



City of Miami

ADDENDUM No. 1

November 25, 2019

REQUEST FOR QUALIFICATIONS No. 19-20-012

MISCELLANEOUS ENVIRONMENTAL ENGINEERING SERVICES

TO: ALL PROSPECTIVE PROPOSERS:

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Qualifications (RFQ) and shall become an integral part of the proposal submitted and the Contract to be executed for **Miscellaneous Environmental Engineering Services, RFQ No. 19-20-012** (the "Project"). Please note the contents herein and affix same to the documents you have on hand.

All attachments (if any) are available on the Office of Capital Improvements (OCI) website and are part of this Addendum.

MODIFICATIONS:

1. Wherever applicable throughout the RFQ document, Proposers are hereby advised that the Proposal Submittal Date has been changed to **December 10, 2019**. The time and location for delivery of Proposals remain the same.
2. On page 5 of the RFQ, please delete Section 1, Subsections 1.6 "Agreement Terms and Conditions," 1.7 "Award of Agreement," in their entirety and insert the following text:

"1.6 AGREEMENT TERMS AND CONDITIONS

The Proposer/s selected to render the services requested herein ("Successful Proposer/s") 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 (e.g., Federal and State Statutes, County and City Codes), venue, hold harmless, duty to defend, indemnity and insurance, payment and performance bond, and cancellation for convenience or due to lack of funding, by the City Manager.

1.7 AWARD OF AGREEMENT

An Agreement may be awarded to the Successful Proposer/s for the Project by the City Manager or the City Commission, as applicable, following a written recommendation by the City Manager, based upon the qualification requirements reflected herein. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer/s, when it is determined to be in the City's best interest. The City does not represent that any award will be made, or any Agreement/s will be satisfactorily negotiated to be acceptable to the City and the Proposer/s. 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, as amended.”

3. On page 5 of the RFQ, please delete the first paragraph of Section 1, Subsection 1.8 “Agreement Execution,” and insert the following text:

“1.8 AGREEMENT EXECUTION

By submitting a Proposal, the Proposer/s agree to be bound to and execute the PSA, in substantially the form furnished by the City, for professional design services for Miscellaneous Environmental Engineering Services (“Project”). Upon commencement of the PSA negotiation process, and without diminishing the foregoing, Proposer/s 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.”

4. On page 9 of the RFQ, please delete Section 2, Subsection 2.1 “Purpose,” and insert the following text:

“2.1 PURPOSE

The City is seeking to procure qualified and experienced landscape architecture firms to provide Miscellaneous Environmental Engineering Services (“Project”), under the direction of the Office of Capital Improvements (“OCI”), and 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 contained in this RFQ. The Successful Proposer/s and their Sub-Consultants must be able to perform every element and task included in, but not limited to, those outlined in Section 2.3, Scope of Services. The Successful Proposer/s shall be selected in accordance with Section 287.055 of the Florida Statutes, CCNA, as amended.”

5. On page 20 of the RFQ, please delete Section 4, Subsection 4.1(A)8 “Qualifications of the Project Manager” in its entirety, and insert the following text:

“8. Qualifications of the Project Manager (Key Personnel)

Proposer shall complete and submit **Form RFQ-QKP** for this section of its Proposal. The proposed Project Manager must a) have been practicing as a registered engineer or a registered geologist as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and b) be an employee of the Proposer. The proposed Project Manager is required to meet both conditions as of the Proposal Submission Due Date. Licenses, certificates of authorization, and any other pertinent information shall be submitted to demonstrate the Proposer’s ability to satisfy all the minimum qualification requirements identified in Section 3.5, “Minimum Qualifications and Experience Requirements.”

6. On page 20 of the RFQ, please delete Section 4, Subsection 4.1(A)10 “Qualifications and Experience of the Civil Engineer” in its entirety, and insert the following text:

“10. Qualifications and Experience of the Civil Engineer

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal. The proposed Civil Engineer must have been practicing as a registered engineer as applicable to the named profession in the State of Florida, for a minimum of five (5) years. The proposed Civil Engineer is required to meet this condition as of the proposal Submission Due Date. Licenses, certificates of authorization, and any other pertinent information shall be submitted to demonstrate the Proposer’s ability to satisfy all the minimum qualification requirements identified in Section 3.5, “Minimum Qualifications and Experience Requirements.”

Additionally, a detailed resume is required to be submitted for the Civil Engineer that reflects his/her education, qualifications, and experience within the last five (5) years on currently ongoing or completed civil engineering design projects for governmental and/or institutional clients. Projects referenced in resumes shall, at minimum, include the following information: client name, client address, client contact information, description of work, the year the project was commenced and completed, and the total value of the project in terms of the entire cost.

