


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

**TO:** Arthur Noriega V  
City Manager

**DATE:** April 6, 2020

**FILE:**

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

**SUBJECT:** Recommendation for Award of  
Contract for Miscellaneous Landscape  
Architecture Services

**REFERENCES:** Request for Qualifications  
("RFQ") No. 19-20-011

**ENCLOSURES:** Report of Evaluation Committee  
Memorandum, Evaluation Committee  
Appointment Memorandum, Proposal Security  
List

**RECOMMENDATION**

Based on the findings below, the Department of Procurement ("Procurement") hereby recommends the award of professional services agreements (PSAs) to Curtis & Rogers Design Studio, Inc., Chen Moore and Associates, Inc., Perkins & Will Architects, Inc., Kimley-Horn and Associates, Inc., and Miller, Legg & Associates, Inc. (collectively the "Consultants") for Miscellaneous Landscape Architecture Services (the "Project").

The Services are necessary to provide the City of Miami (the "City") with design, construction documents, construction administration and various reports for landscape architecture-related projects. The Consultants have demonstrated substantial prior experience in providing landscape architecture services for governmental/institutional clients to include examples of parks, public spaces, roadway beautification, and landscape architecture design projects in general. Detailed scopes of work will be developed for each assignment, which will typically be issued on a rotational basis factoring in performance and dollars allocated for previous work orders issued because of this solicitation. It is anticipated that services provided by the Consultants will include, but not be limited to, master planning of site developments and roadway beautification projects; design management and production of working documents through schematics, design development, and final design; design management and production of a complete set of landscape architecture design contract documents, including contract specifications and plans for bidding and construction, cost estimates, and project schedules; obtaining approval of all required and applicable permits; post design services; peer review and plan check of landscape architecture plans prepared by third-party consultants; advising the City regarding methods of work and sequences of operations for landscape projects; and project management of small-scale landscape planning and design projects, including management, coordination, and oversight of the work of other consultants.

**FISCAL IMPACT**

The fiscal impact to the City of Miami (City) because of the Work included under each of these PSAs will not exceed your delegated authority of \$500,000. The hourly rates proposed by the Consultants for their key personnel varied between \$400.00 for Principals and \$28.00 for the lowest required classification. The hourly rates proposed by the City, and accepted by the Consultants, ranged from \$200.00 to \$28.00 for the proposed classifications, resulting in considerable savings for our taxpayers.

**BACKGROUND**

On November 1, 2019, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 19-20-011 under full and open competition, to obtain proposals from qualified and experienced professional consulting firms to procure a Citywide pool of landscape architecture consultants, which will

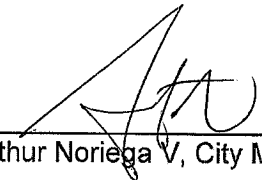
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operate under the oversight of the Office of Capital Improvements' (OCI) project management staff, in accordance with Florida Statutes, Section 287.055, the Consultants Competitive Negotiation Act (CCNA).

On December 10, 2019, Procurement received six (6) proposals in response to this solicitation. Consequently, the proposals were reviewed by Procurement staff, upon which five (5) proposals from the Consultants were deemed responsive and responsible in accordance with the minimum qualifications and experience requirements of the RFQ. The remaining proposal, submitted by Savino Miller Design Studio, was disqualified from the selection process because their proposed Landscape Architect had not been licensed and practicing in the State of Florida for a minimum of five (5) years. Subsequently, on February 20, 2020, the Evaluation Committee appointed by the City Manager completed the evaluation of five (5) responsive and responsible proposals, and recommended that negotiations of PSAs be initiated with all the Consultants. As a result, Procurement requested the Consultants to submit their proposed hourly rates for key personnel, which were received between February 28, 2020, and March 2, 2020. Subsequently, on March 18, 2020, a Negotiations Team reviewed and approved the hourly rates for key personnel proposed by the City as compensation to the Consultants. The Consultants have since accepted in writing the hourly rates for their key personnel proposed by the City.

Consequently, approval of this recommendation is requested. Execution of the five (5) PSAs will be completed upon your approval. Your signature below indicates your approval of Procurement's recommendation.

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

  
Arthur Noriega V, City Manager

Date: \_\_\_\_\_

4/23/20

- c: Nzeribe Ihekweba, P.E., Ph.D., Assistant City Manager
- Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
- Pablo Velez, Sr. Assistant City Attorney
- Steven C. Williamson, Director, OCI
- Hector Badia, Assistant Director, OCI
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement