



# City of Miami

## REQUEST FOR QUALIFICATIONS

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### MISCELLANEOUS LANDSCAPE ARCHITECTURE SERVICES

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**RFQ NUMBER  
19-20-011**

**ISSUE DATE  
NOVEMBER 1, 2019**

**VOLUNTARY PRE-PROPOSAL CONFERENCE  
NOVEMBER 6, 2019  
2:00 p.m.**

**ADDITIONAL INFORMATION AND CLARIFICATION DEADLINE  
NOVEMBER 15, 2019  
5:00 p.m.**

**PROPOSAL SUBMISSION DUE DATE  
DECEMBER 5, 2019  
2:00 p.m.**

#### **CONTACT**

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# City of Miami

## PUBLIC NOTICE

### RFQ NO: 19-20-011

### MISCELLANEOUS LANDSCAPE ARCHITECTURE 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. EST, on December 5, 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 **November 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 Proposers 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 **November 6, 2019, at 2:00 p.m. EST**, at the Miami Riverside Center (“MRC”), 444 SW 2<sup>nd</sup> Avenue, 4<sup>th</sup> Floor, Building Department Main 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, deviations, 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 the 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, misdelivered, or non-delivered Proposals, no matter the cause.

**PROPOSERS ARE ADVISED THAT PROPOSALS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM THE MINIMUM QUALIFICATIONS, EXPERIENCE, AND SUBMISSION REQUIREMENTS OF A REQUEST FOR QUALIFICATIONS (“RFQ”), REQUEST FOR PROPOSALS (“RFP”), INVITATION TO BID (“ITB”), INVITATION FOR BIDS (“IFB”), INVITATION TO QUOTE (“ITQ”), REQUESTS FOR LETTERS OF INTEREST (“RFLI”), AND REQUEST FOR SPONSORSHIPS (“RFS”) SHALL RESULT IN A NON-RESPONSIVE DETERMINATION. ANY SOLICITATION ISSUED AFTER MAY 6, 2019 SHALL COMPLY WITH APM 2-19. APM 2-19 IS EXPRESSLY INCORPORATED BY REFERENCE AND MADE A PART OF THIS SOLICITATION AS IF SET FORTH IN FULL. ONLY MINOR IRREGULARITIES, DEFICIENCIES, AND TECHNICALITIES MAY BE ALLOWED TO BE TIMELY CURED BY PROPOSERS AT THE SOLE DISCRETION OF THE CITY. MATERIAL IRREGULARITIES, DEFICIENCIES, AND TECHNICALITIES CANNOT BE CURED BY THE PROPOSER, AND ARE NOT WAIVABLE BY THE CITY.**

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

Emilio T. González, PhD., City Manager



## SECTION 1 INTRODUCTION TO REQUEST FOR QUALIFICATIONS

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### 1.1 INVITATION

Thank you for your interest in this RFQ. The City of Miami (“City”) Office of Capital Improvements (“OCI”), through the City’s Department of Procurement (“Procurement”), seeks Proposals from experienced and qualified design professionals for Miscellaneous Landscape Architecture Services, as described in Section 2, Scope of Services contained in this RFQ. This RFQ is 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 the following link:

<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 4.3, “Proposal Submission Date and Location,” in order to be considered. Faxed documents are not acceptable. **One (1) unbound, tabbed original hard copy and one (1) copy in digital format (preferably USB) in bookmarked and searchable .pdf file format** of the Proposer’s Proposal 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 4.3, “Proposal Submission Date and Location.” Untimely or misdelivered submittals will not be considered.

### 1.3 VOLUNTARY PRE-PROPOSAL CONFERENCE

A Voluntary Pre-Proposal Conference (“Conference”) will be held on **November 6, 2019 at 2:00 p.m. EST**, at the Miami Riverside Center (“MRC”), 444 SW 2<sup>nd</sup> Avenue, 4<sup>th</sup> Floor, Building Department Main Conference Room, Miami, FL 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 Fernando V. Ponassi, Assistant Director, A&E and Construction Services, City of Miami, Department of Procurement, at 444 SW 2<sup>nd</sup> Avenue, 6<sup>th</sup> Floor, Miami, FL 33130, e-mail [FPonassi@miamigov.com](mailto:FPonassi@miamigov.com) with a copy to the Office of the City Clerk at [Clerks@miamigov.com](mailto: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 p.m. EST, on November 15, 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 Proposer selected to render the services requested herein ("Successful Proposer") 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 for the Project by the City Commission, 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, 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 will be satisfactorily negotiated to be acceptable to the City and the Proposer. 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.

### **1.8 AGREEMENT EXECUTION**

By submitting a Proposal, the Proposer agrees to be bound to and execute the PSA, in substantially the form furnished by the City, for professional design services for Miscellaneous Landscape Architecture Services ("Project"). Upon commencement of the PSA negotiation process, and 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 Sub-Consultants all 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) prepared by a Certified Public Accountant (“CPA”) 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 and/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/Sub-Contractor’s Small Business Enterprise (“SBE”) certification letter from Miami-Dade County.

### **1.9 UNAUTHORIZED WORK**

The Successful Proposer shall not begin work until the City issues a written Notice to Proceed (“NTP”). Such NTP 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, and shall be at the Proposer’s sole risk and expense. 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 prohibited, and they 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 SUB-CONSULTANT(S)/SUB-CONTRACTOR(S)**

For purposes of this RFQ, the terms “Sub-Consultant” and “Sub-Contractor” are used interchangeably. A Sub-Consultant or Sub-Contractor 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 Sub-Consultant 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 Sub-Consultants to be utilized in the performance of required Services. The City retains the right to accept or reject any Sub-Consultant proposed in accordance with Section 3.5, “Minimum Qualification and Experience Requirements,” and Section





4.1, "Submission Requirements," or proposed prior to execution of the Agreement. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the Successful Proposer, and insurance for each Sub-Consultant 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 Sub-Consultants are considered employees, partners, affiliates, or agents of the City. Failure to list all Sub-Consultants and provide the required information may disqualify any unidentified Sub-Consultants from performing work under this RFQ.

Proposers shall include in their Proposal the requested Sub-Consultant information and all relevant information required of the Proposer. Proposer must identify each of its Small Business Enterprise (SBE) Sub-Consultants 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) Mandatory Participation Requirements."

After Proposal submittal, Proposers are expressly prohibited from substituting any Sub-Consultant or Sub-Contractor contained in their Proposal. **Just cause and prior written approval by the City Manager or City Manager's authorized designee are required for substitution of any Sub-Consultants.** 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 that any such alleged discrepancies, errors, or omissions will not be construed against the drafting party.

### **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., monies owed, outstanding judgements, code violations, fines, liens, penalties or other fees due to the City, or otherwise in debt or in breach of contract by failing to deliver goods or services to the City, including but not limited to any agency, instrumentality, 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 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 Section 287.133 of the Florida Statutes, will be rejected as non-responsive/non-responsible and shall not be considered as eligible 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 in legible ink 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 by legible ink with an original signature in full. When a corporation is the Proposer, the officer signing shall set out the corporate name in full, beneath which he shall sign his/her name, give title of his/her office, and affix the corporate seal. Anyone signing the Proposal as an agent, must file with it the adequate legal evidence of signature authority to act on behalf of and bind the Proposer; otherwise the Proposal may be rejected as non-responsive. Proposers who are corporations shall furnish their Proposal to the City with a copy of their authorization to transact business in the State of Florida. Failure to submit promptly 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 between the City and the Proposer. Proposer has no contract right or expectation by submitting to the City a response to this RFQ.

### **1.17 INSPECTION OF SITE**

Proposers should carefully examine the site location before submission of a Proposal and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all services required pursuant to the mandates and requirements of this RFQ and the Agreement. No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the services pursuant to the Proposal as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for a failure or omission on the part of the Successful Proposer to fulfill, in every detail, all of the requirements, as defined in the Agreement, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

**END OF SECTION**



## **SECTION 2**

### **RFQ SCOPE OF SERVICES**

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#### **2.1 PURPOSE**

The City is seeking to procure a qualified and experienced landscape architecture firm to provide Miscellaneous Landscape Architecture 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 Proposer and its 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 shall be selected in accordance with Section 287.055 of the Florida Statutes, CCNA, as amended.

