

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

TO: Emilio T. González, Ph.D.
City Manager

DATE: March 12, 2018 **FILE:**

FROM: Annie Perez, CPPO
Director, Procurement



SUBJECT: Recommendation of Award of a Contract for Miscellaneous Surveying & Mapping Services Projects

REFERENCES: RFQ No. 16-17-027

ENCLOSURES: Chairperson's Report with Score Sheets; Evaluation Committee Appointment Memo

Recommendation

Based on the findings below, the Department of Procurement (Procurement) hereby recommends award of Contract No. RFQ 16-17-027 to Maser Consulting, P.A., (the Consultant), for Miscellaneous Surveying & Mapping Services Projects (Project).

The Project is necessary to provide the City of Miami with comprehensive Professional surveying and mapping services for the City of Miami (City) including, but not limited to, photogrammetry; boundary surveys; as-built drawings; preparation of legal descriptions for public right-of-way acquisition; preparation of plats and maps; certification of tentative and final plats for compliance with City Codes, County Code and Florida statutory requirements; establishment of vertical project network controls; establishment of alignment and right-of-way lines; topographic surveys; construction layouts; drainage surveys; designation and location of underground utilities; utility coordination; and water boundary survey projects as assigned by the City. The aforementioned services must comply with all applicable laws, building and environmental regulations, including the Florida Building Code and the City of Miami, Florida, Code of Ordinances, and as set forth in the attached Agreements, and further enumerated in the resulting Work Orders. Consultant may be required to perform all or some of the services described in the attached Agreements, depending on the needs of the City for the Project.

Fiscal Impact

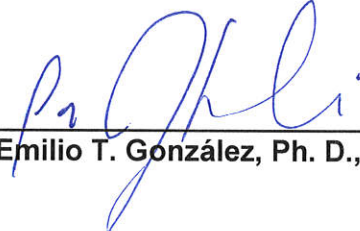
The fiscal impact to the City of Miami (City) as a result of the Work included under these contracts will not exceed \$500,000. The unloaded rates proposed by the Consultants varied between \$156.30 for Principals and \$13.00 for the lowest required classification. The final rates proposed by the City, and accepted by the Consultants, ranged from \$77.00 to \$13.00 for the proposed classifications, resulting in considerable savings for our taxpayers.

Background

On July 12, 2017, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 16-17-027 under full and open competition, to obtain proposals from qualified and experienced professional consulting firms to procure a pool of surveying and mapping consultants, for the Office of Capital Improvements ("OCI"). On August 14, 2017, seven (7) proposals were received in response to this solicitation. Subsequently, the proposals were reviewed by Procurement staff, and deemed responsive and responsible in accordance with the minimum submission requirements of the RFQ. Following evaluations of the proposals, the Evaluation Committee recommended Local Office, the highest ranked responsive and

responsible proposer, for negotiations. Subsequently, a Negotiations Team (Team) met on December 19, 2017, to review the scope of services and the firm's price proposal; discussions were completed and rates approved by OCI on January 16, 2018.

Consequently, approval of this recommendation to award is requested. Your signature below will indicate approval of this recommendation.

Approved: 
Emilio T. González, Ph. D., City Manager

Date: 4/23/18

- c: Fernando J. Casamayor, Chief Financial Officer/Assistant City Manager
- Steve C. Williamson, Director, OCI
- Rafael Suarez-Rivas, Senior Assistant City Attorney
- 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, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: November 21, 2017

SUBJECT: Report of Evaluation Committee for
RFQ No. 16-17-027, Miscellaneous Surveying and
Mapping 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 July 12, 2017, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 16-17-027 for the provision of Miscellaneous Surveying and Mapping Services ("Services") to procure a pool of surveying and mapping consultants, for the Office of Capital Improvements ("OCI"). On August 14, 2017, seven (7) proposals were received in response to this solicitation. Subsequently, the proposals were reviewed by Procurement staff, and deemed responsive and responsible in accordance with the minimum, and submission requirements of the RFQ.

