

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

TO: Daniel J. Alfonso
City Manager

DATE: December 15, 2017

SUBJECT: Report of Evaluation Committee for RFQ No. 16-17-018, Miscellaneous Structural Engineering Services for the Office of Capital Improvements

FROM: Annie Perez, CPPO, Director
Department of Procurement

ENCLOSURES: Response Security List, Evaluation Committee Score Sheets, and Revised Evaluation Committee Appointment Memo

Background

On August 16, 2017, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 16-17-018 for the provision of Miscellaneous Structural Engineering Services ("Services") to procure a pool of structural engineering consultants, for the Office of Capital Improvements ("OCI"). On October 2, 2017, six (6) proposals were received in response to this solicitation. Subsequently, the proposals were reviewed by Procurement staff, upon which four (4) proposals were deemed responsive and responsible in accordance with the minimum, and submission requirements of the RFQ. Two (2) proposals, submitted by Dredging & Marine Consultants, L.L.C. and 305 Consulting Engineers, LLC, were deemed nonresponsive and, therefore, disqualified from the procurement process for failure to meet the minimum requirements of the RFQ.

Summary of Evaluation

On December 12, 2017, the Evaluation Committee ("Committee") met and completed the evaluation of the four (4) responsive and responsible proposals following the guidelines stipulated in the solicitation. The proposals were evaluated pursuant to the five (5) evaluation criteria listed below:

Evaluation Criteria	Maximum Points (Per Committee Member)
1. Proposer's Experience and Qualifications	35
2. Proposer's Team Experience	35
3. Experience of Project Manager	10
4. Design Philosophy and Process	10
5. Technical Approach	10

Proposers who agreed to meet the Community Business Enterprise ("CBE") participation requirement by assigning certified CBE Firms with a "Local Office", as defined in City Procurement Code, Section 18-73, would be granted five (5) Bonus Points, in accordance with the RFQ and City Procurement Code, Section 18-87, as amended. Two (2) Proposers, T.Y. Lin International and Douglas Wood Associates, Inc., met the CBE participation requirement using the "Local Office" criteria, and were granted five (5) Bonus Points.

The final scores are as follows:

Proposing Firm	Awarded Points (Maximum 500 Points)	Awarded Points Percentage
1. Master Consulting Engineers, Inc.	443	88.6%
2. T.Y. Lin International	441	88.2%
3. Douglas Wood Associates, Inc.	425	85.0%
4. Eastern Engineering Group Company	421	84.2%

The composite and individual Committee member score sheets are attached as supporting documentation. As indicated in the table above, the scores ranged from eighty-four (84) percent and above. Therefore, the Committee determined that all firms have the experience, qualifications, and expertise required to provide the Services. The Committee decided not to hold oral presentations, as the proposals did not require further clarification.

Recommendation

The Committee hereby requests authorization for Procurement, in collaboration with OCI, to commence negotiations with all four (4) firms, for the provision of Miscellaneous Structural Engineering Services based on the immediate and projected needs of the City. All firms are qualified according to the specifications set forth in the RFQ and the technical evaluation completed by the Committee. The Committee further recommends that Procurement be authorized to cease negotiations after all four (4) Professional Services Agreements are successfully negotiated and subsequently awarded, in accordance with Section 18-87 of the City of Miami Code.

Approved: 
Daniel J. Alfonso, City Manager

Date: 12/19/17

- c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer
- Alberto N. Parjus, Assistant City Manager
- Rafael Suarez-Rivas, Senior Assistant City Attorney
- Jeovanny Rodriguez, P.E., Director, OCI
- Hector Badia, Assistant Director, OCI
- Lydia Osborne, Ph. D., CPPO, CPPB, Assistant Director/Chief Negotiator, Procurement
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

CITY OF MIAMI OFFICE OF THE CITY CLERK
BID SECURITY LIST

BID ITEM: Miscellaneous Structural Engineering Services

BID NUMBER: RFQ 16-17-018

DATE BID OPENED: October 2, 2017 TIME: 2:00 p.m.