#### **2.2 SCOPE OF SERVICES**

The Consultant shall provide design, construction documents, construction administration and various reports for landscape architecture-related projects. These referenced projects shall be located in South Florida, must have been completed for governmental or institutional clients and should include examples of parks, public spaces, roadway beautification, and landscape architecture design projects in general. For purposes of this RFQ South Florida shall mean Miami-Dade, Monroe, Broward and/or Palm Beach Counties.

The Professional Service Agreement (PSA or Agreement) details the deliverables that will be required of the Consultant. A detailed scope of work will be developed for each work order issued. Projects will typically be issued on a rotational basis factoring in performance of previous work orders issued because of this solicitation. It is anticipated that the Proposer’s team will consist of the following disciplines:

- Landscape Architecture
- Arboriculture
- Civil, Structural and Mechanical, Electrical, and Plumbing (MEP) Engineering
- Miscellaneous Consultants as needed

The Successful Proposer shall provide one or more of the following services, among others, in an on-going and as-needed basis with respect to various project sites to be identified by the City. Further details concerning the Scope of Services are contained in the Agreement for Miscellaneous Landscape Architectural Services, included as part of this RFQ, and will be further specified and clarified in Work Order Proposals solicited as project sites are identified:

- Master Planning of Site Developments and Roadway Beautification Projects:
  - » Inspecting sites and analyzing factors such as site function, existing natural features such as climate, soil, flora, fauna, surface and subsurface water and drainage, and human-generated elements;
  - » Creating and conducting landscape programming activities and design studies;
  - » Conducting environmental and visual impact landscape assessments;
  - » Developing landscapes schematics and figures for review and for public/community meetings or Homeowner Associations (HOAs) or charrettes;
- Design Management and Production of Working Documents through Schematics, Design Development, and Final Design;
- Design Management and Production of a complete set of Landscape Design Contract Documents including Contract Specifications and Plans for Bidding and Construction, cost estimates, project schedules;



- Obtaining approval of all required and applicable permits;
- Post design services:
  - » Review and responding to RFI's, review of shop drawings;
  - » Monitoring and inspecting the structure and detail of landscape proposals to ensure compliance with plans, specifications of work, cost estimates, and time schedules;
- Peer review and plan check of landscape plans prepared by third-party consultants;
- Advising the City regarding methods of work and sequences of operations for landscape projects;
- Project Management of small-scale landscape planning and design projects, including management, coordination, and oversight of the work of other consultants.

Further details concerning the Scope of Services are contained in the Agreement included as part of this RFQ. **A detailed Scope of Work will be developed by the City for each Work Order issued.**

### **2.3 PROPOSED TEAM / KEY PERSONNEL**

The Successful Proposer shall serve as the lead and managing agent for all disciplines required for the Project. The Successful Proposer's work shall be performed by the Key Personnel listed below, as described in the RFQ and shall consist, at a minimum, of the following personnel/disciplines:

- Lead Certified Landscape Architect
- Project Manager

In addition to the Key Personnel listed above, the Proposer's team must have at a minimum the following required personnel, through either the Proposer's staff or that of any Sub-Consultant:

- Landscape Architect
- Certified Arborist
- Professional Civil Engineer
- Professional Structural Engineer
- Professional MEP Engineer
- Resilience/Climate Change Specialist

**The Successful Proposer shall designate a primary lead individual, who will be referred to as the "Lead Certified Landscape Architect" to lead all design efforts for the Project.** The Proposer shall not submit the same individual to serve as the Lead Certified Landscape Architect and Project Manager. All Key Personnel shall meet the minimum qualification requirements specified in Section 3.5, Minimum Qualification Requirements.

**A detailed Scope of Work will be developed by the City for each Work Order issued.**

**Note:** As will be further detailed in the ensuing Professional Services Agreement, as may be amended from time to time, the City, acting by and through its City Manager or the City Manager's authorized designee, prior to issuance of any Notice to Proceed, or at other reasonable intervals decided by the City Manager, may elect at the City's discretion, to proceed with the Work on a phased basis.

**END OF SECTION**



## **SECTION 3 RFQ GENERAL CONDITIONS**

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### **3.1 ACCEPTANCE/REJECTION**

The City reserves the right to accept any or all Proposals that best meet the criteria in the Solicitation or reject any or all Proposals. The City also reserves the right to reject any Proposer(s) who has previously failed to perform properly 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.

