

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

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

**DATE:** April 30, 2018

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

**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

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

AP:sc

- c. Emilio T. González, Ph.D., City Manager, COM  
Joseph F. Napoli, Deputy City Manager, COM  
Fernando Casamayor, Assistant City Manager, COM  
Nzeribe Ihekwebaba, Ph.D., P.E., Assistant City Manager, COM  
Sandra Bridgeman, Assistant City Manager/Chief Financial Officer, COM  
Steven C. Williamson, Director, OCl, 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

**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<br/>(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<br>(Maximum 500 Points) | Awarded Points<br>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: 5/1/19

- 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

**CITY OF MIAMI OFFICE OF THE CITY CLERK  
BID SECURITY LIST**

**BID ITEM:** Architectural and Engineering Services for Citizens Bank Building Restoration Project

**BID NUMBER:** RFQ 17-18-005

**DATE BID OPENED:** March 7, 2018 **TIME:** 2:00 p.m.

| <u>BIDDER</u>                              | <u>BID TOTAL AMOUNT</u> | <u>BID BOND (ER) CASHIER'S CHECK</u> |
|--|-------------------------|--------------------------------------|
| The Tamara Peacock Company                 | See attached            | See attached                         |
| R.E. Chisholm Architects, Inc.             | See attached            | See attached                         |
| Rodriguez and Quiroga Architects Chartered | See attached            | See attached                         |
| GM Gurri Matute                            | See attached            | See attached                         |
| RJ Heinsenbottle Architects                | See attached            | See attached                         |
| MCHarry Associates                         | See attached            | See attached                         |
|  |                         |                                      |
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[Signature]  
 Person Receiving Bid(s)

Received (6) bid(s) on behalf: Procurement  
 City Department

On: 3/7/18  
 Today's Date

PREPARED BY: [Signature]  
 Deputy City Clerk



**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, CPPO, 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 GM                               | Score JDP | Score KM | Score JG | Score JG | Score JG | Criteria 1                    | Criteria 2 | Criteria 3 | Criteria 4 | Criteria 5 | TOP2 | Bonus |                                       |  |               | Total Points Percentage |   |
| R.J. Heisenhottle Architects, P.A.                      | 83                                     | 90        | 97       | 96       | 100      | 466      | 120                           | 93         | 70         | 70         | 70         | 86   | 47    | 466                                   | 0  | 466           | 83.2%                   | 1 |
| Guri Mattu, P.A.  | 75                                     | 93        | 93       | 99       | 98       | 458      | 115                           | 91         | 68         | 68         | 68         | 68   | 48    | 458                                   | 5  | 463           | 92.6%                   | 2 |
| M.C. Harry and Associates, Inc.                         | 72                                     | 90        | 94       | 99       | 97       | 452      | 115                           | 85         | 70         | 71         | 83         | 48   | 48    | 452                                   | 5  | 457           | 91.4%                   | 3 |
| Rodriguez and Quiroga Architects Chartered              | 68                                     | 81        | 83       | 85       | 80       | 407      | 102                           | 79         | 64         | 64         | 51         | 57   | 44    | 407                                   | 0  | 407           | 81.4%                   | 4 |
| The Tamara Perceock Company Architects of Florida, Inc. | 64                                     | 73        | 72       | 75       | 63       | 337      | 85                            | 63         | 56         | 46         | 51         | 36   | 337   | 0                                     | 337  | 87.4%         | 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. Camero, R.A. (BD/COM) | Adam Old (Omni CRA) | Sarah K. Cody (Miami-Dade County) | Dona Spain (City of Coral Gables) |                              |                          |                     |   |                                  |            |
| 1 The Tamara Peacock Company Architects of Florida, Inc.                       | 16                           | 19                            | 20                  | 20                                | 10                                | 85                           |                          |                     |   |                                  |            |
| 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                                | 56                           |                          |                     |   |                                  |            |
| 3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)  | 9                            | 10                            | 10                  | 7                                 | 10                                | 46                           |                          |                     |   |                                  |            |
| 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)                    | 64                           | 73                            | 72                  | 75                                | 51                                |                              | 337                      | 5                   |   | 337                              | 5          |
| <b>Qualitative Scores</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, CPPO, 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) |                              |                          |                     |   |                                  |            |
| 2 | Rodriguez and Quiroga Architects Chartered<br><br>1A - Proposer's Qualifications and Experience (Max. 25 points)<br>2A - Proposer's Team Qualifications and Experience (Max. 20 points)<br>3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)<br>4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)<br>5A - Design Approach and Process (Max. 15 points)<br>6A - Technical Capabilities and Methodology (Max 10 points) |                               |                     |                                   |                                   | 102                          | 407                      | 4                   |   | 407                              | 4          |
|   | 18   | 21                            | 20                  | 23                                | 20                                | 102                          |                          |                     |   |                                  |            |
|   | 11   | 15                            | 15                  | 18                                | 20                                | 79                           |                          |                     |   |                                  |            |
|   | 10   | 13                            | 13                  | 13                                | 15                                | 64                           |                          |                     |   |                                  |            |
|   | 11   | 12                            | 10                  | 13                                | 15                                | 61                           |                          |                     |   |                                  |            |
|   | 9  | 12                            | 15                  | 11                                | 10                                | 57                           |                          |                     |   |                                  |            |
|   | 9  | 8                             | 10                  | 7                                 | 10                                | 44                           |                          |                     |   |                                  |            |
|   | 68   | 81                            | 83                  | 85                                | 90                                |                              |                          |                     |   | 407                              | 4          |
|   | Qualitative Scores   |                               |                     |                                   |                                   |                              |                          |                     |   |                                  |            |
| 3 | R.J. Heisenbottle Architects, P.A.<br><br>1A - Proposer's Qualifications and Experience (Max. 25 points)<br>2A - Proposer's Team Qualifications and Experience (Max. 20 points)<br>3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)<br>4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)<br>5A - Design Approach and Process (Max. 15 points)<br>6A - Technical Capabilities and Methodology (Max 10 points)         |                               |                     |                                   |                                   | 120                          | 466                      | 1                   |   | 466                              | 1          |
|   | 22   | 23                            | 25                  | 25                                | 25                                | 120                          |                          |                     |   |                                  |            |
|   | 15   | 18                            | 20                  | 20                                | 20                                | 93                           |                          |                     |   |                                  |            |
|   | 12   | 13                            | 15                  | 15                                | 15                                | 70                           |                          |                     |   |                                  |            |
|   | 14   | 14                            | 12                  | 15                                | 15                                | 70                           |                          |                     |   |                                  |            |
|   | 10   | 13                            | 15                  | 13                                | 15                                | 66                           |                          |                     |   |                                  |            |
|   | 10   | 9                             | 10                  | 8                                 | 10                                | 47                           |                          |                     |   |                                  |            |
|   | 83   | 90                            | 97                  | 96                                | 100                               |                              |                          |                     |   | 466                              | 1          |
|   | Qualitative Scores   |                               |                     |                                   |                                   |                              |                          |                     |   |                                  |            |