Failure to meet the stipulated qualifications and experience requirement and submit proof ongoing or completed civil engineering design projects, including resume, shall result in a non-responsive determination for the Proposal.

7. On page 21 of the RFQ, please delete the first paragraph of Section 4, Subsection 4.1(A)13 "Qualifications and Experience of the Environmental Site Assessment Specialist" in its entirety, and insert the following text:

"13. Qualifications and Experience of the Environmental Site Assessment Specialist

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal. The proposed Environmental Site Assessment Specialist must have been practicing as such in the State of Florida, for a minimum of five (5) years. The proposed Environmental Site Assessment Specialist is a) required to meet this condition as of the Proposal Submission Due Date, and b) preferred to hold an ISO 14001 Certification. Licenses, certificates of authorization, and any other pertinent information shall be submitted to demonstrate the Proposer's ability to satisfy all the minimum qualification requirements identified in Section 3.5, "Minimum Qualifications and Experience Requirements."

REQUESTS FOR INFORMATION:

- Q1. We have a question regarding the referenced form for Qualifications and Experience of Civil Engineer. We are required by the RFQ to complete QFQ-QSC for the Civil Engineer, Geologist, Site Assessment, and Resilience/Climate team member's however, QSC is for subconsultant. Are we supposed to use RFQ-QKP instead? Please advise.
- A1. One (1) single Form RFQ-QKP must be used to list the Key Personnel listed on page 10 of the RFQ document. One (1) single Form RFQ-QSC must be used to list all other personnel/Subconsultants.
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- Q2. Page 25 of the RFQ states that the proposer must provide for the subconsultant the same information required of the proposer. Forms 6.2.1 – 6.2.5 (Certificate of Authority) and 6.4 (Certificate of Compliance with Section 18-87 of the City Code) seem to be only applicable to the prime firm (Proposer). Please confirm the subconsultants required forms are as stated per page 25.
- A2. Forms 6.2.1 thru 6.2.5 must be filled out and signed by the Proposer based on the type of legal entity they are registered under (corporation, partnership, joint-venture, LLC, or sole proprietorship). Form 6.4 must be filled out and signed by the Proposer indicating how he/she intends to assign the 15% of their work to SBEs certified by Miami-Dade County. Proposers who will assign all 15% to certified SBEs with a local office within City of Miami limits will earn five (5) bonus points in addition to the qualitative scores awarded by the Evaluation Committee.

Q3. Do respondents have to provide resumes for all support staff or only key personnel resumes (i.e., Lead Environmental Engineer, Project Manager, Civil Engineer, Geologist, Resilience/Climate Change Specialist, Environmental Site Assessment Specialist, Technical Advisor/Quality Assurance and Control).

A3. Respondents are to provide one-page resumes for any individual acting in some specific capacity as part of the Proposer's team, as reflected on the Team's Organization Chart. Only individuals rendering services under any of the job classifications listed on page 10 of the RFQ document must have their resumes included (minimum of seven (7)).

Q4. We understand that the Lead Environmental Engineer and the PM can't be the same person; however, we were wondering if those two individuals could be used to satisfy the requirements of other roles, i.e., the geologist, environmental site assessment specialist, and/or technical advisor - Quality Assurance/Quality Control.

A4. No.

Q5. Will the City of Miami provide a copy of the Professional Services Agreement during the proposal phase?

A5. A draft PSA will be provided only to consultant teams selected for negotiations after the Evaluation Committee meets to evaluate all responsive proposals.

Q6. For the Proposal Design Philosophy and Process / RFQ-DPP form, it currently only shows one page, are we permitted to add additional pages. Also, the form field is not active and does not allow text to be inserted. Will you please provide an active fillable field form?

A6. Additional pages will be accepted, although brevity would be appreciated. A replacement form will not be provided at this time, but additional pages in a legible format will be accepted nonetheless.

Q7. The scope included in the current RFP, for the environmental services, is typically performed by a licensed professional geologist and/or licensed professional Engineer. Can the Project Manager be a licensed Professional Geologist, or does it have to be a licensed Professional Engineer? Also, on page 12 of the RFQ, it states that the Environmental Site Assessment Specialist must be a licensed engineer.

A7. Project Manager and the Technical Advisor can be a registered Professional Engineer (PE) or a Professional Geologist (PG). The Environmental Site Assessment Specialist, however, is not required to have a PE or PG license, but it is preferred that he/she does have an ISO 14001 certification.