**PROPOSALS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM THE MINIMUM QUALIFICATIONS AND SUBMISSION REQUIREMENTS OF THIS RFQ SHALL RESULT IN A NON-RESPONSIVE DETERMINATION.** The City will not consider the curing of any Proposals that fail to meet the minimum qualifications and submission requirements of this RFQ. Proposer understands that non-responsive Proposals will not be evaluated and, therefore, will be eliminated from the Evaluation/Selection Process.

The City, at its sole discretion, may waive minor informalities, technicalities, minor irregularities, deficiencies and request additional information/clarification for the services specified in this RFQ, and may 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, and any JPA that in any manner affect any and all 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, loan and grant requirements, and JPA. 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 the 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, without any penalty or expense to the City or recourse against the City. No guarantee, promise, warranty, or representation is made that any work or project(s) will be assigned to the Successful Proposer.

### **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 of Miami Code, as amended, and any required County Business Tax Receipt ("County BTR"). 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 should be submitted with the Proposal. The City, at its sole option, may allow the Proposer to submit a copy of their BTR after the Proposal Submission Due Date.

### **3.5 MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS**

The City is seeking to procure a qualified landscape architecture firm with experience in completing comprehensive landscape architecture design projects for governmental and/or institutional clients, as stipulated in Section 287.055 of the Florida Statutes, CCNA, as amended. The Proposer shall have the following mandatory minimum qualifications and experience as of Proposal submission due date:



1. Possess a **minimum of ten (10) years** of professional experience with comprehensive landscape architecture services for public agencies, as described in Section 2.3, RFQ Scope of Services; and
2. Having been licensed, registered, and practicing as a landscape architecture firm, **authorized to conduct business in the State of Florida as such for the last five (5) consecutive years under its current business name**; and
3. Employ a team member to serve as the **Lead Landscape Architect**, who will be the primary lead for all design efforts for this Project, who has been practicing as a registered landscape architect under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
4. Employ a team member to serve as the **Project Manager**, who has been practicing as a registered architect or landscape architect under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
5. Have a team member to serve as the **Landscape Architect**, who has been practicing as a registered landscape architect under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
6. Have a team member to serve as the **ISA Certified Arborist**, who has been practicing as a licensed arborist in the State of Florida, for a minimum of five (5) years; and
7. Have team members to serve as the **Civil, Structural, and MEP Engineers**, who have been practicing as registered engineers under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineering," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
8. Have a team member to serve as the **Resilience/Climate Change Specialist**, who is an experienced professional, and who has been practicing in the fields of Resilience, Sea Level Rise, Storm Surge, and/or Climate Change, coordinating and executing adaptation projects for a minimum of five (5) years; and

Proposers shall provide information on:

- i. The Proposer's qualifications and experience, including **at least three (3) previously completed comprehensive landscape architecture projects** for governmental and/or institutional clients in South Florida, within the last five (5) years; and
- ii. The **Lead Landscape Architect's** qualifications and experience, including at least **three (3) previously completed landscape architecture projects** for governmental and/or institutional clients in South Florida, within the last five (5) years; and
- iii. The **Project Manager's** qualifications and experience, including at least **three (3) previously completed landscape architecture projects** for governmental and/or institutional clients in South Florida, within the last five (5) years; and
- iv. The **Landscape Architect's** qualifications and experience, including at least **three (3) previously completed landscape architecture projects** for governmental and/or institutional clients, within the last five (5) years; and





- v. The **ISA Certified Arborist's** qualifications and experience, including at least **three (3) previously ongoing or completed arboriculture projects** for governmental and/or institutional clients, within the last five (5) years; and
- vi. 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
- vii. The **Structural Engineer's** qualifications and experience, including at least **one (1) previously ongoing or completed structural engineering project** for governmental and/or institutional clients, within the last three (3) years; and
- viii. The **MEP Engineer's** qualifications and experience, including at least **one (1) previously ongoing or completed MEP engineering project** for governmental and/or institutional clients, within the last three (3) years; and
- ix. 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
- x. 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.

See Section 4, Instructions for Submitting a Proposal, for further direction. Proposals that do not completely adhere to all requirements may be considered non-responsive and disqualified (additional qualifications may be stated in Section 4).

