

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

TO: Arthur Noriega V
City Manager

DATE: March 10, 2020 **FILE:**

FROM:  Annie Perez, CPPO, Director
Department of Procurement

SUBJECT: Recommendation for Award of
Contract for Armbrister Park Project, Project No.
B-193512, for the Office of Capital Improvements

REFERENCES: Request for Qualifications
("RFQ") No. 18-19-035

ENCLOSURES: Report of Evaluation Committee
Memorandum, Evaluation Committee
Appointment Memorandum, Proposal Security
List

RECOMMENDATION:

Based on the findings below, the Department of Procurement ("Procurement") hereby recommends that the referenced Project be awarded to M.C. Harry and Associates, Inc. ("Consultant"), for RFQ No. 18-19-035, Armbrister Park Project, Project No. B-193512 (the "Project").

The Consultant shall provide design, permitting and contract administration services for improvements to Esther Mae Armbrister Park, consisting of the demolition of the existing Community Center building and the construction of a new two (2)-story facility of approximately 10,000 square feet with an outdoor pavilion. The new facility will include, at a minimum, one (1) administration office, an entrance reception area, a warming kitchen, an Information Technology ("IT") room with laptop charging stations, a multi-purpose room, several workrooms, an elevator, and restrooms on both levels.

During the development of objectives phase of the Project, the Consultant shall visit the facility with the City's staff to further assess the existing site and building condition. The Geotechnical Engineer will take samples from soil borings and prepare a geotechnical report. Environmental services will require interfacing with Miami-Dade County agencies to implement a Soil Management Plan and Dust Control Plan. A Scope Verification and Validation Report will be generated and provided to the City for approval.

During the conceptual and schematic design phase of the Project, the Consultant shall create and orally present two (2) conceptual design options in the form of one (1) line sketches and diagrams which include site plans, floor layouts, and simple conceptual sketches/perspective renderings. The Consultant shall participate in, up to, two (2) community meetings, create a probable cost estimate in CSI format for each option, and present a project development schedule.

During the design development phase of the Project, the Consultant shall prepare and issue Design Development documents including drawings from the AE team which will include two (2) computer generated renderings of the approval model, site plans, floor plans (to include a layout showing furniture, fixtures, and equipment), elevations, sections, and critical construction details. The submittal will include a Project Development Schedule and an updated Statement of Probable Construction Cost in CSI format and broken down by project elements. A warrant permit from the Zoning Department will be secured during this phase. The Consultant shall prepare Final Construction Documents which will be submitted at 50% and 100% for dry run permitting. The Consultant shall respond to comments from the building department for approval of building permits from and the City and all other authorities. Upon completion of dry run permitting, two (2) full size sealed copies of the drawing and specifications (to include digital versions) will be provided.

During the bidding, permitting, and contract administration phases the Project, the Consultant shall submit plans through the City's e-Plan and all other authorities having jurisdiction. The Consultant shall attend the pre-bid meeting, respond to all requests for information ("RFI"), and assist in review of bids. The Consultant shall attend the kick-off meeting for construction, attend all bi-weekly construction meetings, and prepare minutes for each meeting. The Consultant shall attend monthly site visits to ascertain the contractor's completion of work, in place and stored, and ensure compliance with the contract documents. The Consultant shall provide engineering inspection and certification services as well as air monitoring services. The Consultant shall review and approve contractor pay requisitions, RFI's, shop drawings and submittals, and Proposed Change Orders. The estimated construction duration is fourteen (14) months for Substantial Completion, plus thirty (30) days for Final Completion.

FISCAL IMPACT:

The fiscal impact to the City for the negotiated contract is **\$648,989.00**. This is comprised of a Lump Sum fee of \$421,939.00 for Basic Services, \$169,856.00 for Dedicated Allowances, \$15,000.00 for Reimbursable Expenses, and 42,194.00 for the Owner's Contingency Allowance. The original price proposal submitted by the Consultant totaled \$719,711.00; therefore, negotiations resulted in \$70,722.00 or 9.82% of savings for our taxpayers.

