



City of Miami

REQUEST FOR QUALIFICATIONS

DESIGN CRITERIA PROFESSIONAL FOR REPAIR AND RECONSTRUCTION OF CITYWIDE ROADS - B-193622

RFQ NUMBER
18-19-016

ISSUE DATE
MARCH 27, 2019

VOLUNTARY PRE-PROPOSAL CONFERENCE
APRIL 3, 2019
11:00 a.m.

ADDITIONAL INFORMATION AND CLARIFICATION DEADLINE
APRIL 12, 2019
5:00 p.m.

PROPOSAL SUBMISSION DUE DATE
APRIL 30, 2019
2:00 p.m.

CONTACT
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Senior Procurement Contracting Officer
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City of Miami

PUBLIC NOTICE

RFQ NO: 18-19-016

DESIGN CRITERIA PROFESSIONAL FOR REPAIR AND RECONSTRUCTION OF CITYWIDE ROADS – B-193622

Completed Proposals must be delivered to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133 by 2:00 p.m. EST, on April 30, 2019 (“Proposal Submission Due Date”). Any Proposals received after the above date and time or delivered to a different address, department, or location will not be considered.

Request for Qualifications (RFQ) documents may be obtained on or after **March 27, 2019**, from the City of Miami, Office of Capital Improvements (OCI) webpage at:

<http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

It is the sole responsibility of all firms to ensure the receipt of all addenda. Therefore, it is recommended that firms periodically check the OCI webpage for updates and the issuance of addenda.

The Department of Procurement has scheduled a **Voluntary Pre-Proposal Conference**, which will occur on **April 3, 2019 at 11:00 a.m. EST**, at Miami Riverside Center (MRC), 444 SW 2nd Avenue, 8th Floor, North Conference Room, Miami, FL 33130. Any Proposers not attending the pre-proposal conference will not be precluded from submitting a proposal.

The City of Miami reserves the right to accept any Proposals deemed to be in the best interest of the City, to waive any minor irregularities, scrivener’s errors, omissions, and/or technicalities in any Proposals, or to reject any or all Proposals and to re-advertise for new Proposals, in accordance with the applicable sections of Florida Statutes, the City Charter and Code, and this RFQ. The responsibility for submitting a Proposal before the stated time and date is solely and strictly that of the Proposer. The City is not responsible for any delay, late or misdelivered Proposals, no matter the cause.

THIS SOLICITATION IS SUBJECT TO THE “CONE OF SILENCE” IN ACCORDANCE WITH SECTION 18-74 OF THE CITY OF MIAMI CODE.

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



SECTION 1

INTRODUCTION TO REQUEST FOR QUALIFICATIONS

1.1 INVITATION

Thank you for your interest in this RFQ. The City of Miami (City) Office of Capital Improvements (OCI), through the City's Department of Procurement (Procurement), seeks Proposals from qualified design professionals for the development of a Design Criteria Package for Citywide roads in dire need of repair and/or reconstruction due to current poor conditions (Project), in accordance with the Scope of Services contained in this RFQ, as described in Section 2, "RFQ Scope of Services." This RFQ is issued pursuant to Section 287.055 of the Florida Statutes, the "Consultants Competitive Negotiation Act" (CCNA). All references to Florida Statutes, City of Miami and Miami-Dade County Codes, and other laws/regulations will be interpreted to include "as amended from time to time." Copies of this solicitation are available on the OCI webpage by visiting <http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

For purposes of this RFQ, the words:

- a) "Proposal" shall mean the completed written and properly signed submission in response to this RFQ by a Proposer.
- b) "Proposer" shall mean the entity submitting a Proposal in response to this RFQ.

Throughout this RFQ, the phrases "must" and "shall" will denote mandatory requirements. Any Proposal that does not meet the mandatory requirements is subject to immediate disqualification.

1.2 SUBMISSION OF PROPOSALS

Sealed written Proposals must be received by the Office of the City Clerk no later than the date, time and at the location indicated in Section 4.2, Proposal Submission, in order to be considered. Faxed documents are not acceptable. **One (1) unbound original hard copy and one (1) copy in digital form (preferably on USB drives) in bookmarked and SEARCHABLE .pdf file format** of the Proposer's Proposal must be timely received by the Office of the City Clerk, or the Proposal will be disqualified. Proposals can be hand delivered to the Office of the City Clerk, no later than the date, time, and at the location indicated in Section 4.2, Proposal Submission. Untimely or misdelivered submittals will not be considered.

1.3 VOLUNTARY PRE-PROPOSAL CONFERENCE

A Voluntary Pre-Proposal Conference (Conference) will be held on **April 3, 2019 at 11:00 a.m. EST**, at Miami Riverside Center (MRC), 444 SW 2 Avenue, 8th Floor, North Conference Room, Miami, FL 33130. Prospective Proposers are strongly encouraged to attend this meeting to obtain information relative to the RFQ.

1.4 CONE OF SILENCE

Pursuant to Section 18-74 of the City of Miami Code (Ordinance No. 12271), a "Cone of Silence" is imposed upon this RFQ. Oral communication is prohibited as long as the Cone of Silence remains in effect.

Written communications must be in the form of fax, mail, or e-mail to Christine Tibbs, Senior Procurement Contracting Officer, City of Miami, Department of Procurement, at 444 SW 2nd Avenue, 6th Floor, Miami, FL 33130, e-mail chwa@miamigov.com with a copy to the Office of the City Clerk, Attn: Rosa Castillo, at clerks@miamigov.com.

Please review City of Miami City Code Section 18-74 for additional information pertaining to the Cone of Silence.



Proposers are hereby cautioned not to contact any member of the Evaluation Committee or any City staff regarding this RFQ, except as provided in the RFQ, or until the Cone of Silence is lifted. Failure to abide by this condition of the RFQ shall be cause for rejection of Proposer's Proposal, and may result in potential suspension or debarment, pursuant to the applicable provisions of the City Code and applicable regulations.

1.5 ADDITIONAL INFORMATION OR CLARIFICATION

Requests for additional information or clarifications must be made in writing. Proposers may fax or e-mail their requests for additional information or clarifications in accordance with Section 1.4, Cone of Silence. Facsimiles must have a cover sheet that includes the Proposer's name, the RFQ number and title, and the number of pages transmitted. Any request for additional information or clarification must be received in writing **no later than 5:00 p.m. EST, on April 12, 2019**. Late or misdelivered requests for additional information or clarification may not receive a response in the subsequent addendum.

Procurement will issue responses to inquiries received and any other corrections or amendments it deems necessary via written addenda, prior to the Proposal Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ and in any written addenda to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

Addenda will only be made available on the OCI webpage, and it is the Proposer's sole responsibility to assure its review and receipt of all addenda. Prior to submitting the Proposal, the Proposer should check the OCI webpage for all addenda:

<http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>.

1.6 AGREEMENT TERMS AND CONDITIONS

The Proposer selected to render the services requested herein (Successful Proposer) shall be required to execute a Professional Services Agreement (PSA or Agreement) with the City. Certain provisions of the Agreement are non-negotiable. These include, without limitation, applicability and compliance with applicable laws (e.g., State Statutes, County and City Codes), venue, hold harmless, duty to defend, indemnity and insurance, payment and performance bond, and cancellation for convenience or due to lack of funding, by the City Manager.