Proposals that do not completely adhere to all requirements shall be considered non-responsive, and disqualified; see Section 4, "Instructions for Submitting a Proposal," for further directions. The City may consider a Proposal responsive where a Proposer has less than the stipulated minimum number of years of experience solely where the Proposer has undergone a name change and such change-of-name has been filed with the State of Florida, or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. Proposers must include documentation substantiating the above stated minimum requirements as part of its Proposal for the City to consider crediting the years of experience from the Proposer under its previous name, if applicable. **Failure to include such documentation with the Proposal may result in the Proposal being deemed non-responsive.**

### **3.6 SMALL BUSINESS ENTERPRISE (SBE) MANDATORY PARTICIPATION REQUIREMENTS**

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, by the Proposal Submission Date, 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 an 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 RFQ-QSC - List of Subconsultants.
- 3) Sign and attach the Letter of Agreement(s) (Form RFQ-LOA) with each SBE Subconsultant.

The City's 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 require SBE forms, click on the following link:** <http://www.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** sub-consulting 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 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 City Manager or City Manager's authorized 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 City Manager or the City Manager's authorized 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 City Manager or the City Manager's authorized 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 be 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 City Manager, 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/or the Protest, shall constitute a forfeiture of such party's right to file a protest. **THERE WILL BE NO EXCEPTIONS MADE 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.D, 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 instrumentality, department, or agency. The Proposer certifies that its Proposal is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it complies 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 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 deemed as being incorporated by reference herein as additional terms.

### **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 purposely, through either 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.

**END OF SECTION**



## **SECTION 4 INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

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### **4.1 SUBMISSION REQUIREMENTS**

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

Each Proposal must contain the following documents and forms required by Sections 4.1, A–C, fully completed, and signed as required. Proposers shall prepare their Proposal utilizing the same format outlined below in Section 4.2, Proposal Submission Format. Each item of the Proposal, as stipulated in Section 4.1, A-C, shall be separated by a tabbed divider identifying the corresponding item 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 4.2.

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.

**Section A: Content of Experience and Qualification Requirements** - All forms referenced in Sections 4.1, A - C are required (as applicable).

1. **Table of Contents**

The Table of Contents should follow in sequential order the sections and documents specified in Section 4.1, A-C, including all documents requested in subsections. All pages of the Proposal must be consecutively numbered and correspond to the Table of Contents.

2. **Proposal Cover Letter**

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

3. **Narrative**

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

4. **Qualifications of the Proposer/Prime Consultant**

Proposers shall complete and submit **Form RFQ-QPC** for this section of its Proposal. Proposers must possess a **minimum of ten (10) years** of professional experience with comprehensive landscape architecture services for governmental and/or institutional clients, as described in Section 2.3, RFQ Scope of Services. In addition, Proposers must have been practicing as a registered landscape architecture firm, **authorized to conduct business in the State of Florida as such 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). Proposer 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."

Proposer also must disclose, in detail, any and all judgments, assessments, impositions, charges, suits, actions, decrees, orders, claims, arbitrations, and back charges exceeding \$100,000.00, which were asserted or awarded against the Proposer or any proposed Sub-consultant during the past seven (7) years. Proposals that do not contain such documentation may be deemed non-responsive. No company brochures are to be included as part of the Proposal.

**5. Experience of the Proposer/Prime Consultant**

Proposer shall complete and submit **Form RFQ-EPC** for this section of its Proposal to provide a comprehensive summary of the Proposer's experience in providing professional services for landscape architecture design projects, as described in Section 2.3, RFQ Scope of Services. The Proposer **MUST** have served as lead/prime consultant on a minimum of three (3) previously completed landscape architecture projects within the last five (5) years that were similar in size, scope, and complexity to a typical Project awarded under the terms of this RFQ. Submitted reference 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 Proposer, 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 meet the stipulated experience requirement and submit proof of three (3) completed landscape architecture design projects shall result in a non-responsive determination for the Proposal. One (1) Form RFQ-EPC needs to be submitted for each project reference.**

**6. Qualifications of the Lead Landscape Architect (Key Personnel)**

Proposer shall complete and submit **Form RFQ-QKP** for this section of its Proposal. The proposed Lead Landscape Architect must a) have been practicing as a registered landscape architect 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 Lead Landscape Architect 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."

