

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

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

**DATE:** March 13, 2018      **FILE:**

**FROM:** Annie Perez, CPPO  
Director, Procurement

**SUBJECT:** Recommendation of Award of a Contract for Miscellaneous Surveying & Mapping Services Projects to Manuel G. Vera & Associates, Inc.

**REFERENCES:** RFQ No. 16-17-027

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

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**Recommendation**

Based on the findings below, the Department of Procurement (Procurement) hereby recommends award of Contract No. RFQ 16-17-027/PR17435, to Manuel G. Vera & Associates, Inc., (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**

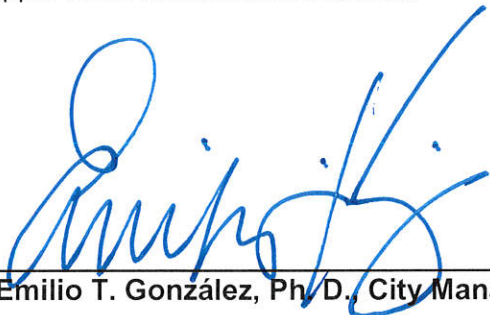
The fiscal impact to the City of Miami (City) as a result of the Work included under each of these contracts will not exceed your delegated authority of \$500,000. The unloaded rates proposed by the Consultants varied between \$156.30 for Principals and \$13.00 for the lowest required classification. 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

3/21/18  
Date: \_\_\_\_\_

- c: Fernando J. Casamayor, Chief Financial Officer/Assistant City Manager
- Nzeribe Ihekwebaba, Ph.D., P.E., Chief of Operations/Assistant City Manager
- Steven 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 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                                  |
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*"Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation if any, are hereby rejected as late."*

Walter S. Seife  
 Person Receiving Bid(s)  
 On: 8/14/2017  
 Today's Date

Received (7) bid(s) on behalf: Procurement  
 City Department  
 PREPARED BY: Rosa Castelli  
 Deputy City Clerk