1.7 AWARD OF AGREEMENT

An Agreement may be awarded to the Successful Proposer for the Project by the City Commission, following a written recommendation by the City Manager, based upon the qualification requirements reflected herein. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer, when it is determined to be in the City's best interest. The City does not represent that any award will be made. The award and execution of an Agreement shall comply with CCNA, Florida Statute Section 287.055, as amended, and codified in the City of Miami Code as Section §18-87.

1.8 AGREEMENT EXECUTION

By submitting a Proposal, the Proposer agrees to be bound to and execute the PSA, in substantially the form furnished by the City, for Professional Design Services for the development of a Design Criteria Package for the repair, reconstruction, and restoration of roads in poor condition throughout the City. Upon commencement of the PSA negotiation process, and without diminishing the foregoing, the Proposer may request clarification and submit comments concerning the Agreement for the City's consideration. None of the foregoing shall preclude the City, at its option, from seeking to negotiate changes to the Agreement during the negotiation process.



The City shall require the Successful Proposer to provide for itself and its Subconsultants all of the following documentation to support the Price Proposal (if applicable), as a condition precedent to execution of an Agreement.

- Current financial statement(s), preferably an audited financial statement(s) for the most recently completed fiscal year clearly showing the costs (not percentage) of direct labor, indirect labor, fringe benefits, general administrative costs and overhead, and a statement of profit or operating margin.
- Raw labor rates by labor or professional classification certified as accurate by an officer of the company.
- Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours.
- Updated information reflecting information resulting from negotiation of the Agreement.
- Copy of current Notice of Qualification letter from the Florida Department of Transportation (FDOT).
- Copy of Sub-Consultant's/Sub-Contractor's Small Business Enterprise (SBE) certification letter from Miami-Dade County.

1.9 UNAUTHORIZED WORK

The Successful Proposer shall not begin work until the City issues a written Notice to Proceed (NTP). Such NTP shall constitute the City's authorization to begin work. Any unauthorized work performed by the Successful Proposer, prior to receiving the NTP, or during the term of the Agreement, shall be deemed non-compensable by the City. The Successful Proposer shall not have any recourse against the City for prematurely performing unauthorized work.

1.10 SUBMITTAL INSTRUCTIONS

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit Proposals in accordance with the requirements of Section 4, Instructions for Submitting a Proposal. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.** Proposers shall make the necessary entries in all blanks on the forms provided for inclusion in the Proposer's Proposal. Proposals shall be submitted in sealed envelopes or packages, with the RFQ number, title, and opening date clearly noted on the outside of the envelopes or packages.

1.11 CHANGES/MODIFICATIONS/ALTERATIONS

Proposer may submit a modified Proposal to replace all or any portion of a previously submitted Proposal, or withdraw a Proposal at any time prior to Proposal Submission Due Date (referenced in the Public Notice). All modifications or withdrawals shall be made in writing, to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133. **Oral and/or verbal modifications are prohibited, and they will be disregarded. Written modifications will not be accepted after the Proposal Submission Due Date.** The City will only consider the latest version of the Proposal.

1.12 SUB-CONSULTANT(S)/SUB-CONTRACTOR(S)

For purposes of this RFQ, the terms "Sub-Consultant" and "Sub-Contractor" are used interchangeably. A Sub-Consultant or Sub-Contractor is any individual, firm, entity, or organization, other than the employees of the Proposer, who has or will have a contract with the Proposer to assist in the performance of Services required under this RFQ. A Sub-Consultant shall be paid directly by the Proposer, and shall not be paid directly by the City. The Proposer must clearly identify in its Proposal the Sub-Consultants to be utilized in the performance of



required Services. The City retains the right to accept or reject any Sub-Consultant proposed in accordance with Section 3.5, Minimum Qualification and Experience Requirements, and Section 4.1, Submission Requirements, or proposed prior to execution of the Agreement. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the Successful Proposer, and insurance for each Sub-Consultant must be approved by the City and maintained in good standing throughout the duration of the Agreement. Neither the Successful Proposer nor any of its Sub-Consultants are considered employees, partners, affiliates, or agents of the City. Failure to list all Sub-Consultants and provide the required information may disqualify any unidentified Sub-Consultants from performing work under this RFQ.

Proposers shall include in their Proposal the requested Sub-Consultant information and all relevant information required of the Proposer. Proposer must identify each of its Small Business Enterprise (SBE) Sub-Consultants via Letter of Agreement (LOA) utilizing Form RFQ-LOA at the time of Proposal submittal. Additional information concerning the SBE requirements can be found in Section 3.6, Small Business Enterprise (SBE) Participation Requirements - Mandatory.

After Proposal submittal, Proposers are expressly prohibited from substituting any Sub-Consultant or Sub-Contractor contained in their Proposal. **Just cause and prior written approval by the City Manager or City Manager's authorized designee are required for substitution of any Sub-Consultants.** If approved, the City reserves the right to request additional required documentation as specified in the RFQ. If the City does not accept the proposed change(s), the Proposal may be rejected and not considered for award.

1.13 DISCREPANCIES, ERRORS, AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing, in the manner prescribed in Section 1.4, Cone of Silence. If applicable, the City will issue a written addendum to the RFQ clarifying such conflicts or ambiguities. It is agreed that any such alleged discrepancies, errors, or omissions will not be construed against the drafting party.

1.14 DISQUALIFICATION

This RFQ requires the use and submission of specific City forms. In addition, the RFQ requires the submission of additional documents and information. Failure to use the City forms will result in the Proposal being deemed non-responsive, and the Proposal will not be further considered for award. Modification of, retyping, or any alterations to, the City forms may also result in the Proposal being deemed non-responsive.

The City reserves the right to disqualify Proposers upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. The City also reserves the right to waive any immaterial defect or informality in any Proposal, to reject any or all Proposals in whole or in part, or to reissue this RFQ.

Any Proposer who submits in its Proposal any information that is determined by the City, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of the Agreement.

Any Proposal submitted by a Proposer who is in arrears, (e.g., money owed or otherwise in debt by failing to deliver goods or services to the City, including any agency or department of the City), or where the City has an open or liquidated damages claim against a Proposer for monies owed to the City at the time of Proposal submission, or if a Proposer has been declared in default or abandoned a prior City Contract or Agreement, or has been debarred by a federal, State of Florida, or local public entity within the past five (5) years, or is on the convicted vendor list per Florida Statute § 287.133, will be rejected as non-responsive and shall not be considered for award. Prior to award of the Agreement, the above requirements must be met, and is a condition that must be maintained during the term of the Agreement.



1.15 PROPOSER'S EXPENDITURES

Proposers understand and agree that any expenditure incurred in preparation and submittal of Proposals, or in the performance of any services requested by the City in connection with the Proposals for this RFQ, are exclusively at the expense of the Proposers. The City shall not pay or reimburse any expenditure, or any other expense incurred by any Proposer in preparation of a Proposal, and/or anticipation of Agreement award, and/or to maintain the approved status of the Successful Proposer if an Agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process. The Proposer agrees to these terms by submission of a Proposal.

