



City of Miami

REQUEST FOR QUALIFICATIONS

MISCELLANEOUS CONSTRUCTION ENGINEERING & INSPECTION SERVICES

**RFQ NUMBER
18-19-012**

**ISSUE DATE
MARCH 1, 2019**

**VOLUNTARY PRE-PROPOSAL CONFERENCE
MARCH 12, 2019
11:00 a.m.**

**ADDITIONAL INFORMATION AND CLARIFICATION DEADLINE
MARCH 22, 2019
5:00 p.m.**

**PROPOSAL SUBMISSION DUE DATE
APRIL 3, 2019
2:00 p.m.**

CONTACT
Christine Tibbs
Sr. Procurement Contracting Officer
Department of Procurement
City of Miami
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Miami, Florida 33130
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TABLE OF CONTENTS

PUBLIC NOTICE..... 2

SECTION 1

INTRODUCTION TO REQUEST FOR QUALIFICATIONS (RFQ)..... 3

SECTION 2

RFQ SCOPE OF SERVICES..... 8

SECTION 3

RFQ GENERAL CONDITIONS.....12

SECTION 4

INSTRUCTIONS FOR SUBMITTING A PROPOSAL.....20

SECTION 5

EVALUATION AND SELECTION PROCESS.....27

SECTION 6

RFQ PROPOSAL FORMS.....29



City of Miami

PUBLIC NOTICE

RFQ NO: 18-19-012

MISCELLANEOUS CONSTRUCTION ENGINEERING & INSPECTION SERVICES

Completed Proposals must be delivered to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133 by 2:00 p.m., on April 3, 2019 ("Proposal Submission Due Date"). Any Proposals received after the above date and time or delivered to a different address, department, or location will not be considered.

Request for Qualifications (RFQ) documents may be obtained on or after **March 1, 2019**, from the City of Miami, Office of Capital Improvements (OCI) webpage at:

<http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

It is the sole responsibility of all firms to ensure the receipt of all addenda. Therefore, it is recommended that firms periodically check the OCI webpage for updates and the issuance of addenda.

The Department of Procurement has scheduled a **Voluntary Pre-Proposal Conference**, which will occur on **March 12, 2019 at 11:00 a.m. EST**, at 444 SW 2nd Avenue, 6th Floor South Conference Room, Miami, FL 33130. Any Proposers not attending the pre-proposal conference will not be precluded from submitting a proposal.

The City of Miami reserves the right to accept any Proposals deemed to be in the best interest of the City, to waive any minor irregularities, scrivener's errors, omissions, and/or technicalities in any Proposals, or to reject any or all Proposals and to re-advertise for new Proposals, in accordance with the applicable sections of Florida Statutes, the City Charter and Code, and this RFQ. The responsibility for submitting a Proposal before the stated time and date is solely and strictly that of the Proposer. The City is not responsible for any delay, late or misdelivered Proposals, no matter the cause.

THIS SOLICITATION IS SUBJECT TO THE "CONE OF SILENCE" IN ACCORDANCE WITH SECTION 18-74 OF THE CITY OF MIAMI CODE.

Emilio T. Gonzalez, Ph.D., City Manager



SECTION 1

INTRODUCTION TO REQUEST FOR QUALIFICATIONS

1.1 INVITATION

Thank you for your interest in this RFQ. The City of Miami (City), Office of Capital Improvements (OCI), through the Department of Procurement (Procurement), seeks Proposals which offer to provide the services described in Section 2, Scope of Services. This RFQ is being issued pursuant to Section 287.055 of the Florida Statutes: the "Consultants Competitive Negotiation Act" (CCNA). All references to Florida Statutes, City of Miami and Miami-Dade County Codes, and other laws/regulations will be interpreted to include "as amended from time to time."

Copies of this solicitation are available on the OCI webpage by visiting <http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

For purposes of this RFQ, the words:

- a) "Proposal" shall mean the completed written and properly signed submission in response to this RFQ by a Proposer.
- b) "Proposer" shall mean the entity submitting a Proposal in response to this RFQ.

Throughout this RFQ, the phrases "must" and "shall" will denote mandatory requirements. Any Proposal that does not meet the mandatory requirements is subject to immediate disqualification.

1.2 SUBMISSION OF PROPOSALS

Sealed written Proposals must be received by the Office of the City Clerk no later than the date, time and at the location indicated in Section 4.2, Proposal Submission, in order to be considered. Faxed documents are not acceptable. **One (1) original hard copy of the Proposer's Proposal and one (1) copy of same in digital form, preferably on USB-type drives and in bookmarked and searchable .pdf format** must be timely received by the Office of the City Clerk, or the Proposal will be disqualified. Proposals can be hand delivered to the Office of the City Clerk, no later than the date, time, and at the location indicated in Section 4.2, Proposal Submission. Untimely or misdelivered submittals will not be considered.

1.3 VOLUNTARY PRE-PROPOSAL CONFERENCE

A Voluntary Pre-Proposal Conference (Conference) will be held on **March 12, 2019 at 11:00 a.m.** The Conference will be held at the City's Miami Riverside Center (MRC) Building, 444 S.W. 2nd Avenue, 6th Floor, South Conference Room, Miami, Florida 33130. Prospective Proposers are strongly encouraged to attend this meeting to obtain information relative to the RFQ.

1.4 CONE OF SILENCE

Pursuant to Section 18-74 of the City of Miami Code (Ordinance No. 12271), a "Cone of Silence" is imposed upon this RFQ. Oral communication is prohibited as long as the Cone of Silence remains in effect.

Written communications must be in the form of fax, mail, or e-mail to Christine Tibbs, Sr. Procurement Contracting Officer, City of Miami, Department of Procurement, at 444 SW 2nd Avenue, 6th Floor, Miami, FL 33130, fax 305-400-5054, e-mail chwa@miamigov.com with a copy to the Office of the City Clerk, Attn: Rosa Castillo, at clerks@miamigov.com.

Please review City of Miami City Code Section 18-74 for additional information pertaining to the Cone of Silence.



Proposers are hereby cautioned not to contact any member of the Evaluation Committee or any City staff regarding this RFQ, except as provided in the RFQ, or until such time as the Cone of Silence is lifted. Failure to abide by this condition of the RFQ shall be cause for rejection of Proposer's Proposal, and may result in potential suspension or debarment, pursuant to the applicable provisions of the City Code and applicable regulations.

1.5 ADDITIONAL INFORMATION OR CLARIFICATION

Requests for additional information or clarifications must be made in writing. Proposers may fax or e-mail their requests for additional information or clarifications in accordance with Section 1.4, Cone of Silence. Facsimiles must have a cover sheet that includes the Proposer's name, the RFQ number and title, and the number of pages transmitted. Any request for additional information or clarification must be received in writing **no later than 5:00 PM, on March 22, 2019**. Late or misdelivered requests for additional information or clarification may not receive a response in the subsequent addendum.

Procurement will issue responses to inquiries received and any other corrections or amendments it deems necessary via written addenda, prior to the Proposal Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ and in any written addenda to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

Addenda will only be made available on the OCI webpage, and it is the Proposer's sole responsibility to assure its review and receipt of all addenda. Prior to submitting the Proposal, the Proposer should check the OCI webpage for all addenda:

<http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

1.6 AGREEMENT TERMS AND CONDITIONS

The Proposers selected to render the services requested herein (Successful Proposers) shall be required to execute a Professional Services Agreement (PSA or Agreement) with the City.

Certain provisions of the Agreement are non-negotiable. These include without limitation: applicability and compliance with applicable laws and venue (e.g., State Statutes, County and City Codes); hold harmless, duty to defend, indemnity, and insurance; Code of Ethics and conflicts clauses, and cancellation for convenience by the City Manager.

1.7 AWARD OF AGREEMENT(S)

An Agreement may be awarded to the Successful Proposers for the Project by the City Commission or City Manager, as applicable, based upon the qualification requirements reflected herein. The draft Agreement is hereby incorporated into, and made a part of this RFQ. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposers, when it is determined to be in the City's best interest. The City does not represent that any award will be made. The award and execution of an Agreement shall comply with CCNA, Florida Statute Section 287.055, as amended, and codified in the City of Miami Code as Section 18-87.

