


**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:

<b>Evaluation Criteria</b>	<b>Maximum Points (Per Committee Member)</b>
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:

<b>Proposing Firm</b>	<b>Awarded Points (Maximum 405 Points)</b>	<b>Awarded Points Percentage</b>
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%

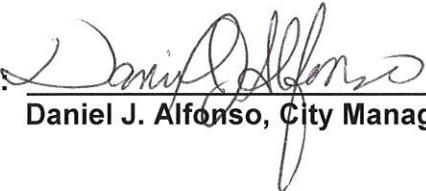
The composite and individual Committee member score sheets are attached as supporting documentation. The Committee determined that firms scoring eighty-five (85) percent and above (340 out of a possible 400 points) have the experience, qualifications, and expertise required to provide the Services. Subsequently, 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 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 Seife  
 Person Receiving Bid(s)

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

On: 8/14/2017  
 Today's Date

PREPARED BY: Rosa Castelf  
 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

Solicitation Title: Miscellaneous Surveying and Mapping Services

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

Committee Member	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.
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
<b>Preliminary Score:</b>	<b>343.75</b>	<b>373.45</b>	<b>351.15</b>	<b>353.80</b>	<b>318.25</b>	<b>340.45</b>	<b>359.00</b>
<b>Five (5) Bonus Points:</b> 15% CBE Participation within City of Miami Boundaries	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Score:</b>	<b>343.75</b>	<b>378.45</b>	<b>351.15</b>	<b>353.80</b>	<b>318.25</b>	<b>340.45</b>	<b>359.00</b>
<b>Ranking:</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>6</b>	<b>2</b>

Committee Chair: Sade 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

Solicitation Title: **Miscellaneous Surveying and Mapping Services**

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

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	
<b>Final Score</b>		88	96	86	88	74	84	89	

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



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

Solicitation Title: **Miscellaneous Surveying and Mapping Services**

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

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	27.60	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	
<b>Final Score</b>		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

Solicitation Title: **Miscellaneous Surveying and Mapping Services**

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

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	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	
<b>Final Score</b>		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

Solicitation Title: **Miscellaneous Surveying and Mapping Services**

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

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	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	
<b>Final Score</b>		81	96	89	97	82	91	97	

**Committee Member: Nestor Navarro, GISP, MCSA, GIS Manager, Public Works Department, City of Miami Beach**