1.16 EXECUTION OF PROPOSAL

The Proposal must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with an original signature in full. When a firm is the Proposer, the Proposal shall be signed in the name of the firm by one or more of the partners. When a corporation is the Proposer, the officer signing shall set out the corporate name in full, beneath which he shall sign his/her name, give title of his/her office, and affix the corporate seal. Anyone signing the Proposal as an agent, must file with it legal evidence of signature authority. Proposers who are corporations shall furnish their Proposal to the City with a copy of their authorization to transact business in the State of Florida. Failure to promptly submit this evidence of qualification to do business in the State of Florida, may be a basis for rejection of the Proposal.

Proposer understands that submitting a Proposal to this RFQ does not constitute an Agreement or Contract between the City and the Proposer. Proposer has no contract right or expectation by submitting to the City a response to this RFQ.

1.17 INSPECTION OF SITE

Proposers should carefully examine the site location(s) before submission of a Proposal and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all services required pursuant to the mandates and requirements of this RFQ and the Agreement. No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the services pursuant to the Proposal as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for a failure or omission on the part of the Successful Proposer to fulfill, in every detail, all of the requirements, as defined in this RFQ and the Agreement, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

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SECTION 2

RFQ SCOPE OF SERVICES

2.1 PURPOSE

This RFQ is being issued to obtain Proposals from qualified and experienced civil engineering firms to provide for the development of a Design Criteria Package for the repair, reconstruction, and restoration of roads in very poor conditions throughout the City, Project No. B-193622 (Project) for the City under the direction of the Office of Capital Improvements (OCI), in accordance with all applicable laws, building and environmental regulations, including code requirements for the State of Florida, Miami-Dade County, and the City, and the Scope of Services contained in this RFQ. The Proposer and its Sub-Consultants must be able to perform every element and task included in, but not limited to, those outlined in section 2.3, Scope of Services. The Successful Proposer shall be selected in accordance with Florida Statute Section 287.055, Consultants' Competitive Negotiations Act (CCNA), as amended.

2.2 PROJECT DESCRIPTION/BACKGROUND

A variety of different streets and intersections located throughout the City are currently in very poor conditions and require reconstruction and/or repairs. The Project may include, but is not limited to, developing a Design Criteria Package that addresses drainage improvements, stormwater modeling, reconstruction, milling and resurfacing, sidewalks, Americans with Disabilities Act (ADA) compliant ramps, curb and/or gutters, pavement markings and striping, roadway signage, utility coordination, and limited landscaping services.

The City may also require the Successful Proposer to perform surveying (three-man and four-man crews), geotechnical investigations and testing, and related services necessary for the preparation of the Design Criteria Package.

NOTE: This RFQ is being issued for the development of the Design Criteria Package only.

2.3 SCOPE OF SERVICES

The Successful Proposer shall provide civil engineering and design services necessary to complete the Design Criteria Package for the City that shall encompass all necessary documents required for the future advertisement of a Design/Build Request for Proposals (RFP) solicitation. The Proposer shall perform all necessary site visits along with City staff to determine the final scope and limits of each of the roadway reconstructions and/or repairs. As part of the Design Criteria Package, the Proposer shall prepare a complete cost estimate for each roadway reconstruction and/or repair to assist the City with funding requirements. The City anticipates the majority of the work under the Scope of Services to be engineering related.

The Successful proposer shall serve as the City's Design Criteria Professional during the construction phase related to this Project.

The construction phase related to this Project will be performed by a Design/Build firm selected through a future RFP solicitation process that is separate and independent from this RFQ solicitation.

NOTE: This RFQ is being issued for the development of the Design Criteria Package only.

2.4 PROPOSED TEAM/KEY PERSONNEL

The Successful Proposer shall serve as the lead and managing agent for all disciplines required for the development and completion of the Design Criteria Package. The Successful Proposer's work shall be directed by Key Personnel, as described in the RFQ and PSA, and shall consist at a minimum of the following disciplines:



- Civil Engineering Services
- Stormwater Modeling Services
- Survey Services
- Easement and Harmonization Services
- Geotechnical Services
- Landscape Architecture Services
- Project Manager

The Successful Proposer shall employ a lead individual on its team, referred to as the "**Project Manager**," to lead and manage all efforts of the Project. The Project Manager shall have a Civil Engineering bachelor's degree and a minimum of ten (10) years' experience managing projects of a similar size, scope, and complexity, with the last five (5) consecutive years being registered in the State of Florida as a Professional Engineer. The Project Manager must be a currently licensed, registered, and practicing engineer in the State of Florida and should be directly employed by the Successful Proposer.

Note: As will be further detailed in the ensuing Professional Services Agreement, as may be amended from time to time, the City, acting by and through its City Manager or the City Manager's authorized designee, prior to issuance of any Notice to Proceed, or at other reasonable intervals decided by the City Manager, may elect at the City's discretion, to proceed with the Work on a phased basis. **A detailed Scope of Work will be developed by the City for each Work Order issued.**

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SECTION 3

RFQ GENERAL CONDITIONS

3.1 ACCEPTANCE/REJECTION

The City reserves the right to accept any or all Proposals that best meet the criteria in the Solicitation or reject any or all Proposals. The City also reserves the right to reject any Proposer(s) who has previously failed to perform properly under the terms and conditions of a City contract, to deliver on time any contracts with the City, and who does not have the capacity to perform the requirements defined in this RFQ. Further, the City may waive informalities, technicalities, minor irregularities, and/or request additional information/clarification for the services specified in this RFQ, and may, at its discretion, withdraw and/or re-advertise the RFQ.

3.2 LEGAL REQUIREMENTS

This RFQ is subject to all applicable Federal, State, County, City, and local laws, codes, ordinances, rules and regulations, loan documents, funding and grant agreements that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility for compliance with these requirements. Proposers shall fully comply with all applicable Federal, State, and local laws, rules and regulations, loan and grant requirements. The foregoing will be considered as part of the duties of performance of the Proposer under the Agreement.

3.3 NON-APPROPRIATION OF FUNDS

In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable in any fiscal period for the Agreement, the City shall have the unqualified right to terminate the Work Order(s) and/or the Agreement, upon written notice to the Successful Proposer, without any penalty or expense to the City or recourse against the City. No guarantee, promise, warranty, or representation is made that any particular work or any project(s) will be assigned to the Successful Proposer.

3.4 BUSINESS TAX RECEIPT REQUIREMENT

Proposers shall meet the City's Business Tax Receipt (BTR) requirements in accordance with Chapter 31, Article II of the City of Miami Code, as amended, and any required County Business Tax Receipt (County BTR). Proposers with a business location outside the City's municipal boundaries shall meet all applicable local BTR requirements. A copy of the Proposer's BTR shall be submitted with the Proposal. The City, at its sole option, may allow the Proposer to submit a copy of their BTR after the Proposal Submission Due Date.