1.8 AGREEMENT EXECUTION

By submitting a Proposal, the Proposer agrees to be bound to and execute the Professional Services Agreement furnished by the City for Miscellaneous Construction Engineering & Inspection Services (CEI Services). Without diminishing the foregoing, the Proposer may request clarification and submit comments concerning the Agreement for the City's consideration. None of the foregoing shall preclude the City, at its option, from seeking to negotiate changes to the Agreement during the negotiation process.



The City shall require the Successful Proposer to provide for itself and its Subconsultants all of the following documentation to support the Price Proposal (if applicable), as a condition precedent to execution of an Agreement.

- Current financial statement(s), preferably an audited financial statement(s) for the most recently completed fiscal year clearly showing the costs (not percentage) of direct labor, indirect labor, fringe benefits, general administrative costs and overhead, and a statement of profit or operating margin.
- Raw labor rates by labor or professional classification certified as accurate by an officer of the company.
- Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours.
- Updated information reflecting information resulting from negotiation of the Agreement.
- Copy of current Notice of Qualification letter from the Florida Department of Transportation (FDOT).
- Copy of sub-consultant's CBE certification letter from Miami-Dade County Small Business Development

1.9 UNAUTHORIZED WORK

The Successful Proposer shall not begin work until the City issues a written Notice to Proceed (NTP). Such NTPs shall constitute the City's authorization to begin work. Any unauthorized work performed by the Successful Proposer, prior to receiving the NTP, or during the term of the Agreement, shall be deemed non-compensable by the City. The Successful Proposer shall not have any recourse against the City for prematurely performing unauthorized work.

1.10 SUBMITTAL INSTRUCTIONS

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit Proposals in accordance with the requirements of Section 4, Instructions for Submitting a Proposal. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.** Proposers shall make the necessary entries in all blanks on the forms provided for inclusion in the Proposer's Proposal.

Proposals shall be submitted in sealed envelopes or packages, with the RFQ number, title, and opening date clearly noted on the outside of the envelopes or packages.

1.11 CHANGES/MODIFICATIONS/ALTERATIONS

Proposer may submit a modified Proposal to replace all or any portion of a previously submitted Proposal, or withdraw a Proposal at any time prior to Proposal Submission Due Date (referenced in the Public Notice). All modifications or withdrawals shall be made in writing, to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133. Oral/Verbal modifications are not allowed and will be disregarded. **Written modifications will not be accepted after the Proposal Submission Due Date.** The City will only consider the latest version of the Proposal.

1.12 SUBCONSULTANT(S)/SUBCONTRACTOR(S)

For purposes of this RFQ, "Subconsultant" and "Subcontractor" are used interchangeably. A Subconsultant or Subcontractor is any individual, firm, entity, or organization, other than the employees of the Proposer, who has or will have a contract with the Proposer to assist in the performance of Services required under this RFQ. A Subconsultant shall be paid directly by the



Proposer, and shall not be paid directly by the City. The Proposer must clearly identify in its Proposal the Subconsultants to be utilized in the performance of required Services. The City retains the right to accept or reject any Sub-Consultant/Sub-Contractor proposed in accordance with Section 3.5(E), Other Sub-Consultants/Sub-Contractors, and Section 4.1.A, Section A12, Qualifications of the Sub-Consultants/Sub-Contractors, and Section A13, Experience of the Sub-Consultants/Sub-Contractors, or proposed prior to execution of the Agreement. Any and all liabilities regarding the use of a Subconsultant shall be borne solely by the Successful Proposer, and insurance for each Subconsultant must be approved by the City and maintained in good standing throughout the duration of the Agreement. Neither the Successful Proposer nor any of its Subconsultants are considered employees, partners, affiliates, or agents of the City. Failure to list all Subconsultants and provide the required information may disqualify any unidentified Subconsultants from performing work under this RFQ.

Proposers shall include in their Proposal the requested Subconsultant information and all relevant information required of the Proposer. Proposer must identify each of its Small Business Enterprise (SBE) Subconsultants via Letter of Agreement (LOA) utilizing Form RFQ-LOA at the time of Proposal submittal. Additional information concerning the SBE requirements can be found in Section 3.6, Small Business Enterprise (SBE) Participation Requirements - Mandatory.

After Proposal submittal, Proposers are expressly prohibited from substituting any Subconsultants contained in their Proposal. **Just cause and prior written approval by the City Manager or the Manager's authorized designee are required for substitution of any Subconsultants.** If approved, the City reserves the right to request additional required documentation as specified in the RFQ. If the City does not accept the proposed change(s), the Proposal may be rejected and not considered for award.

1.13 DISCREPANCIES, ERRORS, AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing, in the manner prescribed in Section 1.4, Cone of Silence. If applicable, the City will issue a written addendum to the RFQ clarifying such conflicts or ambiguities. It is agreed and acknowledged that any such alleged discrepancies, errors or omissions will not be construed against the City as the drafter.

1.14 DISQUALIFICATION

This RFQ requires the use and submission of specific City forms. In addition, the RFQ requires the submission of additional documents and information. Failure to use the City forms will result in the Proposal being deemed non-responsive, and the Proposal will not be further considered for award. Modification of, retyping, or any alterations to, the City forms may also result in the Proposal being deemed non-responsive.

The City reserves the right to disqualify Proposers upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. The City also reserves the right to waive any immaterial defect or informality in any Proposal; to reject any or all Proposals in whole or in part, or to reissue this RFQ.

Any Proposer who submits in its Proposal any information that is determined by the City, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of the Agreement.

Any Proposal submitted by a Proposer who is in arrears, (e.g., money owed or otherwise in debt by failing to deliver goods or services to the City, including any agency or department of the City), or where the City has an open or liquidated damages claim against a Proposer for monies owed



to the City at the time of Proposal submission, or if a Proposer has been declared in default or abandoned a prior City Contract or Agreement, or has been debarred by a federal, State of Florida, or local public entity within the past five (5) years, or is on the convicted vendor list per Florida Statute 287.133, will be rejected as non-responsive and shall not be considered for award. Prior to award of the Agreement, the above requirements must be met, and is a condition that must be maintained during the term of the Agreement.

1.15 PROPOSER'S EXPENDITURES

Proposers understand and agree that any expenditure incurred in preparation and submittal of Proposals, or in the performance of any services requested by the City in connection with the Proposals for this RFQ, are exclusively at the expense of the Proposers. The City shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Proposal, and/or anticipation of Agreement award, and/or to maintain the approved status of the Successful Proposer if an Agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process. The Proposer agrees to these terms by submission of a Proposal.

1.16 EXECUTION OF PROPOSAL

The Proposal must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with an original signature in full. When a firm is the Proposer, the Proposal shall be signed in the name of the firm by one or more of the partners. When a corporation is the Proposer, the officer signing shall set out the corporate name in full beneath which he shall sign his name, give title of his office and affix the corporate seal. Anyone signing the Proposal as an agent, must file with it legal evidence of signature authority. Proposers who are corporations shall furnish to the City with the Proposal a copy of their authorization to transact business in the State of Florida. Failure to promptly submit this evidence of qualification to do business in the State of Florida, may be a basis for rejection of the Proposal.

Proposer understands that submitting a Proposal to this RFQ does not constitute an Agreement or Contract with the City. Proposer has no contract right or expectation by submitting to the City a response to this RFQ.

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SECTION 2

RFQ SCOPE OF SERVICES

2.1 PURPOSE

This RFQ is being issued to obtain Proposals of qualified and experienced teams to provide Construction Engineering and Inspection Services (CEI Services) for miscellaneous projects, for the City under the direction of OCI, in accordance with all applicable laws, building and environmental regulations, including code requirements for the State of Florida, Miami-Dade County, and the City, and the Scope of Services as described in Section 2.2, below. The Proposer(s) and its Subconsultants must be able to perform every element of the Scope of Services for either horizontal or vertical construction including, but not limited to, the tasks described in Section 2.2, below. The Successful Proposer shall be selected in accordance with Florida Statute Section 287.055, Consultants' Competitive Negotiations Act (CCNA), as amended.

2.2 SCOPE OF SERVICES

The Successful Proposer(s) shall provide CEI Services to the City of Miami in accordance with the Scope of Services contained in the RFQ.