Q8. On Page 13 of the RFQ, it states the following regarding non-Key Personnel:

iv. The Civil Engineer's qualifications and experience, including at least one (1) previously ongoing or completed civil engineering project for governmental and/or institutional clients, within the last three (3) years; and

v. The Geologist's qualifications and experience, including at least one (1) previously ongoing or completed engineering project for governmental and/or institutional clients, within the last three (3) years; and

vi. The Resilience/Climate Change Specialist's qualifications and experience, including at least one (1) previously ongoing or completed adaptation project for governmental and/or institutional clients, within the last three (3) years; and

- vii. The Environmental Site Assessment Specialist's, qualifications and experience, including at least one (1) previously ongoing or completed environmental engineering project for governmental and/or institutional clients, within the last three (3) years; and
- viii. The Technical Advisor, Quality Assurance/Quality Control's qualifications and experience, including at least one (1) previously ongoing or completed environmental engineering project for governmental and/or institutional clients, within the last three (3) years.
- ix. Other Sub-Consultants qualifications and experience, including at least one (1) previously ongoing or completed project for governmental and/or institutional clients, within the last three (3) years.

On Pages 20 through 22 of the RFQ, it states that the non-Key Personnel listed above be either registered professionals, certified, or experienced individuals in their respective fields, in the State of Florida as applicable, for a minimum of five (5) years. Please confirm if the project references should be within the last five (5) years or last three (3) years as described above.

A8. The statements on page 13 relate specifically to the way Proposers must provide proof of prior project experience by the team members, listing a minimum of one (1) pertinent, related project within the last three (3) years. The statements on page 20 through 22 refer to minimum experience in general, which must be at least five (5) years. In other words, if a team member shows only one (1) project completed five (5) years ago, he/she would meet the latter condition, but not the former one because the project was completed more than three (3) years ago. The opposite example would be that a team member has 10 years of experience and several projects to show as proof of prior work, but only one (1) project completed within the last three (3) years, which would meet both conditions.

Q9. Form RFQ-QSC is required for Section A, Tabs 10 – 15. It seems applicable to Tab 15 – Qualifications and Experience of Sub-Consultants, but it does not seem so for Tabs 10 – 14, Qualifications and Experience of the Civil Engineer, Geologist, Resilience/ Climate Change Specialist, Environmental Site Assessment Specialist or Technical Advisor/Quality Assurance and Control. Did you mean to reference and provide other forms?

A9. Form RFQ-QSC is intended to list only non-Key Personnel (Civil Engineer, Geologist, Resilience/Climate Change Specialist, Environmental Site Assessment Specialist, Technical Advisor, Quality Assurance/Quality Control and other subconsultants); one single Form RFQ-QSC must be used. In addition, Form RFQ-QKP is intended to list only the Key Personnel (Proposer, Lead Environmental Engineer, and Project Manager); one single Form RFQ-QKP must be used.

Q10. Are signatures from the project owner required on forms RFQ-EPC and RFQ-QKP? Please confirm via Addenda if signatures are not required.

A10. No signature from Project Owners is required to provide proof of previous project experience for the Key Personnel (Proposer, Lead Environmental Engineer, and Project Manager).

Q11. Is there a page limitation to the "detailed resumes" of key staff other than the lead environmental engineer and project manager?

A11. Efforts should be made to limit each resume to one (1) page. Full reference information is not required for projects listed in resumes. Project title, location, completion date, and contract value/fees will be sufficient. Resumes of more than one (1) page will be accepted.

Q12. Forms RFQ-PN, RFQ-DPP, and RFQ-TCM note that responses should be provided in the space below. Are we allowed to use additional sheets of paper to include more information?

A12. Yes, although brevity would be appreciated.

Q13. The RFQ states Environmental Site Assessment Specialist is required to be a registered engineer. This type of work can also be led by an experienced PG. Please consider adding "or licensed Professional Geologist."

A13. Please refer to answer to Question 7, above.

Q14. Page 20 of the RFQ under #10. Quals and Experience of the Civil Engineer: Says that a "detailed resume to be submitted for the Environmental Engineer...on currently ongoing or completed environmental engineering design projects." This conflicts with item iv. on page 13 that says, "The Civil Engineer's qualifications and experience, including at least one (1) previously ongoing or completed civil engineering projects for governmental and/or institutional clients, within the last three (3) years." Please advise which is correct.

A14. Please refer to Modification #6, above.

Q15. Qualifications for the Project Manager - The RFQ requires the PM to hold a registration for a minimum of 5 years, can this be reduced to three (3) years? Individuals holding a professional registration for 3 years would typically have already acquired cumulative professional experience of 8-12 years. Please consider changing this requirement.