BACKGROUND:

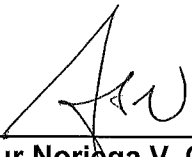
On July 18, 2019, Procurement issued a solicitation under full and open competition to obtain proposals from qualified firms for three (3) City parks, Moore Park, Armbrister Park, and Curtis Park. On August 19, 2019, Procurement received six (6) proposals in response to the solicitation (see attached Proposal Security List). Subsequently, the proposals were reviewed by Procurement staff, upon which four (4) proposals were deemed responsive and responsible in accordance with the minimum qualifications and experience requirements of the RFQ. Also, two (2) proposals were deemed non-responsive in accordance with the minimum qualifications and experience requirements of the RFQ. Accordingly, on October 9, 2019, the Evaluation Committee ("Committee") met and completed the evaluation and ranking of all proposals following the stipulated guidelines in the solicitation. The proposals were evaluated in accordance with five (5) evaluation criteria, and ranked by total awarded points (see enclosed Report of Evaluation Committee Memorandum).

Upon review and subsequent approval of the Report of the Evaluation Committee Memorandum by the City Manager on November 14, 2019, negotiations were initiated with the Consultant, the second highest ranked firm. The City's negotiation team, comprised of staff from the Office of Capital Improvements ("OCI") held good faith negotiations with the Consultant's principals that addressed:

1. Coordination of the various professional consulting services necessary for the Project;
2. Established a capped, fair market professional services fee schedule;
3. A project-tasking solution, which supports the implementation of a fiscally sound agreement, in the best interest of the City and its residents, and;
4. A legally sufficient and binding agreement terms and conditions, with the assistance and support of the City Attorney's Office.

Successful negotiations for Armbrister Park were accomplished, and an agreement was mutually reached, on March 3, 2020. As a result, Procurement hereby recommends award of a Professional Services Agreement with the Consultant for the Project. Pursuant to Resolution R-19-0187, approved by the City Commission on May 9, 2019, amending Section 18-117, "Economic Stimulus Awards and Agreements" of the City Code (copy attached), the City Manager has delegated authority to award this contract and execute the ensuing agreement.

Based on the above findings, Procurement hereby recommends that the Contract be awarded to M.C. Harry and Associates, Inc. Your signature below indicates your approval of Procurement's recommendation.

Approved: 
Arthur Noriega V, City Manager

Date: 3.30.20


- c: Nzeribe Ihekwaba, P.E., Ph.D., Assistant City Manager
- Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
- Pablo Velez, Senior Assistant City Attorney
- Lara Hamwey, Director, Parks and Recreation Department (Parks)
- Steven C. Williamson, Director, OCI
- Nadia Arguelles-Goicoechea, Assistant Director, Administration and Capital Planning, Parks
- Hector Badia, Assistant Director, OCI
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

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

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

DATE: November 12, 2019

FILE:

FROM: Annie Perez, CPPO, Director,
Department of Procurement 

SUBJECT: Report of Evaluation Committee for RFQ No. 18-19-035, Moore Park, Armbrister Park, and Curtis Park Projects - D1, D2, and D5, Project Nos. B-193511, B-193512, B-193513 for the Office of Capital Improvements

REFERENCES: Request for Qualifications (RFQ) No. 18-19-035

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

BACKGROUND

On July 18, 2019, the Department of Procurement ("Procurement") issued Request for Qualifications ("RFQ") No. 18-19-035 for the provision of architectural services for the Moore Park, Armbrister Park, and Curtis Park Projects - D1, D2, and D5, Project Nos. B-193511, B-193512, B-193513 ("Projects"), on behalf of the Office of Capital Improvements ("OCI"). On August 19, 2019, six (6) proposals were received in response to this solicitation. Subsequently, after Procurement staff completed its due diligence effort, four (4) proposals from Alleguez Architecture, Inc. ("Alleguez"), Ferguson Glasgow Schuster Soto, Inc. ("Ferguson"), Gurri Matute, P.A. ("Gurri"), and M.C. Harry and Associates, Inc. ("M.C. Harry") were deemed responsive. Two (2) proposals from Leo A. Daly Company and R.E. Chisholm Architects, Inc., however, were deemed non-responsive pursuant to the minimum submission requirements of the RFQ.