**7. Experience of the Lead Landscape Architect (Key Personnel)**

Proposer shall complete and submit, on behalf of the Lead Landscape Architect, **Form RFQ-ELAE** for this section of its Proposal to provide a comprehensive summary of the Lead Landscape Architect's experience, including three (3) completed landscape architecture design projects within the past five (5) years. Proposer shall also provide a one (1)-page resume reflecting the Lead Landscape Architect's education, experience, and qualifications as they relate to this Project.





**Failure to meet the stipulated experience requirement and submit proof of three (3) completed landscape architecture design projects, including resume, shall result in a non-responsive determination for the Proposal. One (1) Form RFQ-ELAE needs to be submitted for each project reference.**

**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 architect or landscape architect, 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."

**9. Experience of the Project Manager (Key Personnel)**

Proposer shall complete and submit, on behalf of the Project Manager, **Form RFQ-EPM** for this section of its Proposal to provide a comprehensive summary of the Project Manager's experience, including three (3) completed landscape architecture design projects within the past five (5) years. Proposer shall also provide a one (1)-page resume reflecting the Project Manager's education, experience, and qualifications as they relate to this Project.

**Failure to meet the stipulated experience requirement and submit proof of three (3) completed landscape architecture design projects, including resume, shall result in a non-responsive determination for the Proposal. One (1) Form RFQ-EPM needs to be submitted for each project reference.**

**10. Qualifications and Experience of the Landscape Architect**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal. The proposed Landscape Architect must have been practicing as a registered landscape architect as applicable to the named profession in the State of Florida, for a minimum of five (5) years. The proposed Landscape Architect 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 Landscape Architect that reflects his/her education, qualifications, and experience within the last five (5) years on currently ongoing or completed landscape architecture 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 landscape architecture design projects, including resume, shall result in a non-responsive determination for the Proposal.**



**11. Qualifications and Experience of the Certified Arborist**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal. The proposed Certified Arborist must have been practicing as applicable to the named profession in the State of Florida, for a minimum of five (5) years. The proposed Certified Arborist 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 Certified Arborist that reflects his/her education, qualifications, and experience within the last five (5) years on currently ongoing or completed arboriculture-related 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 arboriculture-related projects, including resume, shall result in a non-responsive determination for the Proposal.**

**12. Qualifications 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 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 projects, including resume, shall result in a non-responsive determination for the Proposal.**

**13. Qualifications and Experience of the Structural Engineer**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal. The proposed Structural 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 Structural 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 Structural Engineer that reflects his/her education, qualifications, and experience within the last five (5) years on currently ongoing or completed structural engineering 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 structural engineering projects, including resume, shall result in a non-responsive determination for the Proposal.**

**14. Qualifications and Experience of the MEP Engineer**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal. The proposed MEP 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 MEP 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 MEP Engineer that reflects his/her education, qualifications, and experience within the last five (5) years on currently ongoing or completed MEP engineering 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 MEP engineering projects, including resume, shall result in a non-responsive determination for the Proposal.**

**15. Qualifications and Experience of the Resilience/Climate Change Specialist**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal. The proposed Resilience/Climate Change Specialist must have been practicing in the fields of Resilience, Sea Level Rise, Storm Surge, and/or Climate Change, coordinating and executing adaptation projects for a minimum of five (5) years. The proposed Resilience/Climate Change Specialist 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 Resilience/Climate Change Specialist that reflects his/her education, qualifications, and experience within the last five (5) years on currently ongoing or completed adaptation 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 adaptation projects, including resume, shall result in a non-responsive determination for the Proposal.**

**16. Qualifications and Experience of Sub-Consultants**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal, listing all Sub-Consultant firms. Proposer shall base the Proposal on the anticipated levels of staffing required to deliver the services identified in Section 2.3, RFQ Scope of Services. Proposer shall list all proposed Sub-Consultants 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.

Additionally, a detailed resume is required to be submitted for each Sub-Consultant that reflects each team member's education, qualifications, and experience within the last five (5) years on currently ongoing or completed projects similar in nature to the Project described in this RFQ. 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.

**17. Team Organizational Chart**

An organizational chart of the Proposer's Team shall be provided for all Team Members.

**Section B: Design Philosophy and Technical Capabilities Statement**

**1. Design Philosophy and Process**

Proposer shall complete and submit **Form RFQ-DPP** for this section of its Proposal. Proposer shall include a brief explanation of its design philosophy, methodology, and process as it relates to this RFQ. This should include an understanding of the potential services to be provided; 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 typical landscape architecture design projects.

