

**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 to Keith & Schnars, P.A.

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/PR17434, to Keith & Schnars, 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. Consultants 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 each of these contracts will not exceed your delegated authority of \$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 Consultant, 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 the Consultant as one of the six (6) highest ranked responsive and responsible proposers, 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: 3/12/18

- 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