<u>BIDDER</u>	<u>BID TOTAL AMOUNT</u>	<u>BID BOND (ER) CASHIER'S CHECK</u>
Douglas Wood Associates	See attached	See attached
Eastern Engineering Group	See attached	See attached
305 Consulting Engineers, LLC	See attached	See attached
T.Y. Lin International	See attached	See attached
Master Consulting Engineers, Inc.	See attached	See attached
DMC Dredging & Marine Consulting, LLC	See attached	See attached

"Offer was to be made by the Bidder to the City of Miami...
 and the City of Miami...
 are hereby rejected as...

Heather Secker
Person Receiving Bid(s)

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

On: 10/3/17
Today's Date

PREPARED BY: [Signature]
Deputy City Clerk



Department of Procurement
Evaluation Committee Ranking Form
Tuesday, December 12, 2017
Composite

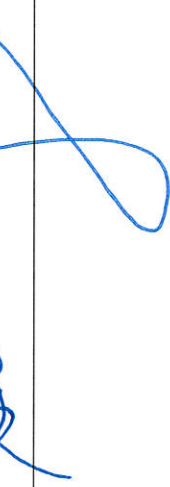
Request for Qualifications (RFQ) No.: 16-17-018

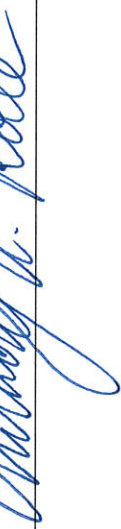
Solicitation Title: Miscellaneous Structural Engineering Services

Committee Member	Douglas Wood Associates, Inc.	Eastern Engineering Group Company	T.Y. Lin International	Master Consulting Engineers, Inc.
Jose L. Oliveros, Chief Project Manager Office of Capital Improvements City of Miami	82.00	77.00	84.00	89.00
Sandra Vega, Senior Project Manager Office of Capital Improvements City of Miami	89.00	90.00	93.00	97.00
Ileana Quintana, CCG, GEC, ENV SP, W&S Construction Coordinator Water and Sewer Department Miami-Dade County	74.00	84.00	81.00	78.00
Alejandro D. Gonzalez, P.E., CGC, Senior Project Engineer/CIP Lead Department of Public Works Coral Gables	96.00	95.00	97.00	97.00
James B. Ferguson, P.E., Senior Program Manager Water and Sewer Department Dade County	79.00	75.00	81.00	82.00
Preliminary Score:	420.00	421.00	436.00	443.00
Five (5) Bonus Points: 15% CBE Participation within City of Miami Boundaries	5.00	0.00	5.00	0.00
Total Score:	425.00	421.00	441.00	443.00
Ranking:	3	4	2	1

Committee Chair: Sade Chaney, Senior Procurement Contracting Officer

Verifier: Anthony Rolle, Senior Procurement Contracting Officer

Signature: _____


Signature: _____




Department of Procurement
Evaluation Committee Ranking Form
Tuesday, December 12, 2017

Solicitation Title: Miscellaneous Structural Engineering Services Request for Qualifications (RFQ) No.: 16-17-018

Evaluation Criteria	Maximum Points	Douglas Wood Associates, Inc.	Eastern Engineering Group Company	T.Y. Lin International	Master Consulting Engineers, Inc.	Comments
Proposer's Experience and Qualifications	35	33	30	31	32	
Proposer's Team Experience	35	30	30	31	32	
Experience of Project Manager	10	9	7	8	9	
Design Philosophy and Process	10	5	5	7	8	
Technical Approach	10	5	5	7	8	
Final Score		82	77	84	89	

Committee Member: Jose L. Oliveros, Chief Project Manager, Office of Capital Improvements, City of Miami



Department of Procurement
Evaluation Committee Ranking Form
Tuesday, December 12, 2017

Solicitation Title: Miscellaneous Structural Engineering Services Request for Qualifications (RFQ) No.: 16-17-018

Evaluation Criteria	Maximum Points	Douglas Wood Associates, Inc.	Eastern Engineering Group Company	T.Y. Lin International	Master Consulting Engineers, Inc.	Comments
Proposer's Experience and Qualifications	35	35	35	35	35	
Proposer's Team Experience	35	30	30	32	32	
Experience of Project Manager	10	10	8	9	10	
Design Philosophy and Process	10	7	8	8	10	
Technical Approach	10	7	9	9	10	
Final Score		89	90	93	97	