The Successful Proposer(s) will provide engineering and other technical personnel to the City to provide CEI Services for the administration of the aforementioned project(s) as directed by OCI.

The following specific Scope of Services will typically be included as part of the work to be performed on a project. The Successful Proposer(s) will be required to provide all necessary vehicles, equipment (including field testing equipment), and personnel to perform the Services required under the proposed Agreement. Proof of licenses will be required for testing equipment and the personnel operating the testing equipment. Proof of licenses will need to be furnished to the City upon request. Services include, but are not limited to:

- Perform CEI in accordance with all applicable laws and building regulations, including, but not limited to, the City of Miami Public Works Specifications and Design Standards, Miami-Dade County standards, and Division II and III of the FDOT Standard Specifications for Road and Bridge Construction dated 2013 (including all supplemental specifications current at the time of bidding), and all other requirements set forth in the proposed Agreement.
- Coordinate the activities of all parties involved in completing the project. Coordination includes, but is not limited to:
 - Maintaining records of all activities and events relating to the project
 - Providing verification of Quality Control tests
 - Documenting all significant project changes
 - Checking for errors and omission, and interpreting plans, specifications, and contractual requirements
 - Assisting in claims and dispute resolution
 - Public information services
 - Managing pre-construction and construction progress meetings, and preparing and disseminating meeting minutes.
- The CEI firm will be responsible for collecting data, monitoring and reporting for compliance of Miami-Dade County contract measure recommendation(s) established by the Department of Business Development Project Worksheet for the participation



of specified business entities and/or trades, and for Community Business Enterprise requirements, as administered by the County's Department of Small Business Development (SBD). This includes, but is not limited to, educating the contractor and ensuring contractor compliance with the City of Miami and/or Miami-Dade County contract requirements.

- Sampling, Inspections and Testing
 - Levels of testing will be defined in the project specifications and in accordance with the American Society for Testing and Materials, Underwriter Laboratories and/or other applicable industry standards.
- Stored material/equipment review
- Project photo and video documentation
- Record Drawing review
- Maintain progressive list of items requiring correction
- Notification of accident, damage, or injury
- Review and Response of resident complaints
- Coordination, review, and Response of RFIs, field directives, and change Response requests
- Change order management
- Pay application review
- Substantial completion inspection
- Final completion and inspection
- Project close-out

Further details concerning the Scope of Services are contained in the proposed Agreement included as part of this RFQ.

A detailed scope of work will be developed for each Work Order issued.

2.3 POSITION DESCRIPTIONS & QUALIFICATION REQUIREMENTS

CEI Services for this project will require at least one (1) Senior Project Engineer/Project Manager, one (1) Project Engineer/Administrator, and one (1) Senior Inspector. Position descriptions are as follows:

A. CEI Senior Project Engineer/Project Manager

A Civil Engineering degree and a minimum of ten (10) years' construction engineering and inspection experience, with the last five (5) consecutive years being registered in the State of Florida as a Professional Engineer, in construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures. Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members. Must have the following:



Qualifications:

- Licensed, registered, and practicing as an engineer with the State of Florida
- Florida Department of Transportation (FDOT) Advanced Temporary Traffic Control (TTC) Certification
- Construction Training Qualification Program (CTQP) Final Estimates Level II Certification

Other:

- Attend CTQP Quality Control Manager Course and pass the examination.
- A Master's Degree in Engineering may be substituted for one (1) year of engineering experience

B. CEI Project Engineer/Administrator:

A Civil Engineering degree and a minimum of five (5) years of construction engineering and inspection experience in construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures. To be in primary control, a Project Engineer/Administrator must have supervised two or more inspectors as well as two or more support staff (Office Manager, Compliance Officer, and Secretary) and must have been directly responsible for all CEI services assigned.

Receives general instructions regarding assignments from the City and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. CEI will be responsible for the progress and final estimates throughout the duration of the construction project. Must have the following:

Qualifications:

- FDOT Advanced TTC Certification

Other:

- Attend CTQP Quality Control Manager Course and pass the examination.
- A Master's Degree in Engineering may be substituted for one (1) year of engineering experience

C. CEI Senior Inspector:

High school graduate or equivalent plus five (5) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures.

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Engineer/ Administrator. Must have the following:

Qualifications:

- CTQP Concrete Field Inspector Level I Certification
- CTQP Asphalt Roadway Level I Certification
- CTQP Earthwork Construction Inspection Level I Certification



- CTQP Earthwork Construction Inspection Level II Certification
- CTQP Drilled Shaft Inspection Certification (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)
- FDOT Advanced TTC Certification
- CTQP Final Estimates Level II Certification
- IMSA Traffic Signal Technician Level I Certification

Certifications:

- Nuclear Radiation Safety
- Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractor

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SECTION 3

RFQ GENERAL CONDITIONS

3.1 ACCEPTANCE/REJECTION

The City reserves the right to accept any or all Proposals that best meet the criteria in this Solicitation, or reject any or all Proposals that fail to meet the criteria in this Solicitation. The City also reserves the right to reject any Proposer who has previously failed to properly perform under the terms and conditions of a City contract, to deliver on time any contracts with the City, and who does not have the capacity to perform the requirements defined in this RFQ. Further, the City may waive informalities, technicalities, minor irregularities, and/or request additional information/clarification for the services specified in this RFQ, and may, at its discretion, withdraw and/or re-advertise the RFQ.

3.2 LEGAL REQUIREMENTS

This RFQ is subject to all applicable Federal, State, County, City and local laws, codes, ordinances, rules and regulations, loan documents, funding and grant agreements that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer, shall in no way be cause for relief from responsibility for compliance with these requirements. Proposers shall fully comply with all applicable Federal, State and local laws, rules and regulations, and loan and grant requirements. The foregoing will be considered as part of the duties of performance of the Proposers under the Agreement.

3.3 NON-APPROPRIATION OF FUNDS

In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable or not allocated in any fiscal period for this Agreement, the City shall have the unqualified right to terminate the Work Order(s), and/or the Agreement upon written notice to the Successful Proposer(s), without any penalty or expense to the City or recourse against the City. No guarantee, promise, warranty or representation is made that any particular work or project(s) will be assigned to the Successful Proposer(s).

3.4 BUSINESS TAX RECEIPT REQUIREMENT

Proposers shall meet the City's Business Tax Receipt (BTR) requirements in accordance with Chapter 31, Article II of the City Code, as amended, and any required County Business Tax Receipt (County BTR) requirements. Proposers with a business location outside the City's municipal boundaries shall meet all applicable local BTR requirements. A copy of the Proposer's BTR shall be submitted with the Proposal. The City may, at its sole option, allow the Proposer to submit a copy of their BTR after the Proposal Submission Due Date.

3.5 MINIMUM QUALIFICATION REQUIREMENTS

A. CONSTRUCTION ENGINEERING AND INSPECTION FIRM/ PRIME CONSULTANT

The City of Miami is seeking to procure a qualified construction engineering and inspection firm with experience in completing comprehensive construction engineering and inspection projects for governmental and/or institutional clients in South Florida. Firms responding to this RFQ must have a minimum of ten (10) years' experience **and** have been licensed, registered, and practicing in Florida as an engineering firm for at least the last five (5) consecutive years under its current business name **and** must have completed **at least three (3) construction engineering and inspection projects in South Florida within the last five (5) years**. These reference projects shall be located in South Florida, shall have been completed for governmental or institutional clients and should include examples of parks, public spaces, buildings and/or public rights-of-way. Prime Consultants must have a proven track record of successfully completing projects.



Failure to meet the above-stated requirements will result in the Prime Consultant's Proposal being rejected as non-responsive. For purposes of this RFQ, South Florida shall mean Miami-Dade, Monroe, Broward and/or Palm Beach Counties.

Prime Consultants must utilize **Form RFQ-EPC** for the above-required reference projects (one form for each reference project) and the form must be signed by the Owner of the project. Failure to submit the reference forms may result in the Proposal being deemed non-responsive.