**EVALUATION COMMITTEE MEETING**  
 Wednesday, April 25, 2018  
**DEPARTMENT OF PROCUREMENT**  
**REQUEST FOR QUALIFICATION OF THE CITIZENS BANK BUILDING**  
**RFQ NO. 17-18-005**  
 Jason Walker, Executive Director - Omni Community Redevelopment Agency (CRA)  
 Annie Perez, CPPO, 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>4 Gurri Matute, P.A.</b><br><br>1A - Proposer's Qualifications and Experience (Max. 25 points)<br>2A - Proposer's Team Qualifications and Experience (Max. 20 points)<br>3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)<br>4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)<br>5A - Design Approach and Process (Max. 15 points)<br>6A - Technical Capabilities and Methodology (Max 10 points)              | 20                           | 23                            | 23                  | 25                                | 24                                | 115                          | 458                      | 2                   | 5   | 463                              | 2          |
|  | 14                           | 18                            | 20                  | 20                                | 19                                | 91                           |                          |                     |   |                                  |            |
|  | 11                           | 14                            | 13                  | 15                                | 15                                | 68                           |                          |                     |   |                                  |            |
|  | 12                           | 14                            | 12                  | 15                                | 15                                | 68                           |                          |                     |   |                                  |            |
|  | 9                            | 14                            | 15                  | 15                                | 15                                | 68                           |                          |                     |   |                                  |            |
|  | 9                            | 10                            | 10                  | 9                                 | 10                                | 48                           |                          |                     |   |                                  |            |
|  | <b>Qualitative Scores</b>    | <b>75</b>                     | <b>93</b>           | <b>93</b>                         | <b>99</b>                         | <b>98</b>                    |                          |                     |   |                                  |            |
| <b>5 M.C. Harry and Associates, Inc.</b><br><br>1A - Proposer's Qualifications and Experience (Max. 25 points)<br>2A - Proposer's Team Qualifications and Experience (Max. 20 points)<br>3A - Proposer's Lead Architect Qualifications and Experience (Max. 15 points)<br>4A - Proposer's Project Manager Qualifications and Experience (Max. 15 points)<br>5A - Design Approach and Process (Max. 15 points)<br>6A - Technical Capabilities and Methodology (Max 10 points) | 19                           | 22                            | 25                  | 25                                | 24                                | 115                          | 452                      | 3                   | 5   | 457                              | 3          |
|  | 12                           | 18                            | 17                  | 20                                | 18                                | 85                           |                          |                     |   |                                  |            |
|  | 11                           | 14                            | 15                  | 15                                | 15                                | 70                           |                          |                     |   |                                  |            |
|  | 12                           | 14                            | 15                  | 15                                | 15                                | 71                           |                          |                     |   |                                  |            |
|  | 9                            | 13                            | 12                  | 14                                | 15                                | 63                           |                          |                     |   |                                  |            |
|  | 9                            | 9                             | 10                  | 10                                | 10                                | 48                           |                          |                     |   |                                  |            |
|  | <b>Qualitative Scores</b>    | <b>72</b>                     | <b>90</b>           | <b>94</b>                         | <b>99</b>                         | <b>97</b>                    |                          |                     |   |                                  |            |



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. Giraldo 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 Ihekwa, 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 Osborne, Ph.D., CPPO, CPPB, Assistant Director, Procurement, COM  
Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement, COM

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