3.5 MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

The City is seeking qualified civil engineering firms, as stipulated in Florida Statutes Section 287.055, CCNA. The Proposer shall have the following mandatory minimum qualifications and experience as of Proposal submission due date:

1. Have been licensed, registered, and practicing as a civil engineering firm for a **minimum of ten (10) years and for the last five (5) consecutive years has been authorized to conduct business in the State of Florida as an engineering firm under its current business name;**
2. Possess a **minimum of ten (10) years** of professional experience with comprehensive civil engineering and design services for roadway reconstruction and/or repair, as described in Section 2, RFQ Scope of Services;
3. Must have completed **at least three (3) roadway reconstruction/repair design projects** similar in size, scope, and complexity within the last five (5) consecutive years;



4. Employ a team member who has a Bachelor's Degree in Civil Engineering and is registered, Professional Engineer licensed, and practicing as an Civil Engineer under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineering," as applicable to the named profession, managing projects as described in this RFQ for a **minimum of ten (10) years, with the last five (5) consecutive years having done so as a registered, licensed, and practicing engineer in the State of Florida**, who will serve as the **Project Manager** for this project;
5. Project Manager must have completed at least **three (3) roadway reconstruction/repair design projects** similar in size, scope, and complexity within the last five (5) consecutive years.

Failure to meet the above-stated mandatory minimum requirements will result in the Proposer's Proposal being rejected as non-responsive. Additionally, Proposers shall provide information on (as applicable):

- i. Key Personnel's qualifications and experience, including three (3) roadway reconstruction/repair design projects similar in nature to the Project described in this RFQ, completed within the last five (5) consecutive years for each team member designated as Key Personnel as described in Section 2, RFQ Scope of Services;
- ii. The Sub-Consultants/Sub-Contractors' qualifications and experience, including one (1) roadway reconstruction/repair design project similar in nature to the Project described in this RFQ, completed within the last five (5) consecutive years for each Sub-Consultant/Sub-Contractor;

Proposals that do not completely adhere to all requirements shall be considered non-responsive, and disqualified; see Section 4, Instructions for Submitting a Proposal, for further directions. The City may consider a Proposal responsive where a Proposer has less than the stipulated minimum number of years of experience solely where the Proposer has undergone a name change and such change-of-name has been filed with the State of Florida, or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. Proposers must include documentation substantiating the above stated minimum requirements as part of its Proposal for the City to consider crediting the years of experience from the Proposer under its previous name, if applicable. **Failure to include such documentation with the Proposal may result in the Proposal being deemed non-responsive.**

3.6 SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION REQUIREMENTS - MANDATORY

Unless precluded by Florida Statutes, Federal laws or regulations, or grant requirements, the City has established mandatory SBE Participation requirements, formerly referred to as Community Business Enterprise ("CBE"), Requirements Ordinance 13331, codified as Section 18-87(p) of the City Code. Proposers may review the SBE listing, managed by Miami-Dade County's Small Business Enterprise (SBE) at the following link:

<http://www.miamidade.gov/smallbusiness/library/reports/certify-sbe-ae.pdf>.

OCI has established procedures to assist Proposers in complying with these SBE participation requirements. Proposers shall adhere to the SBE Participation requirements as indicated below:

- Assign a minimum of fifteen percent (15%) of the comprehensive award value to firms currently certified by Miami-Dade County as a SBE firm.
- Submit the following SBE forms with their Proposal:
 - 1) Sign and attach Form 6.4 - Certificate of Compliance.



- 2) Sign and attach Form RFQ-QSC – Qualifications of Sub-Consultants/Sub-Contractors.
- 3) Sign and attach the Letter of Agreement(s) (Form RFQ-LOA) with each SBE Sub-Consultant.

The “OCI Forms” webpage includes a link to "Community Business Enterprise - Forms and Reports," including a forms checklist and a “Frequently Asked Questions” (FAQ) page containing important information. **For detailed instructions and access to require SBE forms, click on the following link:** <http://archive.miamigov.com/MiamiCapital/forms.html>.

Unless precluded by Florida Statutes, Federal laws and regulations, or grant requirements, Proposers who meet the mandatory SBE participation requirement by agreeing to use firms located within the City’s municipal boundaries will be awarded five (5) bonus points during the evaluation process. In addition to submitting the required SBE forms, refer to Section 5.C, “Five Bonus Points and SBE Participation,” to qualify to receive the five (5) bonus points. Proposers must include the following documentation with their Proposal to be considered for the five (5) bonus points:

- Attach copies of both a current **City of Miami** Business Tax Receipt **AND** a current **Miami-Dade County** Business Tax Receipt for the SBE Subconsultant(s).

To verify the above requirements, the City has provided Form RFQ-QSC to identify **all** sub-consulting firms (including SBE certified firms) that are part of the Proposer’s team. Failure to include the completed form(s) with Proposer’s Proposal may cause the Proposal to be deemed non-responsive.

SECTION 18-73 CITY OF MIAMI CODE

Local office means a business within the City, which meets all of the following criteria:

- (1) Has had a staffed and fixed office or distribution point, operating within a permanent structure with a verifiable street address that is located within the corporate limits of the City, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue; for purposes of this section, "staffed" shall mean verifiable, full-time, on-site employment at the local office for a minimum of forty (40) hours per calendar week, whether as a duly authorized employee, officer, principal or owner of the local business; a post office box shall not be sufficient to constitute a local office within the city;
- (2) If the business is located in the permanent structure pursuant to a lease, such lease must be in writing, for a term of no less than twelve (12) months, been in effect for no less than the twelve (12) months immediately preceding the date bids or Proposals were received, and be available for review and approval by the City Manager or City Manager’s authorized designee; for recently-executed leases that have been in effect for any period less than the twelve (12) months immediately preceding the date bids or Proposals were received, a prior fully-executed lease within the corporate limits of the City that documents, in writing, continuous business residence within the corporate limits of the City for a term of no less than the twelve (12) months immediately preceding the date bids or Proposals were received shall be acceptable to satisfy the requirements of this section, and shall be available for review and approval by the City Manager or the City Manager’s authorized designee; further requiring that historical, cleared rent checks or other rent payment documentation in writing that documents local office tenancy shall be available for review and approval by the City Manager or the City Manager’s authorized designee;



- (3) Has had, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue, a current Business Tax Receipt issued by both the City and Miami-Dade County, if applicable; and
- (4) Has had, for a minimum of twelve (12) months immediately preceding the date bids or Proposals were received for the purchase or contract at issue, any license or certificate of competency and certificate of use required by either the City or Miami-Dade County that authorizes the performance of said business operations; and
- (5) Has certified in writing its compliance with the foregoing at the time of submitting its bid or Proposal to be eligible for consideration under this section; provided, however, that the burden of proof to provide all supporting documentation in support of this local office certification be borne by the business applicant submitting a bid or Proposal.

3.7 PUBLIC ENTITY CRIMES

In accordance with Florida Statutes Section 287.133, a person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not: a) submit a response on a contract to provide any goods or services to a public entity; b) submit a response on a contract with a public entity for the construction or repair of a public building or public work; c) submit responses on leases of real property to a public entity; d) be awarded or perform work as a contractor, design-builder, supplier, subcontractor, or consultant under a contract with any public entity; and e) transact business with any public entity in excess of the threshold amount of \$35,000.00 provided in Florida Statutes Section 287.017, CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section by Proposer shall result in rejection of the Proposal, cancellation of the Agreement (if awarded), and may result in Proposer's debarment.