Prime Consultants interested in submitting a Proposal in response to this RFQ must provide information on the firm's qualifications utilizing **Form RFQ-QPC**. Please refer to Section 4.0 "Instructions for Submitting a Proposal: Submission Requirements" for further instructions. Proposals that do not completely adhere to all requirements may be considered non-responsive.

The City may consider a Proposal as responsive where a Prime Consultant has less than the stipulated minimum number of years of experience solely where the Prime Consultant has undergone a name change and such change-of-name has been filed with the State of Florida, or where the Prime Consultant was a subsidiary of a larger firm and the Prime Consultant's firm merged with the larger firm. Prime Consultants must include supporting documentation substantiating such name change or merger as part of its Proposal for the City to consider crediting the years of experience from the Prime Consultant under its previous name.

B. SR. PROJECT ENGINEER/PROJECT MANAGER

Prime Consultants must have at least one (1) Senior Project Engineer who will serve as the Project Manager. This individual must be a licensed, registered, and practicing engineer certified by the Florida Building Code Administrators and Inspectors Board under part XII of chapter 468 accordance with Florida Statute 481.311, and have a minimum of ten (10) years' construction engineering and inspection experience, and must have completed **at least three (3) construction engineering and inspection projects in South Florida within the last five (5) years while a licensed and registered engineer with the State of Florida**. For purposes of this RFQ, South Florida shall mean Miami-Dade, Monroe, Broward and/or Palm Beach Counties. The reference projects shall have been completed for governmental or institutional clients and should include examples of parks, public spaces, buildings and/or public rights-of-way.

Prime Consultants must utilize **Form RFQ-ESPE** for the above-required reference projects (one form for each reference project) and the form must be signed by the Owner of the project. Failure to submit the reference forms may result in the Proposal being deemed non-responsive.

Prime Consultants interested in submitting a Proposal in response to this RFQ must provide information on the Senior Project Engineer's qualifications utilizing **Form RFQ-QKP**.

Please refer to Section 2.3 "Position Descriptions" and Section 4.0 "Instructions for Submitting a Proposal: Submission Requirements" for further instructions. Proposals that do not completely adhere to all requirements may be considered non-responsive.

C. PROJECT ENGINEER/ADMINISTRATOR

Prime Consultants must have at least one (1) Project Engineer/Administrator. This individual must have a minimum of five (5) years' construction engineering and inspection experience, and supervisory experience, and must have completed **at least three (3) construction engineering and inspection projects in South Florida within the last five (5) years**. For purposes of this RFQ, South Florida shall mean Miami-Dade, Monroe, Broward and/or Palm Beach Counties. The reference projects shall have been completed for governmental or institutional clients and should include examples of parks, public spaces, buildings and/or public rights-of-way.



Prime Consultants must utilize **Form RFQ-EPE** for the above-required reference projects (one form for each reference project) and the form must be signed by the Owner of the project. Failure to submit the reference forms may result in the Proposal being deemed non-responsive.

Prime Consultants interested in submitting a Proposal in response to this RFQ must provide information on the Project Engineer's qualifications utilizing **Form RFQ-QKP**.

Please refer to Section 2.3 "Position Descriptions" and Section 4.0 "Instructions for Submitting a Proposal: Submission Requirements" for further instructions. Proposals that do not completely adhere to all requirements may be considered non-responsive.

D. SR. INSPECTOR

Prime Consultants must have at least one (1) Senior Inspector. This individual must have a minimum of five (5) years' construction inspection experience, and two (2) years of which shall have been in bridge and/or roadway construction inspection (with the exception of Complex Category 2 (CC2) bridge structures), and must have completed at least three (3) construction inspection projects in South Florida within the last five (5) years. For purposes of this RFQ, South Florida shall mean Miami-Dade, Monroe, Broward and/or Palm Beach Counties. The reference projects shall have been completed for governmental or institutional clients and should include examples of parks, public spaces, buildings and/or public rights-of-way.

Prime Consultants must utilize **Form RFQ-ESI** for the above-required reference projects (one form for each reference project) and the form must be signed by the Owner of the project. Failure to submit the reference forms may result in the Proposal being deemed non-responsive.

Prime Consultants interested in submitting a Proposal in response to this RFQ must provide information on the Senior Inspector's qualifications utilizing **Form RFQ-QKP**.

Please refer to Section 2.3 "Position Descriptions" and Section 4.0 "Instructions for Submitting a Proposal: Submission Requirements" for further instructions. Proposals that do not completely adhere to all requirements may be considered non-responsive

E. OTHER SUB-CONSULTANTS/SUB-CONTRACTORS

If utilized as part of the Prime Consultant's team, each Sub-Consultant must have completed **at least one (1) project within the last three (3) years**, preferably having provided construction engineering and inspection services for governmental or institutional clients in South Florida. For purposes of this RFQ, South Florida shall mean Miami-Dade, Monroe, Broward and/or Palm Beach Counties.

Prime Consultants must utilize **Form RFQ-ESC** for the above-required reference projects (one form for each reference project for each Sub-Consultant utilized) and the form must be signed by the Owner of the project. Failure to submit the reference forms may result in the Proposal being deemed non-responsive.

Prime Consultants interested in submitting a Proposal in response to this RFQ must provide information on the other Sub-Consultants' qualifications utilizing **Form RFQ-QSC** (one form for all Sub-Consultants.)

Please refer to Section 4.0 "Instructions for Submitting a Proposal: Submission Requirements" for further instructions. Proposals that do not completely adhere to all requirements may be considered non-responsive

Failure to include any of the above documentation with the Proposal may result in a non-responsive determination.



3.6 SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION REQUIREMENTS - MANDATORY

Unless precluded by Florida Statutes, Federal laws or regulations, or grant requirements, the City has established mandatory SBE Participation requirements, formerly referred to as Community Business Enterprise (“CBE”), Requirements Ordinance 13331, codified as Section 18-87(p) of the City Code. Proposers may review the SBE listing, managed by Miami-Dade County's Small Business Enterprise (SBE) at the following link: <http://www.miamidade.gov/smallbusiness/library/reports/certify-sbe-ae.pdf>.

OCI has established procedures to assist Proposers in complying with these SBE participation requirements. Proposers shall adhere to the SBE Participation requirements as indicated below:

- Assign a minimum of fifteen percent (15%) of the comprehensive award value to firms currently certified by Miami-Dade County as a SBE firm.
- Submit the following SBE forms with their Proposal:
 - 1) Sign and attach Form 6.4 - Certificate of Compliance.
 - 2) Sign and attach Form(s) RFQ-QSC – Qualifications of Sub-Contractors/Sub-Consultants
 - 3) Sign and attach the Letter of Agreement(s) (LOA) with each SBE Subconsultant.

The “OCI Forms” webpage includes a link to "Community Business Enterprise - Forms and Reports", including a forms checklist and a “Frequently Asked Questions” (FAQ) page containing important information. **For detailed instructions and access to all required SBE forms, click on the following link:** <http://archive.miamigov.com/MiamiCapital/forms.html>.

Unless precluded by Florida Statutes, Federal laws and regulations, or grant requirements, Proposers who meet the mandatory SBE participation requirement by agreeing to use firms located within the City’s municipal boundaries will be awarded five (5) bonus points during the evaluation process.

In addition to submitting the required SBE forms, refer to Section 5.C, “Five Bonus Points and SBE Participation,” to qualify to receive the five (5) bonus points. Proposers must include the following documentation with their Proposal to be considered for the five (5) bonus points:

- Attach copies of both a current **City of Miami** Business Tax Receipt **AND** a current **Miami-Dade County** Business Tax Receipt for the SBE Subconsultant(s).

To verify the above requirements, the City has provided Form RFQ-QSC to identify all subconsulting firms (including SBE certified firms) that are part of the Proposer’s team. Failure to include the completed form(s) with Proposer’s Proposal may cause the Proposal to be deemed non-responsive.