A15. The licensing requirement will not be changed. The Project Manager, however, can be a registered Professional Engineer or a Professional Geologist.

Q16. Regarding the qualifications and experience of the Environmental Site Assessment Specialist in RFQ No. 19-20-012. It is our experience that professionals who lead Environmental Assessments (EA) are often ecologists, environmental scientists and biologists. We therefore respectfully request that the requirement for this person to be a registered engineer.

A16. Please refer to answer to Question 7, above.

Q17. Page 12, Section 3.5.8: Since an Environmental Site Assessment may be signed and sealed by either a Professional Engineer (PE) or Professional Geologist (PG), can a registered and licensed PG be substituted for the registered and licensed PE as the qualified team member for the Environmental Site Assessment Specialist?

A17. Please refer to answer to Question 7, above.

Q18. Most recently the City had another procurement where the signature of the client was not needed for the reference forms (e.g. RFQ-ELA, RFQ-PM, RFQ-EPC). In this solicitation (RFQ NUMBER 19-20-012) the signature line is once again included, please confirm that this is the correct reference form we are to use.

A18. The forms included in this RFQ document were not properly updated. Signature from the individual vouching for services rendered by the Proposer is NOT required. Only pertinent contact information, such as name, phone number and email address, is required.

Q19. Please confirm that no reference forms are needed for the Civil Engineer, geologist, Resilience/Climate Change Specialist, Environmental Site Assessment Specialist, Technical Advisor, Quality Assurance and Control.

A19. That is correct. Information for non-Key Personnel is to be provided using one (1) Form RFQ-QSC, plus individual one (1)-page resumes.

Q20. Form RFQ-QSC- is it intended that we show information on the staff from the subconsultants and/or staff qualifying for the positions in questions 3 (above), or the subconsultant firm information?

A20. Form RFQ-QSC is intended for Proposers to list all non-Key Personnel/subconsultants shown on the Team's Organization Chart. Key Personnel must be listed using Form RFQ-QKP.

Q21. Are there page limits for RFQ-DPP, RFQ-TCM and RFQ PM?

A21. There is no page limit for Forms RFQ-DPP or RFQ-TCM, although brevity would be appreciated. There is no Form RFQ-PM listed or required.

Q22. RFQ-Pg. 13- ix. "Other Sub-Consultants qualifications and experience, including at least one (1) previously ongoing or completed project for governmental and/or institutional clients, within the last three (3) years."-Does this apply to the subconsultant firms? If so, where do we show this for the firms?

A22. "Other Subconsultants" refers to individuals or firms not listed as additional required personnel (Civil Engineer, Geologist, Resilience/Climate Change Specialist, Environmental Site Assessment Specialist, and Technical Advisor, Quality Assurance/Quality Control). If individuals or firms are utilized in addition to those listed above, the requirement of one (1) previously ongoing or completed project for governmental and/or institutional clients, within the last three (3) years, must be met.

Q23. We understand that the City would like the Civil Engineer, Geologist, Resilience/Climate Change Specialist, Environmental Site Assessment Specialist, Technical Advisor, Quality Assurance/Quality Control on Form RFQ-QSC. Our firm is a full-service practice, and would not subcontract out these positions. The RFQ-QSC form is specifically setup of for Subcontractors. Will you provide another form for the above-mentioned position if they are covered with in-house personnel, or should we include them on the RFQ-QKP form? Please advise.

A23. Proposers are advised to utilize Form RFQ/QSC nonetheless to list all non-Key Personnel regardless of whether they are actual subconsultants to the Proposers.

Q24. For the section where it states one page maximum, does this mean single-sided or double-sided?

A24. We encourage Proposers to print their submittals on a double-sided fashion. Therefore, a single sheet-resume printed on both sides is always encouraged.

Q25. It appears that Sections A6, A7, and A8 have some discrepancies regarding the information and forms. Please clarify what is needed for these sections.

A25. There is a clear distinction between subsections A4 through A9, which refer solely to the Key Personnel (Proposer, Lead Environmental Engineer, and Project Manager), and subsections A10 through A15, which refer only to non-Key Personnel (Civil Engineer,

Geologist, Resilience/Climate Change Specialist, Environmental Site Assessment Specialist, Technical Advisor, Quality Assurance/Quality Control, and other Subconsultants).

Information to reflect the qualifications of Key Personnel must be provided utilizing Form RFQ-QPC (Proposer) and a single Form RFQ-QKP (Lead Environmental Engineer and Project Manager). Proof of experience must be provided utilizing Forms RFQ-EPC (Proposer), Form RFQ-ELAE (Lead Environmental Engineer), and Form RFQ-EPM (Project Manager).