Committee Member: Sandra Vega, Senior Project Manager, Office of Capital Improvements, City of Miami



Department of Procurement
Evaluation Committee Ranking Form
Tuesday, December 12, 2017

Solicitation Title: Miscellaneous Structural Engineering Services

Request for Qualifications (RFQ) No.: 16-17-018

Evaluation Criteria	Maximum Points	Douglas Wood Associates, Inc.	Eastern Engineering Group Company	T.Y. Lin International	Master Consulting Engineers, Inc.	Comments
Proposer's Experience and Qualifications	35	28	30	30	29	
Proposer's Team Experience	35	27	30	29	28	
Experience of Project Manager	10	7	8	8	7	
Design Philosophy and Process	10	6	8	7	7	
Technical Approach	10	6	8	7	7	
Final Score		74	84	81	78	

Committee Member: Ileana Quintana, CCG, GEC, ENV SP, W&S Construction Coordinator, Miami-Dade Water and Sewer Department



Department of Procurement
Evaluation Committee Ranking Form
Tuesday, December 12, 2017

Solicitation Title: Miscellaneous Structural Engineering Services

Request for Qualifications (RFQ) No.: 16-17-018

Evaluation Criteria	Maximum Points	Douglas Wood Associates, Inc.	Eastern Engineering Group Company	T.Y. Lin International	Master Consulting Engineers, Inc.	Comments
Proposer's Experience and Qualifications	35	35	34	35	35	
Proposer's Team Experience	35	34	34	35	35	
Experience of Project Manager	10	10	9	8	8	
Design Philosophy and Process	10	8	9	9	9	
Technical Approach	10	9	9	10	10	
Final Score		96	95	97	97	

Committee Member: Alejandro D. Gonzalez, P.E., CGC, Senior Project Engineer/CIP Lead, Department of Public Works, City of Coral Gables



Department of Procurement
Evaluation Committee Ranking Form
Tuesday, December 12, 2017

Solicitation Title: Miscellaneous Structural Engineering Services

Request for Qualifications (RFQ) No.: 16-17-018

Evaluation Criteria	Maximum Points	Douglas Wood Associates, Inc.	Eastern Engineering Group Company	T.Y. Lin International	Master Consulting Engineers, Inc.	Comments
Proposer's Experience and Qualifications	35	27	27	28	29	
Proposer's Team Experience	35	27	25	30	28	
Experience of Project Manager	10	9	8	7	9	
Design Philosophy and Process	10	8	8	8	8	
Technical Approach	10	8	7	8	8	
Final Score		79	75	81	82	

Committee Member: James B. Ferguson, P.E., Senior Program Manager, Miami-Dade Water and Sewer Department

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: October 2, 2017 FILE:

SUBJECT: Evaluation Committee Appointments for
Miscellaneous Structural Engineering Services for
the Office of Capital Improvements

FROM: Annie Perez, CPPO, Director
Department of Procurement

REFERENCES: RFQ No. 16-17-018

In accordance with Section 18-86(c)(6) of the City of Miami Code, the Department of Procurement (Procurement), on behalf of the Office of Capital Improvements (OCI), requests your approval of the appointment of the below listed professionals to the Evaluation/Selection Committee (Committee), to evaluate and score the proposals submitted in response to Request for Qualifications No. 16-17-018 for Miscellaneous Structural Engineering Services (RFQ), issued on August 16, 2017.

The Committee shall be comprised of professionals that have the requisite knowledge and experience to evaluate the proposals pursuant to the criteria established in the RFQ.

Chairperson (non-voting)

Sade Chaney, Senior Procurement Contracting Officer, Procurement, City of Miami (COM)

City of Miami Staff (voting)

1. Jose L. Oliveros, Chief Project Manager, Office of Capital Improvements (OCI), COM
2. Sandra Vega, Senior Project Manager, OCI, COM

External Committee Members (voting)

1. Ileana Quintana, CGC, GEC, ENV, SP, W&S Construction Coordinator, Miami-Dade Water and Sewer Department
2. Bruce A. Mowry, Ph.D., P.E., City Engineer, Public Works Department, City of Miami Beach
3. Alejandro D. Gonzalez, P.E., CGC, Senior Project Engineer/CIP Lead, Department of Public Works, City of Coral Gables

Alternate Committee Members (voting)

1. Carlos Vasquez, Construction Manager, OCI, COM

Your signature below affirms your appointment of these professionals to serve as Committee members for Miscellaneous Surveying and Mapping Services, as solicited under RFQ No. 16-17-018.