SECTION 18-73 CITY OF MIAMI CODE

Local office means a business within the City, which meets all of the following criteria:

- (1) Has had a staffed and fixed office or distribution point, operating within a permanent structure with a verifiable street address that is located within the corporate limits of the City, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue; for purposes of this section, "staffed" shall mean verifiable, full-time, on-site employment at the local office for a minimum of forty (40) hours per calendar week, whether as a duly authorized employee, officer, principal or owner of the local business; a post office box shall not be sufficient to constitute a local office within the city;



- (2) If the business is located in the permanent structure pursuant to a lease, such lease must be in writing, for a term of no less than twelve (12) months, been in effect for no less than the twelve (12) months immediately preceding the date bids or Proposals were received, and be available for review and approval by the Chief Procurement Officer or its designee; for recently-executed leases that have been in effect for any period less than the twelve (12) months immediately preceding the date bids or Proposals were received, a prior fully-executed lease within the corporate limits of the City that documents, in writing, continuous business residence within the corporate limits of the City for a term of no less than the twelve (12) months immediately preceding the date bids or Proposals were received shall be acceptable to satisfy the requirements of this section, and shall be available for review and approval by the Chief Procurement Officer or its designee; further requiring that historical, cleared rent checks or other rent payment documentation in writing that documents local office tenancy shall be available for review and approval by the Chief Procurement Officer or its designee;
- (3) Has had, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue, a current Business Tax Receipt issued by both the City and Miami-Dade County, if applicable; and
- (4) Has had, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue, any license or certificate of competency and certificate of use required by either the City or Miami-Dade County that authorizes the performance of said business operations; and
- (5) Has certified in writing its compliance with the foregoing at the time of submitting its bid or Proposal to be eligible for consideration under this section; provided, however, that the burden of proof to provide all supporting documentation in support of this local office certification is borne by the business applicant submitting a bid or Proposal.

3.7 PUBLIC ENTITY CRIMES

In accordance with Florida Statutes Section 287.133, a person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not: a) submit a response on a contract to provide any goods or services to a public entity; b) submit a response on a contract with a public entity for the construction or repair of a public building or public work; c) submit responses on leases of real property to a public entity; d) be awarded or perform work as a contractor, design-builder, supplier, subcontractor, or consultant under a contract with any public entity; and e) transact business with any public entity in excess of the threshold amount of \$35,000.00 provided in Florida Statutes Section 287.017, CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section by Proposer shall result in rejection of the Proposal, cancellation of the Agreement (if awarded), and may result in Proposer's debarment.

3.8 RESOLUTION OF PROTESTS

Any actual or prospective contractual party who feels aggrieved in connection with the solicitation or award of a contract may protest in writing to the Chief Procurement Officer, in accordance with the procedures contained in Section 18-104, Resolution of Protested Solicitations and Awards, as amended, of the City Code, Ordinance No. 12271 (the City of Miami Procurement Code), as amended, describing the protest procedures. Protests failing to meet the requirements for filing shall **NOT** be accepted. Failure of a party to timely file a Notice of Intent to Protest and the Protest, shall constitute a forfeiture of such party's right to file a protest. **NO EXCEPTIONS TO THIS REQUIREMENT.**



3.9 REVIEW OF PROPOSAL FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A “responsive” Proposal meets the requirements of the RFQ, is submitted in the format outlined in Section 4.1.B, Proposal Submission Format, is of timely submission, and has appropriate signatures/attachments, as required on each document.

3.10 COLLUSION

The Proposer, by submitting a Proposal, certifies that its Proposal is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Proposal for the same Services, or with any City department. The Proposer certifies that its Proposal is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws as defined in Section 2-611 of the City Code. The City will investigate all situations where collusion may have occurred, and the City reserves the right to reject any and all Proposals where collusion may have occurred.

3.11 CLARIFICATIONS

The City reserves the right to request clarifications of information submitted, and to request any necessary supporting documentation or information from any Proposer after the Proposal Submission Due Date.

3.12 KEY PERSONNEL

Subsequent to submission of a Proposal and prior to award of an Agreement, Key Personnel shall not be changed. Proposers shall not change any member of their Key Personnel without just cause **and** prior written approval by the City. The City reserves the right to request additional documentation, as required by the RFQ prior to making its determination. If the City does not accept the proposed change(s), the Proposal may be rejected and not considered for award.

3.13 AUDIT RIGHTS AND RECORDS RETENTION

The Successful Proposer agrees to provide access, at all reasonable times, to the City, or to any of its duly authorized representatives, to any books, documents, papers, invoices, receipts, reimbursement information and records of Proposer which are directly pertinent to this RFQ, the Agreement, the loan reimbursement and grant reimbursement (if applicable), for the purpose of audit, examination, excerpts, and transcriptions. The Successful Proposer shall maintain and retain any and all of the books, documents, papers and records pertinent to the Agreement for five (5) years after the City makes final payment and all other pending matters are closed. Proposer’s failure or refusal to comply with this condition shall result in the immediate termination of the Contract (if awarded) by the City. The Audit and Inspection Provisions of Sections 18-102 and 18-101 of the Miami City Code are incorporated by reference herein.

3.14 PUBLIC RECORDS

The Successful Proposer shall additionally comply with the provisions of Section 119.0701, Florida Statutes, entitled “Contracts; public records; request for contractor records; civil action.”

IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL PROPOSER’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 416-1800, VIA EMAIL AT



PUBLICRECORDS@MIAMIGOV.COM, OR REGULAR MAIL AT CITY OF MIAMI OFFICE OF THE CITY ATTORNEY, 444 SW 2ND AVENUE, 9TH FL, MIAMI, FL 33130.

3.15 E-VERIFY

Successful Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Successful Proposer during the term of the Agreement and shall expressly require any Subconsultant performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Subconsultant during the Agreement term.

3.16 CONFLICT OF INTEREST

Proposers, by responding to this RFQ, certify that to the best of their knowledge and belief, no elected/appointed official or employee of the City is financially interested, directly or indirectly, in the purchase of goods/services specified in this RFQ. Any such interests on the part of the Proposer or its employees, shall be disclosed in writing to the City.

Further, Proposers shall disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more of the total assets of capital stock of the Proposing firm.

3.17 DEBARRED/SUSPENDED VENDORS

An entity or affiliate who has been placed on the State of Florida debarred or suspended vendor list may not: a) submit a response on a contract to provide goods or services to a public entity; b) may not submit a response on a contract with a public entity for the construction or repair of a public building or public work; c) may not submit a response on leases of real property to a public entity; d) may not be awarded or perform work as a contractor, design-builder, supplier, subcontractor, or consultant under contract with any public entity; and e) may not transact business with any public entity.

3.18 NONDISCRIMINATION

Proposer agrees that it shall not discriminate by race, gender, color, age, religion, national origin, marital status, or disability in connection with its performance under this RFQ. Furthermore, Proposer agrees that no otherwise qualified individual shall solely by reason of his/her race, gender, color, age, religion, national origin, marital status or disability be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity called for or required in connection with services rendered under this Agreement.

3.19 UNETHICAL BUSINESS PRACTICE PROHIBITIONS

Proposer represents and warrants to the City that it has not employed or retained any person or company employed by the City to solicit or secure the award of the Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind, contingent upon or in connection with, the award of the Contract.

3.20 ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the Proposal shall be evaluated or considered, and any and all such additional terms and conditions shall have no force or effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed that the General and Special Conditions in this solicitation



are the only conditions applicable to this solicitation and that the Proposer's authorized signature affixed to the Proposer's acknowledgment form attests to this.

THIS SECTION INTENTIONALLY LEFT BLANK



SECTION 4

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Submit the following information and documents with Proposer's Proposal. Failure to do so may cause the Proposal to be deemed non-responsive. Proposals deemed non-responsive will receive no further consideration.

4.1 SUBMISSION REQUIREMENTS

Each Proposal must contain the following documents and forms required by Section 4.1.A, Sections A – C, fully completed and signed as required. Proposers shall prepare their Proposal utilizing the same format outlined below in Section 4.1.B, Proposal Submission Format. Each section of the Proposal, as stipulated in Section 4.1.B, shall be separated by a tabbed divider identifying the corresponding section number. Proposers are not to submit any information in response to this RFQ that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. Proposers shall not include any documents not specifically required or requested. The submission of such documentation may adversely affect the evaluation of the Proposal by the Evaluation Committee.

Hard cover binders shall not be used in the submission of the Proposal. Proposers should also make every effort to utilize recycled paper in preparing its Proposal. Double sided printing is permitted, provided that the Proposal complies with the format set forth in Section 4.1.B.