3.8 RESOLUTION OF PROTESTS

Any actual or prospective contractual party who feels aggrieved in connection with the solicitation or award of a contract may protest in writing to the City Manager, in accordance with the procedures contained in Section 18-104, Resolution of Protested Solicitations and Awards, as amended, of the City Code, Ordinance No. 12271 (the City of Miami Procurement Code), as amended, describing the protest procedures. Protests failing to meet the requirements for filing shall **NOT** be accepted. Failure of a party to timely file a Notice of Intent to Protest and/or the Protest, shall constitute a forfeiture of such party's right to file a protest. **THERE WILL BE NO EXCEPTIONS MADE TO THIS REQUIREMENT.**

3.9 REVIEW OF PROPOSAL FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A "responsive" Proposal meets the requirements of the RFQ, is submitted in the format outlined in Section 4.1.B, Proposal Submission Format, is of timely submission, and has appropriate signatures/attachments, as required on each document.

3.10 COLLUSION

The Proposer, by submitting a Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any person, firm, or corporation submitting a Proposal for the same Services, or with any City department or agency. The Proposer certifies that its Proposal is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it complies with the conflict of interest and code of ethics laws as defined in Section 2-611 of the City Code. The City will investigate all situations where collusion may have occurred, and the City reserves the right to reject any and all Proposals where collusion may have occurred.



3.11 CLARIFICATIONS

The City reserves the right to request clarifications of information submitted, and to request any necessary supporting documentation or information from any Proposer after the Proposal Submission Due Date.

3.12 KEY PERSONNEL

Subsequent to submission of a Proposal and prior to award of an Agreement, Key Personnel shall not be changed. Proposers shall not change any member of their Key Personnel without just cause **and** prior written approval by the City. The City reserves the right to request additional documentation, as required by the RFQ prior to making its determination. If the City does not accept the proposed change(s), the Proposal may be rejected and not considered for award.

3.13 AUDIT RIGHTS AND RECORDS RETENTION

The Successful Proposer agrees to provide access, at all reasonable times, to the City, or to any of its duly authorized representatives, to any books, documents, papers, invoices, receipts, reimbursement information and records of Proposer which are directly pertinent to this RFQ, the Agreement, the loan reimbursement and grant reimbursement (if applicable), for the purpose of audit, examination, excerpts, and transcriptions. The Successful Proposer shall maintain and retain any and all of the books, documents, papers and records pertinent to the Agreement for five (5) years after the City makes final payment and all other pending matters are closed. Proposer's failure or refusal to comply with this condition shall result in the immediate termination of the Contract (if awarded) by the City. The Audit and Inspection Provisions of Sections 18-102 and 18-101 of the Miami City Code are incorporated by reference herein.

3.14 PUBLIC RECORDS

The Successful Proposer shall additionally comply with the provisions of Section 119.0701, Florida Statutes, entitled "Contracts; public records; request for contractor records; civil action."

IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 416-1800, VIA EMAIL AT PUBLICRECORDS@MIAMIGOV.COM, OR REGULAR MAIL AT CITY OF MIAMI OFFICE OF THE CITY ATTORNEY, 444 SW 2ND AVENUE, 9TH FL, MIAMI, FL 33130.

3.15 E-VERIFY

Successful Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Successful Proposer during the term of the Agreement and shall expressly require any Subconsultant performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Subconsultant during the Agreement term.

3.16 CONFLICT OF INTEREST

Proposers, by responding to this RFQ, certify that to the best of their knowledge and belief, no elected/appointed official or employee of the City is financially interested, directly or indirectly, in the purchase of goods/services specified in this RFQ. Any such interests on the part of the Proposer or its employees shall be disclosed in writing to the City. Further, Proposers shall



disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more of the total assets of capital stock of the Proposing firm.

3.17 DEBARRED/SUSPENDED VENDORS

An entity or affiliate who has been placed on the State of Florida debarred or suspended vendor list may not: a) submit a response on a contract to provide goods or services to a public entity; b) may not submit a response on a contract with a public entity for the construction or repair of a public building or public work; c) may not submit a response on leases of real property to a public entity; d) may not be awarded or perform work as a contractor, design-builder, supplier, subcontractor, or consultant under contract with any public entity; and e) may not transact business with any public entity.

3.18 NONDISCRIMINATION

Proposer agrees that it shall not discriminate by race, gender, color, age, religion, national origin, marital status, or disability in connection with its performance under this RFQ. Furthermore, Proposer agrees that no otherwise qualified individual shall solely by reason of his/her race, gender, color, age, religion, national origin, marital status or disability be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity called for or required in connection with services rendered under this Agreement.

3.19 UNETHICAL BUSINESS PRACTICE PROHIBITIONS

Proposer represents and warrants to the City that it has not employed or retained any person or company employed by the City to solicit or secure the award of the Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind, contingent upon or in connection with, the award of the Contract.

3.20 ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the Proposal shall be evaluated or considered, and any and all such additional terms and conditions shall have no force or effect and are inapplicable to this solicitation. If submitted purposely, through either intent or design, or inadvertently, appearing separately in transmittal letters, specifications, literature, price lists, or warranties, it is understood and agreed that the General and Special Conditions in this solicitation are the only conditions applicable to this solicitation and that the Proposer's authorized signature affixed to the Proposer's acknowledgment form, attests to this.

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SECTION 4

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Submit the following information and documents with Proposer's Proposal. Failure to do so may cause the Proposal to be deemed non-responsive. Proposals deemed non-responsive will receive no further consideration.

4.1 SUBMISSION REQUIREMENTS

Each Proposal must contain the following documents and forms required by Sections 4.1, Sub-sections A through C, fully completed, and signed as required. Proposers shall prepare their Proposal utilizing the same format outlined below in Section 4.1.D, Proposal Submission Format. Each section of the Proposal, as stipulated in Section 4.1.D, shall be separated by a tabbed divider identifying the corresponding section number. Proposers are not to submit any information in response to this RFQ that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. Proposers shall not include any documents not specifically required or requested. The submission of such documentation may adversely affect the evaluation of the Proposal by the Evaluation Committee.

Hard cover binders shall not be used in the submission of the Proposal. Proposers should also make every effort to utilize recycled paper in preparing its Proposal. Double-sided printing is permitted, provided that the Proposal complies with the format set forth in Section 4.1.D.

Do not include additional information not requested in this RFQ, unless specified in an Addendum. This RFQ requires the use and submission of specific City forms. The City forms shall not be expanded or altered. Additional pages may not be added unless the form specifically states that pages can be added. Failure to utilize the City's forms will result in the rejection of the Proposal as non-responsive.

A - Content of Qualifications Statement:

All forms referenced in Sections 4.1.A, Sections A - C are required (as applicable).

1. Table of Contents

The Table of Contents should follow in sequential order the sections and documents specified in Sub-sections 4.1.A through 4.1.C, including enclosures. All pages of the Proposal must be consecutively numbered and correspond to the Table of Contents.

2. Proposal Letter

Proposer shall complete and submit **Form RFQ-PCL** for this section of the Proposal (one (1)-page maximum).

3. Narrative

Proposer shall complete and submit **Form RFQ-PN** for this section of its Proposal. Provide a brief overview of the Proposer's firm and why the Proposer is the most qualified for this Project.