Summary of Evaluation

On November 9, 2017, the Evaluation Committee ("Committee") met and completed the evaluation of the seven (7) responsive and responsible proposals following the guidelines stipulated in the solicitation. The proposals were evaluated pursuant to the four (4) evaluation criteria listed below:

Evaluation Criteria	Maximum Points (Per Committee Member)
1. Proposer's Experience and Qualifications	30
2. Proposer's Team Experience	30
3. Experience of Project Manager/Senior Surveyor and Mapper	25
4. Technical Approach	15

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. Only one (1) Proposer, Biscayne Engineering Company, Inc., met the CBE participation requirement using the "Local Office" criteria, and was granted five (5) Bonus Points.

The final scores are as follows:

Proposing Firm	Awarded Points (Maximum 405 Points)	Awarded Points Percentage
1. Biscayne Engineering Company, Inc.	378.45	94.6%
2. Manuel G. Vera & Associates, Inc.	359.00	89.8%
3. Maser Consulting, P.A.	353.80	88.5%
4. Keith & Schnars, P.A.	351.15	87.8%
5. F.R. Aleman and Associates, Inc.	343.25	85.8%
6. Hadonne Corp.	340.45	85.1%
7. Longitude Surveyors, LLC	318.25	79.6%

The composite and individual Committee member score sheets are attached as supporting documentation. The Committee determined that firms scoring eighty-five (85) percent and above (340 out of a possible 400 points) have the experience, qualifications, and expertise required to provide the Services. Subsequently, the Committee decided not to hold oral presentations, as the proposals did not require further clarification.

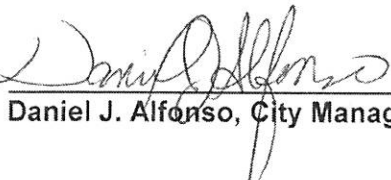
Other

Due to extenuating circumstances, one of the original voting Committee members, Mr. Jimmie Allen, was unable to participate on the Committee. As a result, the City Manager granted Procurement's request to proceed with the evaluation of the proposals, with four (4) Committee Members, in accordance with Section 18-854(12)(a) of the City of Miami Code.

Recommendation

The Committee hereby requests authorization for Procurement, in collaboration with OCI, to commence negotiations with the six (6) highest ranked firms, for the provision of Miscellaneous Surveying and Mapping Services based on the immediate and projected needs of the City. The Committee further recommends that Procurement be authorized to cease negotiations after six (6) 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: 11-24-17

- 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, Procurement

CITY OF MIAMI OFFICE OF THE CITY CLERK
BID SECURITY LIST

BID ITEM: Miscellaneous Surveying and Mapping Services

BID NUMBER: RFQ 16-17-027

DATE BID OPENED: August 14, 2017

TIME: 2:00 p.m.

<u>BIDDER</u>	<u>BID TOTAL AMOUNT</u>	<u>BID BOND (ER) CASHIER'S CHECK</u>
F.R. Aleman and Associates, Inc.	N/A	N/A
Biscayne Engineering Company, Inc.	N/A	N/A
Keith & Schnars	N/A	N/A
Maser Consulting, P.A.	N/A	N/A
Longitude Surveyors, LLC.	N/A	N/A
Hadonne, Corp.	N/A	N/A
M.G. Vera & Associates, Inc.	N/A	N/A

"Offers from the vendors listed herein are the only offers received thereby as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late."

Shawn Seale
Person Receiving Bid(s)

Received (7) bid(s) on behalf: Procurement
City Department

On: 8/14/2017
Today's Date


PREPARED BY: Rosa Castell
Deputy City Clerk

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: October 19, 2017 FILE:

SUBJECT: Revised Evaluation Committee Appointments for
Miscellaneous Surveying and Mapping Services for
the Office of Capital Improvements

FROM: 
Annie Perez, CPPO, Director
Department of Procurement

REFERENCES: RFQ No. 16-17-027, Evaluation Committee
ENCLOSURES: Evaluation Committee Appointment Memo
Date August 31, 2017, Section 18-542(12) - City of Miami Code

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. 16-17-027 for Miscellaneous Surveying and Mapping Services (RFQ), issued on July 12, 2017.