Information to reflect the qualifications of non-Key Personnel must be provided utilizing a single Form RFQ-QSC. Proof of years of experience and number of projects must be included in one (1)-page, double-sided resumes.

Q26. It appears that Sections A10-A14 have some discrepancies regarding the required information. For example, these sections make reference to form QSC for the key personnel roles; however, this form appears to be only for providing subconsultant information, which is requested again under Section A-15 and again referenced multiple times under section 4.2 Proposal Submittal Format. How should proposers address this? Do we simply omit that form and simply provide the resumes and any applicable licenses for each role? Further, we intend on using our own employees for many of these roles, so Form QSC really wouldn't apply in those instances. Also, the descriptions of what is to be provided don't always correspond with the titles of the section or the forms requested. For Section A-15 it again references including resumes for subs; however, if we are providing resumes for subs in the previous section (A10-A14), do we need to include them again in this section?

A26. Please refer to answer to Question #26, above, as well as other responses and modifications listed throughout this Addendum.

Q27. Under Proposal submission format instructions, Form QKP is requested multiple times; however, the format of this form seems to imply that one form should be used to present complete team information for Key Personnel. Please clarify if we should submit this form for each of the roles or if one form with all personnel information is sufficient? Additionally, this form seems to have a formatting error because "name of firm" is repeated and I assume one of those is supposed to state, "name of individual."

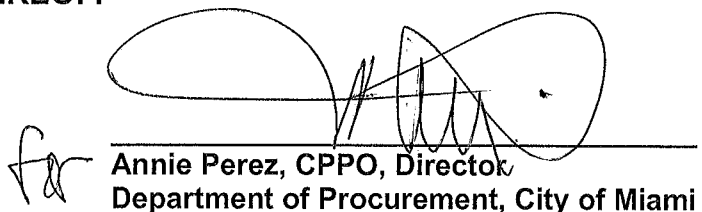
A27. Please refer to answer to Question #26, above, as well as other responses and modifications listed throughout this Addendum. A replacement form is provided as part of this Addendum.

Attachments

Form RFQ-QKP, Qualifications of the Team's Key Personnel, uploaded on 11/20/2019

Form RFQ-LOA, Letter of Agreement for SBEs, uploaded on 11/20/2019

THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE CONTRACT DOCUMENT AND SHALL BE MADE A PART THEREOF.


for **Annie Perez, CPPO, Director**
Department of Procurement, City of Miami



City of Miami, Department of Procurement Qualifications of Team's Key Personnel - RFQ-QKP

Proposer should only include personnel who will play a key role in the project. Do not include support personnel for positions such as CADD Technicians, Interns or Associate level staff, and other similar support personnel. **As stipulated in the RFQ, a resume is to be included for each of the Key Personnel.**

RFQ No.: _____ RFQ Title: _____

Name of Prime-Consultant: _____

Name of Individual	Role in Project	Name of Firm	License No.	Years of Experience	Years with Firm	LEED Certified	
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**City of Miami, Department of Procurement
Letter of Agreement – Small Business Enterprise (SBE) Program RFQ-LOA**

THIS SECTION MUST BE COMPLETED BY THE PRIME CONSULTANT

From: _____
Name of Prime Consultant/Design-Build Firm

In response to the RFQ/RFP Number _____, the undersigned hereby agrees to utilize the Small Business Enterprise (SBE) firm listed below, performing the stated work at the stated percentage, if awarded the contract. The undersigned further certifies that the firm has been contacted and properly apprised of the project work assignment(s) to be performed upon execution of the contract with the City of Miami. Further, by signing this Letter of Agreement, the undersigned consents to adhere to the City of Miami Procurement Code 18-87, as amended.

Name of Miami-Dade County Certified SBE Firm	SBE/A&E Certification Number	SBE/A&E Certification Expiration Date	Type of Work to be Performed (Technical Certification Categories)	Percentage (%) Amount of Design Fee

I certify that the representations contained in this form are true and accurate to the best of my knowledge.

Principal/President's Signature Principal/President's Name/Title (Print) Date

THIS SECTION MUST BE COMPLETED BY PROPOSED SBE FIRM (SUB-CONSULTANT)

ACKNOWLEDGMENT BY THE PROPOSED SBE FIRM

The undersigned has reasonably uncommitted capacity (including all licenses and technical certifications) sufficient to provide the required services consistent with normal industry practice and the ability to otherwise meet the proposal specifications.

Name of SBE Certified Firm

SBE Certified Firm's Principal/President's Signature Date

SBE Certified Firm's Principal/President's Name/Title (Print) Date