SUMMARY OF EVALUATION

On October 9, 2019, 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:

<u>Evaluation Criteria</u>	<u>Maximum Points</u> <u>(Per Committee Member)</u>
1. Proposer's Experience and Qualifications	30
2. Proposer's Team Experience	30
3. Experience of Lead Architect/A&E Sr. Project Manager	20
4. Design Philosophy and Process	10
5. Technical Approach	10

Proposers who agreed to meet the Small Business Enterprise ("SBE") participation requirement by assigning certified SBE firms with a "Local Office," as defined in City Procurement Code, Section 18-73, were granted five (5) Bonus Points, in accordance with the RFQ and City Procurement Code, Section 18-87, as amended. Two (2) Proposers, Ferguson and Gurri, did agree to meet the SBE participation requirement using the "Local Office" criteria, and were granted the five (5) Bonus Points. The final scores are as follows:

<u>Proposing Firms</u>	<u>Awarded Points</u> (Maximum 505 Points)
1. Ferguson Glasgow Schuster Soto, Inc.	499
2. M.C. Harry and Associates, Inc.	490
3. Gurri Matute, P.A.	480
4. Alleguez Architecture, Inc.	463

The Committee decided not to hold oral presentations, as the proposals did not require further clarification. The composite and individual Committee member score sheets are attached as supporting documentation.

Consensus Statement

The three (3) highest ranked firms, Ferguson, M.C. Harry, and Gurri, received a total of 499, 490, and 480 points, respectively, out of a maximum total of 505 points. The Committee determined that the three (3) firms have each assembled teams of architectural and engineering professionals distinctly qualified to provide comprehensive services for the Moore Park, Armbrister Park, and Curtis Park Projects.

The Committee discussed the experience and structure of each firm's proposed multi-disciplined government institutional facilities teams. Each firm proposed a substantial resume of in-house architectural professionals, in addition to proposing a team of sub-consultants to support engineering, geotechnical, surveying, cost estimating, and landscape architectural needs. The Project Manager's identified are qualified to perform the required services. As consultants on previous miscellaneous architecture and engineering services contracts, each firm has successfully completed numerous City of Miami projects, including several institutional design-related assignments.

Additionally, the Committee discussed each firm's Design Philosophy and Process. The firms' proposed designs and plans demonstrated a thorough understanding of the character and conditions of the Moore Park, Armbrister Park, and Curtis Park Projects. Each firm's proposal also demonstrated an optimal balance between the Project goals of constructing recreational facilities, while beautifying the different parks.

After deliberation, the Committee members unanimously agreed that Ferguson, M.C. Harry, and Gurri each presented proposals comprehensively suited to meet the critical needs of the City through these Projects, while maintaining a level of responsibility on all concurrent projects under contract with the City.

Recommendation

The Committee hereby requests authorization for Procurement, in collaboration with the nominated Negotiations Committee, Messrs. Sylejman Ujkani, Carlos Vasquez, and Jose Caldeira from OCI, to commence negotiations with Ferguson, M.C. Harry, and Gurri, the three (3) highest-ranked responsive and responsible firms, for the provision of professional services for the Moore Park, Armbrister Park, and Curtis Park Projects, in that particular order. Should negotiations with any of the firms fail, the Committee hereby requests permission to commence negotiations with the fourth ranked firm, respectively, until a Professional Services Agreement is successfully negotiated, and subsequently awarded.