Do not include additional information not requested in this RFQ, unless specified in an Addendum. **This RFQ requires the use and submission of specific City forms.** The City forms shall not be expanded or altered. Additional pages may not be added unless the form specifically states that pages can be added. Failure to utilize the City's forms will result in the rejection of the Proposal as non-responsive.

A. Content of Qualifications Statement:

All forms referenced in Sections 4.1.A, Sections A – C are required (as applicable).

Section A

1. Table of Contents

The Table of Contents should follow in sequential order the sections and documents specified in Sections 4.1.A and Section 4.1.B, including enclosures. All pages of the Proposal must be consecutively numbered and correspond to the Table of Contents.

2. Proposal Cover Letter

Prime Consultant shall complete and submit **Form RFQ-PCL** for this section of the Proposal. (1 page maximum).

3. Narrative

Prime Consultant shall complete and submit **Form RFQ-PN** for this section of its Proposal. Provide a brief overview of the Prime Consultant's firm and why the Prime Consultant is the most qualified for this Project.

4. Qualifications of the Prime Consultant

Prime Consultant shall complete and submit **Form RFQ-QPC** for this section of its Proposal. Prime Consultant shall be a licensed, registered, and practicing engineering



firm, authorized to conduct business in the State of Florida **for the last five (5) consecutive years under its current business name** (current business name means the actual official name on file with the State of Florida of the business entity or firm submitting the Proposal), as of the Proposal Submission Due Date. Licenses, certificates of authorization, and any other pertinent information shall be submitted which demonstrates the Prime Consultant's ability to satisfy all of the minimum qualification requirements identified in Section 3.5(A), Minimum Qualification Requirements. Prime Consultant must disclose, in detail, any and all judgments, suits, claims, arbitrations, and back charges asserted or awarded against the Prime Consultant or any proposed Sub-Consultant in the past seven (7) years where the threshold exceeded one hundred thousand dollars (\$100,000). Proposals that do not contain such documentation may be deemed non-responsive. No company brochures are to be included as part of the Proposal (one (1) form, three (3) pages maximum).

5. Experience of the Prime Consultant

Prime Consultant shall complete and submit Form **RFQ-EPC** for this section of its Proposal to provide a comprehensive summary of the Prime Consultant's experience in construction engineering and inspection services. The firm **MUST** have a minimum of ten (10) years of experience **and** have served as lead on construction engineering and inspection projects on a minimum of three (3) previous occasions within the last five (5) years. Prime Consultant shall submit referenced projects which demonstrate the Prime Consultant's ability to satisfy all the requirements identified in Section 3.5(A), Minimum Qualification Requirements, including; client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project. **Failure to meet the ten (10) year minimum experience requirement, and submit proof of at least three (3) construction engineering and inspection projects completed within the last five (5) years, shall result in a non-responsive determination for the Proposal.**

Form RFQ-EPC must be completed and signed by the Program/Project Owner's representative.

6. Qualifications of the Sr. Project Engineer/ Project Manager

Prime Consultant shall complete and submit **Form RFQ-QKP** for this section of its Proposal for the Senior Project Engineer who will be serving as the Project Manager. Prime Consultant shall identify the Senior Project Engineer's number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 2.3(A), Position Descriptions, and Section 3.5(B), Minimum Qualification Requirements.

7. Experience of the Sr. Project Engineer/Project Manager

Prime Consultant shall complete and submit **Form RFQ-ESPE** for this section of its Proposal for the Senior Project Engineer who will be serving as the Project Manager. Prime Consultant shall provide a comprehensive summary of the Senior Project Engineer's experience in construction engineering and inspection services.

The Senior Project Engineer must have a minimum of ten (10) years' construction engineering and inspection experience **and** must have served as the lead Senior Project Engineer/Project Manager on at least three (3) completed projects of similar size, scope, and complexity within the last five (5) years.



Prime Consultant shall submit referenced projects, including; client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project. **Failure to meet the ten (10) year minimum experience requirement and submit proof of at least three (3) construction engineering and inspection projects that were completed in the last five (5) years shall result in a non-responsive determination for the Proposal.**

Form RFQ-ESPE must be completed and signed by the Program/Project Owner's representative.

Additionally, a one-page resume is required to be submitted that reflects the Senior Project Engineer's education, experience, and qualifications which demonstrate satisfaction of all the requirements identified in Section 2.3(A), Position Descriptions, and Section 3.5(B), Minimum Qualification Requirements.

8. Qualifications of the Project Engineer/Project Administrator

Prime Consultant shall complete and submit **Form RFQ-QKP** for this section of its Proposal for the Project Engineer. Prime Consultant shall identify the Project Engineer's number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 2.3(B), Position Descriptions, and Section 3.5(C), Minimum Qualification Requirements.

9. Experience of the Project Engineer/Project Administrator

Prime Consultant shall submit **Form RFQ-EPE** for this section of its Proposal for the Project Engineer. Prime Consultant shall provide a comprehensive summary of the Project Engineer's experience in construction engineering and inspection services.

The Project Engineer must have a minimum of five (5) years' construction engineering and inspection experience, must have supervisory experience, and must have served as Project Engineer on at least three (3) completed projects of similar size, scope, and complexity within the last five (5) years.

Prime Consultant shall submit referenced projects, including; client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project. **Failure to meet the five (5) year minimum experience requirement and submit proof of at least three (3) construction engineering and inspection projects that were completed within the last five (5) years shall result in a non-responsive determination for the Proposal.**

Form RFQ-EPE must be completed and signed by the Program/Project Owner's representative.

Additionally, a one-page resume is required to be submitted that reflects the Project Engineer's education, experience, and qualifications which demonstrate satisfaction of all the requirements identified in Section 2.3(B), Position Descriptions, and Section 3.5(C), Minimum Qualification Requirements.

10. Qualifications of the Sr. Inspector

Prime Consultant shall complete and submit **Form RFQ-QKP** for this section of its Proposal. Prime Consultant shall identify the Senior Inspector's number of years of experience in the required professional services. Licenses and any other pertinent



information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 2.3(C), Position Descriptions, and Section 3.5(D), Minimum Qualification Requirements.

11. Experience of the Senior Inspector

Prime Consultant shall submit **Form RFQ-ESI** for this section of its Proposal for the Senior Inspector. Prime Consultant shall provide a comprehensive summary of the Senior Inspector's experience in construction engineering and inspection services.

The Senior Inspector must have a minimum of five (5) years' construction inspection experience, of which two (2) years such experience shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures, and must completed at least three (3) construction inspection projects of similar size, scope, and complexity in South Florida within the last five (5) years.

Prime Consultant shall submit referenced projects, including; client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project. **Failure to meet the five (5) year minimum experience requirement and submit proof of at least three (3) construction inspection projects completed in the last five (5) years shall result in a non-responsive determination for the Proposal.**

Form RFQ-ESI must be completed and signed by the Program/Project Owner's representative.

Additionally, a one-page resume is required to be submitted that reflects the Senior Inspector's education, experience, and qualifications which demonstrate satisfaction of all the requirements identified in Section 2.3(C), Position Descriptions, and Section 3.5(D), Minimum Qualification Requirements.

12. Qualifications of the Other Sub-Consultants/Sub-Contractors

Prime Consultant shall complete and submit **Form RFQ-QSC** for this section of its Proposal. Prime Consultant shall base the Proposal on the anticipated levels of staffing required to deliver the services identified in Section 2, RFQ Scope of Services. Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 3.5(E), Minimum Qualification Requirements. Prime Consultant shall provide one form for all Sub-Consultant/Sub-Contractor to be used, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work (service or commodity) and SBE certification by Miami-Dade County (if applicable).

13. Experience of the Other Sub-Consultants/Sub-Contractors

Prime Consultant shall complete and submit **Form RFQ-ESC** for this section of its Proposal for each Sub-Consultant/Sub-Contractor to provide a comprehensive summary of each Sub-Consultant's/Sub-Contractor's experience. Each Sub-Consultant/Sub-Contractor must have completed **at least one (1) project within the last three (3) years**, preferably having provided construction engineering and inspection services for governmental or institutional clients on said project.