APPROVED: _____

Daniel J. Alfonso, City Manager

10-6-17
Date

AP:sc

c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer, City Manager's Office
Alberto N. Parjus, Assistant City Manager, City Manager's Office
Rafael Suarez-Rivas, Senior Assistance City Attorney, City Attorney's Office
Jeovanny Rodriguez, P.E., Director, Office of Capital Improvements
Hector Badia, Assistant Director, Office of Capital Improvements
Lydia Osborne, Ph.D., CPPO, CPPB, Assistant Director, Procurement
Anthony Rolle, J.D., M.Acct, CPPB, Procurement Contracting Manager, Procurement

PR17304

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: November 1, 2017 FILE:

SUBJECT: Revised Evaluation Committee Appointments for
Miscellaneous Structural Engineering Services for
the Office of Capital Improvements

FROM: Annie Perez, CPPO, Director *AP* Department of Procurement
REFERENCES: RFQ No. 16-17-018

In accordance with Section 18-86(c)(6) of the City of Miami Code, the Department of Procurement (Procurement), on behalf of the Office of Capital Improvements (OCI), requests your approval of the appointment of the below listed professionals to the Evaluation/Selection Committee (Committee), to evaluate and score the proposals submitted in response to Request for Qualifications (RFQ) No. 16-17-018 for Miscellaneous Structural Engineering Services, issued on August 16, 2017.

On October 6, 2017, the Committee for RFQ 16-17-018 was approved. However, due to extenuating circumstances, Mr. Bruce Mowry, City Engineer, City of Miami Beach, is no longer able to serve on the Committee. Fortunately, we have successfully secured a replacement from outside City employment. Therefore, Procurement is seeking approval of Mr. James B. Ferguson as the replacement Committee member. In addition, Mr. Angel O. Gonzalez has been added as an alternate Committee member should the need for an additional replacement arise.

As previously stated, the Committee is comprised of professionals that have the requisite knowledge and experience to evaluate the proposals pursuant to the criteria established in the RFQ.

Chairperson (non-voting)

Sade Chaney, Senior Procurement Contracting Officer, Procurement, City of Miami (COM)

City of Miami Staff (voting)

1. Jose L. Oliveros, Chief Project Manager, Office of Capital Improvements (OCI), COM
2. Sandra Vega, Senior Project Manager, OCI, COM

External Committee Members (voting)

1. Ileana Quintana, CCG, GEC, ENV SP, W&S Construction Coordinator, Miami-Dade Water and Sewer Department
2. Alejandro D. Gonzalez, P.E., CGC, Senior Project Engineer/CIP Lead, Department of Public Works, City of Coral Gables
3. James B. Ferguson, P.E., Senior Program Manager, Miami-Dade Water and Sewer Department

Alternate Committee Members (voting)

1. Carlos Vasquez, Construction Manager, OCI, COM
2. Angel O. Gonzalez, Assistant Superintendent, Miami-Dade Water and Sewer Department

This memo replaces the October 6, 2017 memo. Your signature below affirms your appointment of this Committee for the evaluation of proposals for Miscellaneous Structural Engineering Services, as solicited under RFQ No. 16-17-018.

APPROVED: _____

Daniel J. Alfonso, City Manager

11-9-17
Date

PR17330

AP:sc

- c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer, City Manager's Office
- Alberto N. Parjus, Assistant City Manager, City Manager's Office
- Rafael Suarez-Rivas, Senior Assistance City Attorney, City Attorney's Office
- Jeovanny Rodriguez, P.E., Director, Office of Capital Improvements
- Hector Badia, Assistant Director, Office of Capital Improvements
- Lydia Osborne, Ph.D., CPPO, CPPB, Assistant Director, Procurement