Due to extenuating circumstances, Mr. Jimmie Allen, Senior Project Manager, City of Miami Gardens, is no longer able to serve on the Committee. We have attempted to find a replacement from outside City employment, and have not been successful. Therefore, Procurement is seeking approval to proceed with the evaluation of the proposals, with four (4) Committee Members, in accordance with Section 18-542(12)(a) of the City of Miami Code (see attached).

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. Enrique Pousada, Senior Surveyor, Public Works Department (PW), City of Miami (COM)
2. Ivelisse Rodriguez, Project Manager, Office of Capital Improvements (OCI), COM

External Committee Members (voting)

1. Chuks Okereke, P.E., City Engineer, Public Works Department, City of North Miami
2. Nestor Navarro, GISP, MCSA, GIS Manager, Public Works Department, City of Miami Beach

Alternate Committee Members (voting)

1. Giraldo "Gerry" Marquez, Chief Design Manager, OCI, COM

Your signature below affirms your previous appointment of these four (4) professionals to serve as Committee members for Miscellaneous Surveying and Mapping Services, as solicited under RFQ No. 16-17-027.

APPROVED: 

Daniel J. Alfonso, City Manager

10-19-17
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

PR17321

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: August 31, 2017 FILE:

SUBJECT: Evaluation Committee Appointments for
Miscellaneous Surveying and Mapping Services
for the Office of Capital Improvements

FROM: Annie Perez, CPPO, Director
Department of Procurement

REFERENCES: RFQ No. 16-17-027

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. 16-17-027 for Miscellaneous Surveying and Mapping Services (RFQ), issued on July 12, 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. Enrique Pousada, Senior Surveyor, Public Works Department (PW), City of Miami (COM)
2. Ivelisse Rodriguez, Project Manager, Office of Capital Improvements (OCI), COM

External Committee Members (voting)

1. Chuks Okereke, P.E., City Engineer, Public Works Department, City of North Miami
2. Nestor Navarro, GISP, MCSA, GIS Manager, Public Works Department, City of Miami Beach
3. Jimmie Allen, R.A., Senior Project Manager, Capital Improvement Projects Division, City of Miami Gardens

Alternate Committee Members (voting)

1. Giraldo "Gerry" Marquez, Chief Design 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. 16-17-027.

APPROVED: _____

Daniel J. Alfonso, City Manager

5-9-17

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

PR17293




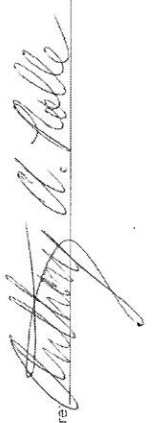
Department of Procurement
Evaluation Committee Ranking Form
Thursday, November 9, 2017
Composite

Request for Qualifications (RFQ) No.: 16-17-027

Solicitation Title: Miscellaneous Surveying and Mapping Services

Committee Member	F.R. Aleman and Associates, Inc.	Biscayne Engineering Company, Inc.	Keith & Sehnars, P.A.	Maser Consulting, P.A.	Longitude Surveyors, LLC	Hadronne Corp.	Mannel G. Vera & Associates, Inc.
Enrique Pousada, Senior Surveyor Public Works Department City of Miami	88.00	96.00	86.00	88.00	74.00	84.00	89.00
Ivelisse Rodriguez, Project Manager Office of Capital Improvements City of Miami	92.75	95.45	93.15	91.80	91.25	94.45	90.00
Chuks Okereke, P.E., City Engineer Public Works Department City of North Miami	82.00	86.00	83.00	77.00	71.00	71.00	83.00
Nestor Navarro, GISP, MCSA, GIS Manager Public Works Department City of Miami Beach	81.00	96.00	89.00	97.00	82.00	91.00	97.00
Preliminary Score:	343.75	373.45	351.15	353.80	318.25	340.45	359.00
Five (5) Bonus Points: 15% CBE Participation within City of Miami Boundaries	0.00	5.00	0.00	0.00	0.00	0.00	0.00
Total Score:	343.75	378.45	351.15	353.80	318.25	340.45	359.00
Ranking:	5	1	4	3	7	6	2

Committee Chair: Side Chaney Senior Procurement Contracting Officer Verifier: Anthony Rolle, Senior Procurement Contracting Officer

Signature:  Signature: 



