (Procurement) requests your approval of the appointment of the below listed professionals to the Evaluation/Selection Committee (Committee), to evaluate and score the proposals submitted in response to Request for Qualifications No. 17-18-005 for A&E Services for the Restoration of the Citizens Bank Building (RFQ), issued on January 25, 2018. 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)**

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

**City of Miami Staff (voting)**

1. Warren Adams, Preservation Officer, Planning and Zoning Department (P&Z), COM
2. Jose S. Camero, R.A., Director, Building Department (BD), COM

**External Committee Members (voting)**

1. Adam Old, Director, Planning and Policy, Omni CRA
2. Sarah K. Cody, Chief, Historic Preservation Office, Miami-Dade County
3. Dona Spain, Historic Preservation Officer, Historic Resources, City of Coral Gables

**Alternate Committee Members (voting)**

1. Girardo Marquez, Chief Project Manager, Office of Capital Improvements (OCI), COM
2. Sandra Vega, Senior Project Manager, OCI, COM

Your signature below affirms your appointment of this Committee for the evaluation of proposals for the subject project, as solicited under RFQ No. 17-18-005.

Approved:   
Jason Walker, Executive Director, Omni CRA

Date: 3/20/18

- c: Emilio T. González, Ph.D., City Manager, COM  
Fernando Casamayor, Assistant City Manager, Chief Financial Officer, COM  
Nzeribe Ihekwebaba, Ph.D., P.E., Assistant City Manager, Chief of Operations, COM  
Steven C. Williamson, Director, OCI, COM  
Rafael Suarez-Rivas, Sr. Assistant City Attorney, City Attorney's Office, COM  
Lydia Osborn, Ph.D., CPPO, CPPB, Assistant Director, Procurement, COM  
Fernando V. Ponassi, MA Arch., MA PPA, LEED® AP, Assistant Director, Procurement, COM