Referenced projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project,



and the total value of the project in terms of the entire cost. **Failure to submit one (1) project within the last three (3) years for each Sub-Consultant/Sub-Contractor, shall result in a non-responsive determination for the Proposal.**

Form RFQ-ESC must be completed and signed by the Program/Project Owner's representative.

Section B

All forms referenced in Sections 4.1.B, are required.

1. Team Organizational Chart

An organizational chart of the Prime Consultant's team shall be provided for Key Personnel.

2. CEI Philosophy and Process

Prime Consultant shall complete and submit **Form RFQ-CEI-PP** for this section of its Proposal. Prime Consultant shall include a brief explanation of its CEI philosophy, methodology, and process as it relates to this RFQ. This should include an understanding of the Scope of Services; clearly defined issues commonly encountered and methodology for resolution of these project issues; value engineering; and the process and approach to meeting the requirements of the Scope of Services.

3. Technical Approach

Prime Consultant shall complete and submit **Form RFQ-T** for this section of its Proposal to provide a brief comprehensive explanation of the firm's technical capabilities and approach to construction engineering and inspection services for the following areas:

- Manpower planning, including scheduling and allocation of resources
- Ensuring timely completion of projects
- Quality control and assurance procedures, including timely reporting, and reviewing pay applications and change orders
- Computer aided design and drafting capabilities
- Capacity to provide on-call services in a timely manner
- Quality control and assurance, including coordination between design disciplines, compliance with program requirements professional/industry standards, and conformance with all applicable code requirements

Section C

- 1. RFQ Proposal Forms (Section 6.0)** - Proposer shall sign and submit each RFQ Proposal Form.
- 2.** Information for Determining Joint Venture Eligibility - Form A (if applicable)
- 3.** Letter of Agreement(s) (LOA) – **Form RFQ-LOA**
- 4.** Certificate of Compliance with Section 18-87 of the City Code
- 5.** Business Tax Receipt/Occupational License
- 6.** Copies of Miami-Dade County SBE certification for Proposer or Proposer's Subconsultant(s) (if applicable)
- 7.** FDOT Notice of Qualifications (if applicable)



B. Proposal Submission Format:

Proposers shall prepare and submit the Proposal in the format below. Failure to comply with this format may result in the Proposal being deemed non-responsive.

Section A

1. Table of Contents
2. RFQ-PCL – Proposal Cover Letter
3. RFQ-PN – Proposal Narrative
4. RFQ-QPC – Qualifications of the Prime Consultant
5. RFQ-EPC - Experience of the Prime Consultant
6. RFQ-QKP – Qualifications of the Sr. Project Engineer/Project Manager
7. RFQ-ESPE – Experience of the Sr. Project Engineer/Project Manager
8. RFQ-QKP – Qualifications of the Project Engineer/ Administrator
9. RFQ-EPE – Experience of the Project Engineer/Administrator
10. RFQ-QKP – Qualifications of the Sr. Inspector
11. RFQ-ESI – Experience of the Sr. Inspector
12. RFQ-QSC – Qualifications of the Sub-Consultants/Sub-Contractors (if applicable)
13. RFQ-ESC – Experience of the Sub-Consultants/Sub-Contractors (if applicable)

Section B

1. Team Organizational Chart
2. RFQ-CEI-PP - CEI Philosophy and Process
3. RFQ-T – Technical Approach

Section C

1. RFQ Proposal Forms (Section 6)
2. Information for Determining Joint Venture Eligibility - Form A (if applicable)
3. RFQ-LOA - Letter of Agreement(s) (LOA)
4. Certificate of Compliance with Section 18-87 of the City Code
5. Business Tax Receipt/Occupational License
6. Copies of Miami-Dade County SBE certification for Proposer or Proposer's Subconsultant(s) (if applicable)
7. FDOT Notice of Qualifications (if applicable)

4.2. PROPOSAL SUBMISSION

One (1) unbound original hard copy and one (1) digital copy, (in searchable and bookmarked .pdf format), of your complete Proposal for this RFQ shall be delivered in accordance with the following:

Proposal Submission Due Date: April 3, 2019 by 2:00 p.m.

**Proposal Delivery Location: Mr. Todd Hannon, City Clerk
City of Miami, Office of the City Clerk
3500 Pan American Drive, First Floor
Miami, Florida 33133**

Proposals must be clearly marked on the outside of the package referencing the following documentation:

RFQ NO. 18-19-012 MISCELLANEOUS CONSTRUCTION ENGINEERING & INSPECTION SERVICES



Proposals received at any other location than the aforementioned, or after the Proposal Submission Due Date and time shall be deemed non-responsive and shall not be considered.

Proposals should be signed by an official authorized to bind the Proposer to the provisions given in the Proposals. Proposals are to remain valid **for at least 180 days**. Upon award of an Agreement, the contents of the Successful Proposer's Proposal shall be incorporated within and included as part of the Agreement. Additional information on submission requirements can be found in Section 4.1, Submission Requirements.

SUBMITTAL GUIDELINES

General

Only one (1) Proposal from an individual, firm, partnership, corporation, or joint venture will be considered in response to this RFQ. Subconsultants and Subcontractors may be included in more than one Proposal submitted by more than one Proposer. A firm, partnership, corporation, or joint venture that submits a Proposal shall not be a Subconsultant on another Proposal submitted under this RFQ.

Joint venture firms must complete and submit with their Proposal the form titled "Information for Determining Joint Venture Eligibility", (Form A, located on the last two pages of this RFQ document) and submit a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate their respective roles, responsibilities and levels of participation for this RFQ. Failure to timely submit Form A, along with an attached written copy of the joint venture agreement may result in disqualification of the Proposer's Proposal.

Joint venture Proposals will be evaluated based on the combined team. Each member of a joint venture shall provide the information identified above.

Proposer must clearly identify any Subconsultants proposed to be used, and provide for the Subconsultant the same information required of the Proposer. The City retains the right to accept or reject any proposed Subconsultants.

It is the policy of the City that, prior to award of an Agreement, the Successful Proposer register as a vendor indicating the commodities/services which the Proposer can regularly supply to the City. The Proposer can register as a City vendor, via the internet at:

<http://www.miamigov.com/Procurement/pages/SupplierCorner/default.asp>.

For any questions regarding vendor registration, contact the Department of Procurement at (305) 416-1922. Proposers must be registered as a condition of award. It is the sole responsibility of the Proposer to ensure that the registration is completed.

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SECTION 5

EVALUATION/SELECTION PROCESS

A. Evaluation Procedures

The procedure for Proposal evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of Proposals.
3. Opening and listing of all Proposals received.
4. Preliminary review by City's Procurement staff for compliance with the submission requirements of the RFQ, including verification that each Proposal includes all documents required.
5. Review by professional staff and/or an Evaluation Committee (Committee) certifying that the Proposer is qualified to render the required services according to State regulations.
6. The Committee, appointed by the City Manager, shall meet to evaluate each responsive Proposal in accordance with the requirements of this RFQ. The Committee will select a minimum of three (3) firms deemed the most highly qualified to perform the required services, unless fewer than three (3) Proposals are received. At the Committee's option, they may decide to hold brief presentations and interview sessions with all Proposers or shortlisted firms.
7. The Committee forwards its recommendation to the City Manager, listing the Proposers in rank order.
8. After reviewing the Committee's recommendation, the City Manager may:
 - a) approve the recommendation of the Committee and authorize Procurement to enter into negotiations with the top ranked Proposer or request that the Committee provide additional information as to the ranking of the Proposals. Upon approval of the Committee's recommendation, the Proposers will be listed in rank order on the OCI webpage, <http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>;
 - b) reject the Committee's recommendation and instruct the Committee to re-evaluate and make further recommendations;
 - c) reject all Proposals; or
 - d) recommend that the City Commission reject all Proposals.
9. Upon successful negotiation of the Agreement(s), Procurement will forward the recommended Agreement(s) to the City Manager for approval, and the City Manager upon acceptance of the negotiated Agreement(s) will approve the award for Agreements not exceeding \$500,000 or recommend that the City Commission, when required by the City's Procurement Code, approve the recommendation of the Committee and the award of the Agreement(s). Where Procurement is not able to successfully negotiate an Agreement with the top ranked Proposer(s), Procurement will recommend to the City Manager that such negotiations be terminated and that Procurement enter into negotiations with the next ranked Proposer(s) until an Agreement is negotiated or all Proposals are rejected.