4. Qualifications of the Proposer

Proposer shall complete and submit **Form RFQ-QPC** for this section of its Proposal. Proposer shall identify the its number of years of experience and be a licensed, registered, and practicing civil engineering firm authorized to conduct business in the State of Florida for the **last five (5) years under its current business name** (current business name means the actual official name on file with the State of Florida of the



business entity or firm submitting the Proposal), as of the Proposal Submission Due Date. Licenses, certificates of authorization, and any other pertinent information shall be submitted to demonstrate the Proposer's ability to satisfy all of the minimum qualification requirements identified in Section 3.5, "Minimum Qualification Requirements." Proposer must disclose, in detail, any and all judgments, suits, claims, arbitrations, and back charges asserted or awarded against the Proposer or any proposed Sub-Consultant in the past seven (7) years where the threshold exceeded one hundred thousand dollars (\$100,000). Proposals that do not contain such documentation may be deemed non-responsive. No company brochures are to be included as part of the Proposal, one (1) form, three (3) pages maximum.

5. Experience of Proposer

Proposer shall complete and submit **Form RFQ-EPC** for this section of its Proposal to provide a comprehensive summary of the Proposer's experience in providing lead civil engineering and design services. The firm **MUST** have served as lead civil engineer/designer on a minimum of three (3) completed roadway reconstruction/repair design projects of similar size, scope, and complexity as that described in this RFQ within the last five (5) consecutive years. The Proposer shall submit information on referenced projects including client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the Proposer, the number of full time personnel assigned to the project, and the total value of the project in terms of the entire cost. **Failure to submit three (3) roadway reconstruction/repair design projects similar in size, scope, and complexity completed within the past five (5) years as proof of the required minimum experience shall result in the Proposal being considered non-responsive.**

Form RFQ-EPC must be completed and signed by the Program/Project Owner's representative.

6. Qualifications of the Project Manager

Proposer shall complete and submit **Form RFQ-QPM** for this section of its Proposal for the Project Manager. Proposer shall identify the Project Manager's number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 3.5, Minimum Qualification Requirements.

Additionally, a one-page resume is required to be submitted that reflects the Project Manager's education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section 3.5, Minimum Qualification Requirements.

7. Experience of the Project Manager

Proposer shall complete and submit **Form RFQ-EPM** for this section of its Proposal for the Project Manager. Proposer shall provide a comprehensive summary of the Project Manager's experience in civil engineering and design services. The Project Manager must have a minimum of ten (10) years' civil engineering and design experience and must have served as the lead Project Manager on at least three (3) completed roadway reconstruction/repair design projects of similar size, scope, and complexity as that described within this RFQ within the last five (5) years. Proposer shall submit referenced projects, including; client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the



project, and the total value of the project. **Failure to meet the ten (10) year minimum experience requirement and submit proof of at least three (3) roadway reconstruction/repair design projects that were completed in the last five (5) years shall result in a non-responsive determination for the Proposal.**

Form RFQ-EPM must be completed and signed by the Program/Project Owner's representative.

8. Qualifications of Other Key Personnel

Proposer shall complete and submit **Form RFQ-QKP** for this section of its Proposal for each Key Personnel member. Proposer shall base the Proposal on the anticipated levels of staffing required to deliver the services identified in Section 2, RFQ Scope of Services. Licenses and any other pertinent information shall be submitted.

Additionally, a one (1)-page resume for each Key Personnel member is required to be submitted that reflects the Key Personnel member's education, experience, and qualifications.

9. Experience of Other Key Personnel

Proposer shall complete and submit **Form RFQ-EKP** for this section of its Proposal for each Key Personnel member to provide a comprehensive summary of each Key Personnel Member's experience. Each Key Personnel member must have completed at least three (3) roadway reconstruction/repair design projects of similar size, scope, and complexity as that described in this RFQ within the last five (5) consecutive years. Referenced projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project in terms of the entire cost. **Failure to submit proof of at least three (3) roadway reconstruction/repair design projects that were completed in the last five (5) years for each Key Personnel member shall result in a non-responsive determination for the Proposal**

Form RFQ-EKP must be completed and signed by the Program/Project Owner's representative.

10. Qualifications of the Sub-Consultants/Sub-Contractors

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Proposal. Proposer shall base the Proposal on the anticipated levels of staffing required to deliver the services identified in Section 2, RFQ Scope of Services. Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 3.5, Minimum Qualification and Experience Requirements. Proposer shall provide one form for all Sub-Consultants/Sub-Contractors to be used, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work (service or commodity) and SBE certification by Miami-Dade County (if applicable).

11. Experience of the Sub-Consultants/Sub-Contractors

Proposer shall complete and submit **Form RFQ-ESC** for this section of its Proposal for each Sub-Consultant/Sub-Contractor to provide a comprehensive summary of each Sub-Consultant's/Sub-Contractor's experience. Each Sub-Consultant/Sub-Contractor must have completed at least one (1) roadway reconstruction/repair design project of similar size, scope, and complexity as the one described in this RFQ within the last five (5) years. Referenced projects shall include: client name, address, phone



number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project in terms of the entire cost. **Failure to submit one (1) roadway reconstruction/repair design project within the last five (5) years for each Sub-Consultant/Sub-Contractor, shall result in a non-responsive determination for the Proposal.**

Form RFQ-ESC must be completed and signed by the Program/Project Owner's representative.

B - Design Philosophy and Technical Capabilities Statement

1. Team Organizational Chart

An organizational chart of the Proposer's team shall be provided for Key Personnel.

2. Design Philosophy and Process

Proposer shall complete and submit **Form RFQ-DPP** for this section of its Proposal

Proposer shall include a brief explanation of its design philosophy, methodology, and process as it relates to this RFQ. This should include an understanding of the Scope of Services; clearly defined issues commonly encountered and methodology for resolution of these project issues; value engineering; and the process and approach to meeting the requirements of the Scope of Services.

3. Technical Capabilities and Methodology Approach

Proposer shall complete and submit **Form RFQ-T** for this section of its Proposal to provide a brief comprehensive explanation of the firm's technical capabilities and approach to civil engineering and design for the following areas:

- Manpower planning, including scheduling and allocation of resources
- Ensuring timely completion of projects/phases;
- Quality control and assurance procedures, including timely reporting, and reviewing pay applications and change orders;
- Capacity to provide on-call services in a timely manner;
- Computer aided design and drafting capabilities;
- Quality control and assurance, including coordination between design disciplines, compliance with program requirements professional/industry standards, and conformance with all applicable code requirements, including Miami 21; and,
- Prior experience with governmental agencies.

C - RFQ Forms

1. **RFQ Proposal Forms (Section 6.0)** - Proposer shall sign and submit each RFQ Proposal Form.
2. Information for Determining Joint Venture Eligibility - Form A (if applicable)
3. Letter of Agreement(s) (LOA) – **Form RFQ-LOA**
4. Certificate of Compliance with Section 18-87 of the City Code
5. Business Tax Receipt/Occupational License
6. Copies of Miami-Dade County SBE certification for Proposer or Proposer's Sub-Consultant(s) (if applicable)
7. FDOT Notice of Qualifications (if applicable)



D - Proposal Submission Format:

Proposers shall prepare and submit the Proposal in the format below. Failure to comply with this format may result in the Proposal being deemed non-responsive.