Department of Procurement
Evaluation Committee Ranking Form
Thursday, November 9, 2017

Request for Qualifications (RFQ) No.: 16-17-027

Solicitation Title: Miscellaneous Surveying and Mapping Services

Evaluation Criteria	Maximum Points	F. R. Aleman and Associates, Inc.	Biscayne Engineering Company, Inc.	Keith & Schnars, P.A.	Maser Consulting, P.A.	Longitude Surveyors, LLC	Hadonne Corp.	Manuel G. Vera & Associates, Inc.	Comments
Proposer's Experience and Qualifications	30	27	30	26	26	21	24	28	
Proposer's Team Experience	30	26	28	26	26	21	24	26	
Experience of Project Manager/Senior Surveyor and Mapper	25	22	24	21	23	20	22	23	
Technical Approach	15	13	14	13	13	12	14	12	
Final Score		88	96	86	88	74	84	89	

Committee Member: Enrique Ponsada, Senior Surveyor, Public Works Department, City of Miami



Department of Procurement
Evaluation Committee Ranking Form
Thursday, November 9, 2017

Request for Qualifications (RFQ) No.: 16-17-027

Solicitation Title: Miscellaneous Surveying and Mapping Services

Evaluation Criteria	Maximum Points	F. R. Aleman and Associates, Inc.	Biscayne Engineering Company, Inc.	Keith & Schnars, P.A.	Maser Consulting, P.A.	Longitude Surveyors, LLC	Hadonne Corp.	Mannel G. Yera & Associates, Inc.	Comments
Proposer's Experience and Qualifications	30	27.60	28.50	27.90	27.30	27.30	28.20	27.00	
Proposer's Team Experience	30	28.20	28.80	27.90	27.60	27.30	28.50	27.00	
Experience of Project Manager/Senior Surveyor and Mapper	25	23.00	23.75	23.25	23.25	23.00	23.50	22.50	
Technical Approach	15	13.95	14.40	14.10	13.65	13.65	14.25	13.50	
Final Score		92.75	95.45	93.15	91.80	91.25	94.45	90.00	

Committee Member: Ivelisse Rodriguez, Project Manager, Office of Capital Improvements, City of Miami



Department of Procurement
Evaluation Committee Ranking Form
Thursday, November 9, 2017

Request for Qualifications (RFQ) No.: 16-17-027

Solicitation Title: Miscellaneous Surveying and Mapping Services

Evaluation Criteria	Maximum Points	F.R. Aleman and Associates, Inc.	Biscayne Engineering Company, Inc.	Keith & Schnaars, P.A.	Maser Consulting, P.A.	Longitude Surveyors, LLC	Hadonne Corp.	Manuel G. Vera & Associates, Inc.	Comments
Proposer's Experience and Qualifications	30	25	26	25	23	22	22	25	
Proposer's Team Experience	30	25	25	25	24	21	21	24	
Experience of Project Manager/Senior Surveyor and Mapper	25	20	22	21	19	18	18	22	
Technical Approach	15	12	13	12	11	10	10	12	
Final Score		82	86	83	77	71	71	83	

Committee Member: Chuks Okereke, P.E., City Engineer, Public Works Department, City of North Miami



Department of Procurement
Evaluation Committee Ranking Form
Thursday, November 9, 2017

Request for Qualifications (RFQ) No.: 16-17-027

Solicitation Title: Miscellaneous Surveying and Mapping Services

Evaluation Criteria	Maximum Points	F.R. Aleman and Associates, Inc.	Biscayne Engineering Company, Inc.	Keith & Schnats, P.A.	Maser Consulting, P.A.	Longitude Surveyors, LLC	Hadonne Corp.	Manuel G. Vera & Associates, Inc.	Comments
Proposer's Experience and Qualifications	30	21	28	24	29	27	25	30	
Proposer's Team Experience	30	25	28	27	28	23	28	28	
Experience of Project Manager/Senior Surveyor and Mapper	25	20	25	25	25	20	23	25	
Technical Approach	15	15	15	13	15	12	15	14	
Final Score		81	96	89	97	82	91	97	

Committee Member: Nestor Navarro, GISP, M.C.S.A., GIS Manager, Public Works Department, City of Miami Beach