10. After reviewing the City Manager's recommendation, the City Commission may:
 - a) approve the City Manager's recommendation and authorize award of the Agreement(s). Upon approval of the City Manager's recommendation, an award memorandum will be included on the OCI webpage, <http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>, of which written notice shall be provided to all Proposers;
 - b) reject the City Manager's recommendation to award the Agreement(s); or
 - c) reject all Proposals and direct the City Manager to re-open negotiations or to solicit new Proposals.

B. Evaluation Criteria

Proposals shall be evaluated according to the following criteria and respective weight:

- | | | |
|------|--|-------------------|
| i. | Experience and Qualifications of Proposer | Maximum 35 points |
| ii. | Experience and Qualifications of Senior Project Engineer/Project Manager | Maximum 35 points |
| iii. | Experience and Qualifications of Proposer's Team | Maximum 10 points |
| iv. | CEI Philosophy and Process | Maximum 10 points |
| v. | Technical Approach | Maximum 10 points |

C. Five Bonus Points and SBE Participation

Unless precluded by Florida Statutes, Federal laws or regulations, or grant requirements, bonus points will be granted to Proposers who agree to use Miami-Dade County SBE Firms from within the City of Miami municipal boundaries. The awarded firm must agree to assign a minimum of fifteen percent (15%) of the contract value to Miami-Dade County certified SBE firm(s) that maintain a "Local Office," as defined in City Code Section 18-73.

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SECTION 6

RFQ PROPOSAL FORMS

6.1 RFQ INFORMATION AND ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges and affirms to the contents of this RFQ, its response thereto, including without limitation, all Addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

Addendum No. 1, Dated _____

Addendum No. 2, Dated _____

Addendum No. 3, Dated _____

Addendum No. 4, Dated _____

6.1.1 RFQ No. : 18-19-012

I certify that any and all information contained in response to this RFQ is true. I certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFQ for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFQ, and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

Firm's Name

Principal Business Address

Telephone

Fax

E-mail address

Name

Title

Authorized Signature

**FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY
PROPOSER'S PROPOSAL**



6.2.1

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Board of Directors of the _____

a corporation existing under the laws of the State of _____, held on _____
_____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as President of the Corporation, be and is hereby authorized to execute the Proposal dated, _____, 20____, to the City of Miami and this Corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20_____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY
PROPOSER'S PROPOSAL**



6.2.2

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the _____ organized and existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as _____ of the Partnership, be and is hereby authorized to execute the Proposal dated, _____ 20____, to the City of Miami and this Partnership and that their execution thereof, attested by the _____ shall be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY
PROPOSER'S PROPOSAL**



6.2.3

**CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Principals of the _____ organized and existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Joint Venture be and is hereby authorized to execute the Proposal dated, _____ 20____, to the City of Miami and that their execution thereof shall be the official act and deed of this Joint Venture."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20____.

Secretary: _____

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FOR MAY DISQUALIFY
PROPOSER'S PROPOSAL**



6.2.4

**CERTIFICATE OF AUTHORITY
(IF LIMITED LIABILITY CORPORATION)**

STATE OF _____)
) SS:
COUNTY OF _____)

I HEREBY CERTIFY that a meeting of the Principals of the _____ organized and existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Limited Liability Corporation be and is hereby authorized to execute the Proposal dated, _____ 20____, to the City of Miami and that their execution thereof shall be the official act and deed of this Limited Liability Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY
PROPOSER'S PROPOSAL**



6.2.5

**CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that as an individual, I _____
(Name of Individual)
and as a d/b/a (doing business as) _____ exists
(If applicable)
under the laws of the State of Florida.

“RESOLVED, that, as an individual and/or d/b/a (if applicable), be and is hereby authorized to execute the Proposal dated, _____, 20____, to the City of Miami as an individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the State, shall be the official act and deed of me as an individual d/b/a (doing business as) _____.”
(If applicable)

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Notary Public this _____, day of _____, 20_____.

NOTARY PUBLIC: _____
Commission No.: _____

I personally know the individual/do not know the individual (Please Circle)
Driver’s License # _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY
PROPOSER'S PROPOSAL**



6.3 DEBARMENT AND SUSPENSION

(a) Authority and requirement to debar and suspend:

After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the City Manager, after consultation with the Chief Procurement Officer and the City Attorney, shall have the authority to debar a contractual party for the causes listed below from consideration for award of City contracts. The debarment shall be for a period of not fewer than three years. The City Manager shall also have the authority to suspend a contractor from consideration for award of City contracts if there is probable cause for debarment. Pending the debarment determination, the authority to debar and suspend contractors shall be exercised in accordance with regulations, which shall be issued by the Chief Procurement Officer after approval by the City Manager, the City Attorney, and the City Commission.

(b) Causes for debarment or suspension include the following:

1. Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract.
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty.
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or Proposals.
4. Violation of contract provisions, which is regarded by the Chief Procurement Officer to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a contract or to perform within the time limits provided in a contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension.
5. Debarment or suspension of the contractual party by any federal, state or other governmental entity.
6. False certification pursuant to paragraph (c) below.
7. Any other cause judged by the City Manager to be so serious and compelling as to affect the responsibility of the contractual party performing City contracts.

(c) Certification:

All contracts for goods and services, sales, and leases by the City shall contain a certification that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above or debarred or suspended as set forth in paragraph (b) (5).

The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above, or debarred or suspended as set forth in paragraph (b) (5).



Company Name: _____

Individual Name: _____

Signature: _____

Date: _____

6.4 CERTIFICATE OF COMPLIANCE WITH SECTION 18-87 OF THE CITY CODE

I, _____ hereby certify that:

- i) I _____ am the (President/Secretary or Principal) of _____ **(Proposer)**;
- ii) I have read Sections 18-87 of the City of Miami Procurement Code;
- iii) **(Proposer)** _____ hereby agrees to assign a minimum of fifteen percent (15%) of the contract value to firms currently certified by Miami-Dade County as a Small Business Enterprise (“SBE”);

OR

- iv) **(Proposer)** _____ hereby is certified by Miami-Dade County as a SBE firm and will self-perform to meet the minimum fifteen percent (15%) SBE requirement. An active copy of the Proposer’s SBE certification must be included in the proposal document.

OPTIONAL:

- v) **(Proposer)** _____ hereby agrees to make assignments **pursuant to item (iii), above**, to certified SBE firms who maintain a “Local Office,” as defined in Section 18-73 of the City of Miami Code;

STATE OF _____)
) SS:
 COUNTY OF _____)

Before me, a Notary Public duly commissioned, qualified and acting personally, appeared _____ to me well known, who being by me first duly sworn upon oath says that he/she has been authorized to execute the foregoing Certificate of Compliance with Section 18-87 of the City of Miami Procurement Code on behalf of Proposing Firm named therein in favor of the City.

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Notary Public, State of Florida at Large

Bonded by: _____



6.5 INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – FORM A

If the Proposer is submitting as a joint venture, please be advised that this form (2 pages) **MUST** be completed and the REQUESTED written joint-venture agreement **MUST** be attached and submitted with this form.

1. Name of joint venture: _____

2. Address of joint venture: _____

3. Phone number of joint venture: _____

4. Identify the firms that comprise the joint venture: _____

5. Describe the role of the MBE firm (if applicable) in the joint venture:

6. Provide a copy of the joint venture's written contractual agreement.

7. Control of and participation in this Agreement. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

(a) Financial decisions: _____

(b) Management decisions, such as: _____

(1) Estimating: _____

(2) Marketing and sales: _____

(3) Hiring and firing of management personnel: _____

(4) Purchasing of major items or supplies: _____

(c) Supervision of field operations: _____



NOTE: If, after filing this form and before the completion of the Joint Venture's work on the Agreement, and if there is any significant change in the information submitted, the Joint Venture must inform the City in writing.

AFFIDAVIT

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venturer relevant to the joint venture, by authorized representatives of the City. Any material misrepresentation will be grounds for terminating any Contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: _____

Name of Firm: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____