Section A

1. Table of Contents
2. RFQ-PCL - Proposal Cover Letter
3. RFQ-PN - Proposal Narrative
4. RFQ-QPC - Qualifications of Proposer
5. RFQ-EPC - Experience of Proposer
6. RFQ-QPM – Qualifications of Project Manager
7. RFQ-EPM – Experience of Project Manager
8. RFQ-QKP – Qualifications of Other Key Personnel
9. RFQ-EKP- Experience of Other Key Personnel
10. RFQ-QSC - Qualifications of Sub-Consultants/Sub-Contractors
11. RFQ-ESC - Experience of Sub-Consultants/Sub-Contractors

Section B

1. Team Organizational Chart
2. RFQ-DPP - Design Philosophy and Process
3. RFQ-T - Technical Capabilities and Methodology

Section C

1. RFQ Proposal Forms (Section 6)
2. Information for Determining Joint Venture Eligibility - Form A (if applicable)
3. Letter of Agreement(s) (Form RFQ -LOA)
4. Certificate of Compliance with Section 18-87 of the City Code
5. Business Tax Receipt/Occupational License
6. Copies of Miami-Dade County SBE certification for Proposer or Proposer's Sub-Consultant(s) (if applicable)
7. FDOT Notice of Qualifications (if applicable)

4.2. PROPOSAL SUBMISSION

One (1) unbound original hard copy and one (1) copy in digital form (preferably on USB) in searchable and bookmarked .pdf file format, of your complete Proposal for this RFQ shall be delivered in accordance with the following:

Proposal Submission Due Date: April 30, 2019 by 2:00 p.m. EST

**Proposal Delivery Location: Mr. Todd Hannon, City Clerk
City of Miami, Office of the City Clerk
3500 Pan American Drive, First Floor
Miami, Florida 33133**

Proposals must be clearly marked on the outside of the package referencing the following documentation:

**RFQ NO. 18-19-016
DESIGN CRITERIA PROFESSIONAL FOR REPAIR
AND RECONSTRUCTION OF CITIWIDE ROADS – B-193622**



Proposals received at any other location than the aforementioned, or after the Proposal Submission Due Date and time, shall be deemed non-responsive, and shall not be considered.

Proposals should be signed by an official authorized to bind the Proposer to the provisions given in the Proposals. Proposals are to remain valid **for at least 180 days**. Upon award of an Agreement, the contents of the Successful Proposer's Proposal shall be incorporated within and included as part of the Agreement. Additional information on submission requirements can be found in Section 4.1, Submission Requirements.

SUBMITTAL GUIDELINES

General

Only one (1) Proposal from an individual, firm, partnership, corporation, or joint venture will be considered in response to this RFQ. Subconsultants and Subcontractors may be included in more than one Proposal submitted by more than one Proposer. A firm, partnership, corporation, or joint venture that submits a Proposal shall not be a Subconsultant on another Proposal submitted under this RFQ.

Joint venture firms must complete and submit with their Proposal the form titled "Information for Determining Joint Venture Eligibility," (Form A, located on the last two pages of this RFQ document) and submit a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate their respective roles, responsibilities, and levels of participation for this RFQ. Failure to timely submit Form A, along with an attached written copy of the joint venture agreement may result in disqualification of the Proposer's Proposal.

Joint venture Proposals will be evaluated based on the combined team. Each member of a joint venture shall provide the information identified above.

Proposer must clearly identify any Subconsultants proposed to be used, and provide for the Subconsultant the same information required of the Proposer. The City retains the right to accept or reject any proposed Subconsultants.

It is the policy of the City that, prior to award of an Agreement, the Successful Proposer register as a vendor indicating the commodities/services which the Proposer can regularly supply to the City. The Proposer can register as a City vendor, via the internet at:

www.miamigov.com/Services/Doing-Business/Application-to-Register-as-a-City-Supplier-Vendor

For any questions regarding vendor registration, contact the Department of Procurement at (305) 416-1922. Proposers must be registered as a condition of award. It is the sole responsibility of the Proposer to ensure that the registration is completed.

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SECTION 5

EVALUATION/SELECTION PROCESS

A. Evaluation Procedures

The procedure for Proposal evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of Proposals.
3. Opening and listing of all Proposals received.
4. Preliminary review by City's Procurement staff for compliance with the submission requirements of the RFQ, including verification that each Proposal includes all documents required.
5. Review by professional staff and/or an Evaluation Committee (Committee) certifying that the Proposer is qualified to render the required services according to State regulations.
6. The Committee, appointed by the City Manager, will meet to evaluate each responsive Proposal in accordance with the requirements of this RFQ. Procurement staff will compile the preliminary scores for each responsive Proposal, whereby the Committee will establish a shortlist including a minimum of three (3) firms deemed the most highly qualified to perform the required services, unless fewer than three (3) Proposals are received.
7. The Committee will hold oral presentations and interview sessions with the shortlisted firms, to include a visual component, ranging from a collage or sketch to a high-resolution rendering, to convey the shortlisted firms' vision for the Project. Subsequent to oral presentations, the Committee will reevaluate and rescore the Proposals, in conjunction with the oral presentations.
8. Procurement staff will calculate the final score for each shortlisted firm, to finalize the composite scores and ranking of the Committee.
9. The Committee will forward its recommendation to the City Manager, listing the Proposers in rank order.
10. After reviewing the Committee's recommendation, the City Manager may:
 - a) Approve the recommendation of the Committee and authorize Procurement to enter into negotiations with the top ranked Proposer or request that the Committee provide additional information as to the ranking of the Proposals. Upon approval of the Committee's recommendation, the Proposers will be listed in rank order on the OCI webpage, <http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>;
 - b) Reject the Committee's recommendation and instruct the Committee to re-evaluate and make further recommendations;
 - c) Reject all Proposals; or
 - d) Recommend that the City Commission reject all Proposals.
11. Upon successful negotiation of the Agreement(s), Procurement will forward the recommended Agreement(s) to the City Manager for approval, and the City Manager



upon acceptance of the negotiated Agreement(s) will approve the award for Agreements not exceeding \$500,000 or recommend that the City Commission, when required by the City's Procurement Code, approve the recommendation of the Committee and the award of the Agreement(s). Where Procurement is not able to negotiate successfully an Agreement with the top ranked Proposer(s), Procurement will recommend to the City Manager that such negotiations be terminated and that Procurement enter into negotiations with the next ranked Proposer(s) until an Agreement is negotiated or all Proposals are rejected.

12. After reviewing the City Manager's recommendation, the City Commission may:
 - a) Approve the City Manager's recommendation and authorize award of the Agreement(s). Upon approval of the City Manager 's recommendation, an award memorandum will be included on the OCI webpage, <http://www.miamigov.com/MiamiCapital/NewBidsandProposals.html>, of which written notice shall be provided to all Proposers;
 - b) Reject the City Manager's recommendation to award the Agreement(s); or
 - c) Reject all Proposals and direct the City Manager to re-open negotiations or to solicit new Proposals.