**2. Technical Capabilities and Methodology**

Proposer shall complete and submit **Form RFQ-TCM** for this section of its Proposal to provide a brief comprehensive explanation of the firm's technical capabilities and approach to landscape architecture design.

- Manpower planning, including scheduling and allocation of resources;
- Ensuring timely completion of projects/phases;
- Quality control and assurance procedures, including timely reporting, and reviewing pay applications and change orders;
- Capacity to provide on-call services in a timely manner;
- Computer aided design and drafting capabilities;
- Quality control and assurance, including coordination between design disciplines, compliance with program requirements professional/industry standards, and conformance with all applicable code requirements, including Miami 21; and,
- Prior experience with governmental agencies.

**Section C: RFQ Proposal Forms**

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(s)/Occupational License(s)
6. Copies of Miami-Dade County SBE certification for Proposer or Proposer's Sub-Consultant(s) (if applicable)
7. FDOT Notice of Qualifications (if applicable)

#### **4.2 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 Proposer
5. RFQ-EPC Experience of Proposer
6. RFQ-QKP Qualifications of the Lead Landscape Architect
7. RFQ-ELA Experience of the Lead Landscape Architect with Resume
8. RFQ-QKP Qualifications of the Project Manager
9. RFQ-EPM Experience of the Project Manager with Resume
10. RFQ-QSC Qualifications and Experience of Landscape Architect with Resume
11. RFQ-QSC Qualifications and Experience of Certified Arborist with Resume
12. RFQ-QSC Qualifications and Experience of Civil Engineer with Resume
13. RFQ-QSC Qualifications and Experience of Structural Engineer with Resume
14. RFQ-QSC Qualifications and Experience of MEP Engineer with Resume
15. RFQ-QSC Qualifications and Experience of Resilience/Climate Change Specialist with Resume
16. RFQ-QSC Qualifications and Experience of Sub-Consultant(s) with Resume.
17. Team Organizational Chart

##### **Section B**

1. RFQ-DPP Design Philosophy and Process
2. RFQ-TCM Technical Capabilities and Methodology

##### **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)
4. Certificate of Compliance with Section 18-87 of the City Code
5. Business Tax Receipt(s)/Occupational License(s)
6. Copies of Miami-Dade County SBE certification for Proposer or Proposer's Sub-Consultant(s) (if applicable)
7. FDOT Notice of Qualifications (if applicable)

#### **4.3 PROPOSAL SUBMISSION DATE AND LOCATION**

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





**Proposal Submission Due Date:** December 5, 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: 19-20-011**  
**MISCELLANEOUS LANDSCAPE ARCHITECTURE 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.

#### **4.4 SUBMITTAL GUIDELINES**

##### **General**

Only one (1) Proposal from an individual, firm, partnership, corporation, or joint venture will be considered in response to this RFQ. Sub-Consultants/Sub-Contractors 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 Sub-Consultant/Sub-Contractor 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 (2) 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.

**END OF SECTION**





## **SECTION 5 EVALUATION/SELECTION PROCESS**

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### **5.1 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. Procurement staff will compile the preliminary scores for each responsive Proposal, whereby the Committee will establish a shortlist including a minimum of three (3) firms deemed the most highly qualified to perform the required services, unless fewer than three (3) Proposals are received.
7. The Committee will hold oral presentations and interview sessions with the shortlisted firms, to include a visual component, ranging from a collage or sketch to a high-resolution rendering, to convey the shortlisted firms' vision for the Project. Subsequent to oral presentations, the Committee will reevaluate and rescore the Proposals, in conjunction with the oral presentations.
8. Procurement staff will calculate the final score for each shortlisted firm, to finalize the composite scores and ranking of the Committee.
9. The Committee will forward its recommendation to the City Manager, listing the Proposers in rank order.
10. After reviewing the Committee's recommendation, the City Manager may:
  - a) Approve the recommendation of the Committee and authorize Procurement to enter 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.
11. 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 five hundred thousand dollars (\$500,000.00) 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 negotiate successfully 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.

12. 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.