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

Date: 11/14/09


- c: Joseph F. Napoli, Deputy City Manager
- Nzeribe Ihekwebaba, Ph.D., P.E., Assistant City Manager
- Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
- Rafael Suarez-Rivas, Chief Assistant City Attorney
- Steven C. Williamson, Director, OCI
- Lara Hamwey, Director, Parks and Recreation Department
- Hector Badia, Assistant Director, OCI
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

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

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

DATE: September 9, 2019

FILE:

FROM: Annie Perez, CPPO, Director 
Department of Procurement

SUBJECT: Appointment of Evaluation Committee for Request for Qualifications (RFQ) No. 18-19-035 Moore Park, Armbrister Park, and Curtis Park Projects

REFERENCES: RFQ No. 18-19-035

The Procurement Department ("Procurement"), on behalf of the Office of Capital Improvements ("OCI"), issued RFQ No. 18-19-035 on July 18, 2019, for Moore Park, Armbrister Park, and Curtis Park Projects. City of Miami Procurement Code § 18-117, "Economic Stimulus Award and Agreements," eliminates the requirement of subsection 18-542(12) to appoint the majority of an Evaluation Committee (Committee) with members from the public. Therefore, it is respectfully requested that you approve the appointment of the following individuals to serve as members of the Committee to evaluate and score proposals received on August 19, 2019. Each proposed member has the requisite knowledge and experience to evaluate the proposals pursuant to the RFQ.

Chairperson (non-voting)

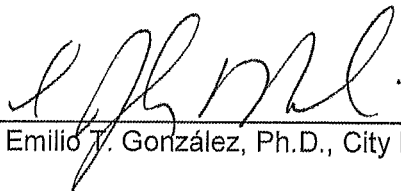
Anthony Hansen, Sr. Procurement Contracting Officer, Procurement, City of Miami ("COM")

City of Miami Committee Members (voting)

David Snow, Chief of Urban Design, Planning Department ("Planning"), COM
Efren Nunez, Public Art Manager/Planner, Planning, COM
Carlos Vasquez, Project Manager, OCI, COM
Chris Evans, Assistant Director, Parks and Recreation Department ("Parks"), COM
Zhaoming Guan, Superintendent of Recreation, Parks, COM

Alternate Committee Members

Sylejman Ujkani, Program Manager, OCI, COM
Nelson Cuadras, Senior Construction Manager, OCI, COM

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

9/9/19
Date

AP: ah

c: Joseph F. Napoli, Deputy City Manager
Nzeribe Ihekwebaba, Ph.D., P.E., Assistant City Manager
Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
Rafael Suarez-Rivas, Chief Assistant City Attorney, Office of the City Attorney
Lara Hamwey, Director, Parks
Nadia Arguelles-Goicoechea, Assistant Director of Administration and Capital Planning, Parks
Steven C. Williamson, Director, OCI
Hector Badia, Assistant Director, OCI
Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement

PR19222

CITY OF MIAMI OFFICE OF THE CITY CLERK
BID SECURITY LIST

BID ITEM: Moore Park, Armbrister Park, and Curtis Park Projects – D1, D2, and D5

BID NUMBER: RFQ 18-19-035

DATE BID OPENED: August 19, 2019 **TIME:** 2:00 p.m.

<u>BIDDER</u>	<u>BID TOTAL AMOUNT</u>	<u>BID BOND (ER) CASHIER'S CHECK</u>
ALLEGUEZ ARCHITECTURE, INC .	See attached	See attached
FERGUSON GLASGOW SCHUSTER SOTO, INC.	See attached	See attached
LEO A DALY	See attached	See attached
R.E. CHISHOLM ARCHITECTS, INC.	See attached	See attached
GURRI MATUTE, PA	See attached	See attached
MCHARRY ASSOCIATES	See attached	See attached

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

[Signature]
Person Receiving Bid(s)

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

On: 8/19/2019
Today's Date

PREPARED BY: *[Signature]*
Deputy City Clerk