B. Evaluation Criteria

Proposals shall be evaluated according to the following criteria and respective weight:

<u>Technical Criteria</u>	<u>Maximum Points</u>
Proposer's Qualifications and Experience	35 points
Proposer's Project Manager Qualifications and Experience	25 points
Proposer's Team Qualifications and Experience	15 points
Design Approach and Process	15 points
Technical Capabilities and Methodology	10 points

C. Five Bonus Points and SBE Participation

Unless precluded by Florida Statutes, federal laws or regulations, or grant requirements, bonus points will be granted to Proposers who agree to use Miami-Dade County SBE Firms from within the City of Miami municipal boundaries. The awarded firm must agree to assign a minimum of fifteen percent (15%) of the contract value to Miami-Dade County certified SBE firm(s) that maintain a "Local Office," as defined in City Code Section 18-73.

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SECTION 6

RFQ PROPOSAL FORMS

6.1 RFQ INFORMATION AND ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges and affirms to the contents of this RFQ, its response thereto, including without limitation, all Addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

Addendum No. 1, Dated _____

Addendum No. 2, Dated _____

Addendum No. 3, Dated _____

Addendum No. 4, Dated _____

Addendum No. 5, Dated _____

6.1.1 RFQ No. 18-19-016

I certify that any and all information contained in response to this RFQ is true. I certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a RFQ for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFQ, and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

Firm's Name

Principal Business Address

Telephone

Fax

E-mail address

Name

Title

Authorized Signature



6.2.1

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Board of Directors of the _____
_____ a corporation existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as President of the Corporation, be and is hereby authorized to execute the Proposal dated, _____, 20____, to the City of Miami and this Corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.2.2

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the _____
_____ organized and existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as _____ of the Partnership, be and is hereby authorized to execute the Proposal dated, _____ 20____, to the City of Miami and this Partnership and that their execution thereof, attested by the _____ shall be the official act and deed of this Partnership." I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.2.3

**CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)**

STATE OF _____)
) SS:
COUNTY OF _____)

I HEREBY CERTIFY that a meeting of the Principals of the _____
_____ organized and existing under the laws of the State of _____,
held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Joint
Venture be and is hereby authorized to execute the Proposal dated, _____ 20____, to the
City of Miami and that their execution thereof shall be the official act and deed of this Joint Venture." I further
certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

Secretary: _____

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.2.4

**CERTIFICATE OF AUTHORITY
(IF LIMITED LIABILITY CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Principals of the _____
_____ organized and existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Limited Liability Corporation be and is hereby authorized to execute the Proposal dated, _____ 20____, to the City of Miami and that their execution thereof shall be the official act and deed of this Limited Liability Corporation." I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

Secretary: _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.2.5

**CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that as an individual, I _____
(Name of Individual)
_____ and as a d/b/a (doing business as) _____
(If applicable)
_____ exist under the laws of the State of Florida.

"RESOLVED, that, as an individual and/or d/b/a (if applicable), be and is hereby authorized to execute the Proposal dated, _____, 20____, to the City of Miami as an individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the State, shall be the official act and deed of me as an individual d/b/a (doing business as) _____."
(If applicable)

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Notary Public this _____, day of _____, 20____.

NOTARY PUBLIC: _____

Commission No.: _____

I personally know the individual/do not know the individual (Please Circle)

Driver's License # _____

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM (AS APPLICABLE) MAY
DISQUALIFY PROPOSER'S PROPOSAL**



6.3 DEBARMENT AND SUSPENSION

(a) Authority and requirement to debar and suspend:

After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the City Manager, after consultation with the Chief Procurement Officer and the City Attorney, shall have the authority to debar a contractual party for the causes listed below from consideration for award of City contracts. The debarment shall be for a period of not fewer than three years. The City Manager shall also have the authority to suspend a Contractor from consideration for award of City contracts if there is probable cause for debarment. Pending the debarment determination, the authority to debar and suspend Contractors shall be exercised in accordance with regulations, which shall be issued by the Chief Procurement Officer after approval by the City Manager, the City Attorney, and the City Commission.

(b) Causes for debarment or suspension include the following:

1. Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract.
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty.
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or Proposals.
4. Violation of contract provisions, which is regarded by the Chief Procurement Officer to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a contract or to perform within the time limits provided in a contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension.
5. Debarment or suspension of the contractual party by any federal, state, or other governmental entity.
6. False certification pursuant to paragraph (c) below.
7. Any other cause judged by the City Manager to be so serious and compelling as to affect the responsibility of the contractual party performing City contracts.

(c) Certification:

All contracts for goods and services, sales, and leases by the City shall contain a certification that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above, or debarred or suspended, as set forth in paragraph (b) (5). The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above, or debarred or suspended as set forth in paragraph (b) (5).

Company Name: _____

Individual Name: _____

Signature: _____

Date: _____



6.4 CERTIFICATE OF COMPLIANCE WITH SECTION 18-87 OF THE CITY CODE

I, _____ hereby certify that:

- i) I _____ am the (President/Secretary or Principal) of _____ **(Proposer)**;
- ii) I have read Sections 18-87 of the City of Miami Procurement Code;
- iii) **(Proposer)** _____ hereby agrees to assign a minimum of fifteen percent (15%) of the contract value to firms currently certified by Miami-Dade County as a Small Business Enterprise (“SBE”);

OR

- iv) **(Proposer)** _____ hereby is certified by Miami-Dade County as a SBE firm and will self-perform to meet the minimum fifteen percent (15%) SBE requirement. An active copy of the Proposer’s SBE certification must be included in the proposal document.

OPTIONAL:

- v) **(Proposer)** _____ hereby agrees to make assignments **pursuant to item (iii), above**, to certified SBE firms who maintain a “Local Office,” as defined in Section 18-73 of the City of Miami Code;

STATE OF FLORIDA)
) **SS**
 COUNTY OF MIAMI-DADE)

Before me, a Notary Public duly commissioned, qualified and acting personally, appeared _____ to me well known, who being by me first duly sworn upon oath says that he/she has been authorized to execute the foregoing Certificate of Compliance with Section 18-87 of the City of Miami Procurement Code on behalf of Proposing Firm named therein in favor of the City.

Subscribed and Sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Notary Public, State of Florida at Large

Bonded by: _____



6.5 INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY - FORM A

If the Proposer is submitting as a joint venture, please be advised that this form (2 pages) **MUST** be completed and the REQUESTED written joint-venture agreement **MUST** be attached and submitted with this form.

1. Name of joint venture: _____

2. Address of joint venture: _____

3. Phone number of joint venture: _____

4. Identify the firms that comprise the joint venture: _____

5. Describe the role of the MBE firm (if applicable) in the joint venture:

6. Provide a copy of the joint venture's written contractual agreement.

7. Control of and participation in this Agreement. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision-making, including, but not limited to, those with prime responsibility for:

(a) Financial decisions: _____

(b) Management decisions, such as: _____

(1) Estimating: _____

(2) Marketing and sales: _____

(3) Hiring and firing of management personnel: _____

(4) Purchasing of major items or supplies: _____

(c) Supervision of field operations: _____



NOTE: If, after filing this form and before the completion of the Joint Venture's work on the Agreement, and if there is any significant change in the information submitted, the Joint Venture must inform the City in writing.

AFFIDAVIT

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venture(r) in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete, and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture(r) relevant to the joint venture, by authorized representatives of the City. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: _____

Name of Firm: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____