**5.2. EVALUATION CRITERIA**

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

<u>Technical Criteria</u>	<u>Maximum Points</u>
Proposer’s Qualifications and Experience	30 points
Proposer’s Lead Architect Qualifications and Experience	20 points
Proposer’s Team Qualifications and Experience	20 points
Design Philosophy and Process	15 points
Technical Capabilities and Approach	10 points
Amount of Work Awarded by the City*	5 points

(\* ) Points for this evaluation criterion will be assigned by the City according to a sliding scale based on the amount of work awarded by the City during the three (3) years prior to the Proposal Submission Due Date to Proposers submitting a responsive Proposal, including their Sub-Consultants/Sub-Contractors, as follows:

Amount of Work Awarded by the City	Awarded Score
Up to \$500,000	5 points
From \$500,001 to \$1,000,000	4 points
From \$1,000,001 to \$2,500,000	3 points
From \$2,500,001 to \$5,000,000	2 points
From \$5,000,001 and over	1 point

**5.3. 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.

**END OF SECTION**



## SECTION 6 RFQ PROPOSAL FORMS

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### 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:

#### A. RFQ Addenda Acknowledgement

Addendum No. 1, Dated \_\_\_\_\_

Addendum No. 2, Dated \_\_\_\_\_

Addendum No. 3, Dated \_\_\_\_\_

Addendum No. 4, Dated \_\_\_\_\_

Addendum No. 5, Dated \_\_\_\_\_

#### B. RFQ Determination of Responsiveness Acknowledgement

The Proposer hereby acknowledges and understands that the City will review each Proposal to determine responsiveness in accordance with the minimum qualifications and submission requirements of this RFQ, as identified in Section 3.5, Minimum Qualification and Experience Requirements and Section 4.1, Submission Requirements. **PROPOSALS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM THE MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS AND SUBMISSION REQUIREMENTS OF THIS RFQ SHALL RESULT IN A NON-RESPONSIVE DETERMINATION.**

The City will not consider the curing of any Proposals that fail to meet the minimum qualifications and submission requirements of this RFQ. Proposer understands that non-responsive Proposals will not be evaluated and, therefore, will be eliminated from the Evaluation/Selection Process. The following list describes most but not all Proposal irregularities, deficiencies, and technicalities that shall result in a non-responsive determination:

1. **Lack of any required documentation/information/form requested in Section 4, Sub-Section 4.1(A) including, but not limited to:**
  - Proposal Letter
  - Narrative
  - Experience/Qualifications of the Proposer
  - Experience/Qualifications of any of the Proposer's Team Members
  - Team Organizational Chart
2. **Lack of any required documentation/information/form requested in Section 4, Sub-Section 4.1(B) including, but not limited to:**
  - Design Philosophy and Process
  - Technical Capabilities and Approach
3. **Lack of any required documentation/information/form requested in Section 4, Sub-Section 4.1(C) including, but not limited to:**
  - RFQ Proposal Forms (Section 6.0)
  - Information for Determining Joint Venture Eligibility - Form A (if applicable)
  - Letter(s) of Agreement (RFQ-LOA)



- Certificate of Compliance with Section 19-87 of the Code of the City of Miami
- Business Tax Receipt(s)/Occupational License(s)
- Copies of Miami-Dade County SBE Certification for Proposer or Proposer's team members (if applicable)
- FDOT Notice of Qualifications (if applicable)

4. **Lack of any other documentation/information/form requested in the RFQ document.**

Missing forms, unsigned forms, or forms signed by any individual, other than either the Proposer, Proposer's team members, and/or individuals personally attesting to the portrayed project experience will not be cured and shall deem a Proposal non-responsive. The City, at its sole discretion, reserves the right to waive **minor** deviations/ irregularities not listed above. Such **minor** deviations may be cured by the Proposer, at the sole discretion of the City. Material deviations / irregularities cannot be waived by the City or cured by the Proposer.

**RFQ No. 19-20-005**

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 an 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



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 (AS APPLICABLE) 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 (AS APPLICABLE) 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 FORM (AS APPLICABLE) 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 (AS APPLICABLE) 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) \_\_\_\_\_  
(If applicable)  
\_\_\_\_\_ exist 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 (AS APPLICABLE) 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 FLORIDA                    )  
   ) **SS**  
 COUNTY OF MIAMI-DADE        )

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 venture(r) 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 venture(r) 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: \_\_\_\_\_