

INTER-OFFICE MEMORANDUM

TO : Daniel J. Alfonso
City Manager

DATE : September 30, 2016

FILE :

FROM : Annie Perez, CPPO
Director of Procurement

Sydia Osbore for

SUBJECT : Report of Evaluation Committee
for RFQ No.:15-16-028 – Transportation Program
Support Services for the Capital Improvements and
Transportation Program

ENCLOSURES: Response Security List, Evaluation Committee
Ranking Forms, Evaluation Committee Appointment Memo

Background

The Procurement Department (“Procurement”) issued Request for Qualifications (“RFQ”) No. 15-16-028 on July 6, 2016, for the provision of Transportation Program Support Services (“Services”) for the Capital Improvements and Transportation Program (“CITP”). Procurement received two (2) proposals on the closing date, August 8, 2016. The two (2) proposals were reviewed by Procurement staff to confirm compliance with the submission requirements of the solicitation.

Summary of Evaluation

On September 21, 2016, the Evaluation Committee (“Committee”) met and completed the evaluation of the two (2) 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> (Per Committee Member)
1. Proposer’s Experience and Qualifications	25
2. Proposer’s Team Experience	25
3. Management Plan	25
4. Experience of Program Coordinator	15
5. Quality and Thoroughness of Submission	10

The final scores are as follows:

<u>Overall Ranking</u>	<u>Awarded Points</u> (Maximum 500 Points)
1. Kimley-Horn and Associates, Inc.	460
2. HNTB Corporation	456

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.

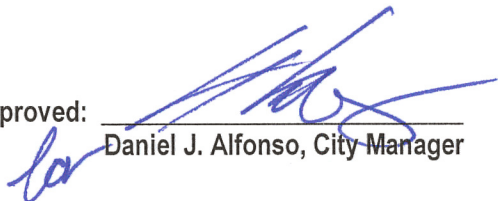
Other Information

Alternate Committee member, Giraldo Marquez, Chief Design Manager, CITP, served on the Committee in replacement of Irene S. Soria, Senior Project Manager, CITP. Pursuant to Section 2-11.1 of the Miami-Dade County Code, Conflict of Interest and Code of Ethics Ordinance, Mrs. Soria was not permitted to serve on the Committee as she was employed by HNTB Corporation within the twenty-four (24) month period preceding the Committee meeting date, September 21, 2016.

Recommendation

The Committee hereby requests approval for Procurement, in collaboration with CITP, to commence negotiations with the two (2) firms for the provision of Transportation Program Support Services based on the immediate and projected needs of the City. Both firms are qualified according to the specifications set forth in the RFQ and the technical evaluation completed by the Committee. The Committee further recommends that Procurement be authorized to cease negotiations after all two (2) Professional Services Agreements are successfully negotiated and subsequently awarded.

Approved: _____



Daniel J. Alfonso, City Manager

Date: 10/14/16

AP:sc

- c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer, City Manager's Office
- Alberto N. Parjus, Assistant City Manager, City Manager's Office
- Pablo R. Velez, Assistant City Attorney, City Attorney's Office
- Jeovanny Rodriguez, P.E., Director, Capital Improvements and Transportation Program
- Lydia Osborne, Ph.D, CPPO, CPPB, Assistant Director, Procurement Department
- Maria Carballeira, CPPB, Procurement Administrator, Procurement Department
- Anthony Rolle, CPPB, Procurement Contracting Manager, Procurement Department



City of Miami
 Procurement Department
 Evaluation Committee Form
 9/21/2016 at 1:00 p.m.
 Composite

Project Title: Transportation Program Support Services

RFQ No.: 15-16-028

Committee Member	HNTB CORPORATION	KIMLEY-HORN AND ASSOCIATES, INC.
Sandra Harris, Chief Transportation Manager Capital Improvements and Transportation Program City of Miami	95	95
Girardo Marquez, Chief Design Manager Capital Improvements and Transportation Program City of Miami	93	93
Winsome Bowen, AICP, CPCC, Deputy Director Transportation Department City of Miami Beach	84	86
Darlene Fernandez, PE, Assistant Director Department of Transportation and Public Works Miami-Dade County	93	95
Mayra Diaz, Planning Manager Miami-Dade Expressway Authority	91	91
Total Score:		460
Ranking:		2
		1

Committee Chair: Sade Chaney, Senior Procurement Contracting Officer

Verifier: Anthony Rolle, Procurement Contracting Manager

Signature: _____

Signature: *Anthony Rolle*



City of Miami
 Procurement Department
 Evaluation Committee Form
 9/21/2016 at 1:00 p.m.

Project Title: Transportation Program Support Services

RFQ No.: 15-16-028

Evaluation Criteria	Maximum Points	HNTB CORPORATION	KIMLEY-HORN AND ASSOCIATES, INC.	Comments
Proposer's Experience and Qualifications	25	23	23	
Proposer's Team Experience	25	23	23	
Management Plan	25	24	24	
Experience of Program Coordinator	15	15	15	
Quality and Thoroughness of Submission	10	10	10	
Bonus Points: 15% CBE Participation within City of Miami Boundaries		0	0	
Final Score		95	95	

Committee Member: Sandra Harris, Chief Transportation Manager, Capital Improvements and Transportation Program, City of Mia



City of Miami
 Procurement Department
 Evaluation Committee Form
 9/21/2016 at 1:00 p.m.

Project Title: Transportation Program Support Services

RFQ No.: 15-16-028

Evaluation Criteria	Maximum Points	HNTB CORPORATION	KIMLEY-HORN AND ASSOCIATES, INC.	Comments
Proposer's Experience and Qualifications	25	23	24	
Proposer's Team Experience	25	24	24	
Management Plan	25	23	22	
Experience of Program Coordinator	15	14	14	
Quality and Thoroughness of Submission	10	9	9	
Bonus Points: 15% CBE Participation within City of Miami Boundaries		0	0	
Final Score		93	93	

Committee Member: Giraldo Marquez, Chief Design Manager, Capital Improvements and Transportation Program, City of Miami



City of Miami
 Procurement Department
 Evaluation Committee Form
 9/21/2016 at 1:00 p.m.

Project Title: Transportation Program Support Services

RFQ No.: 15-16-028

Evaluation Criteria	Maximum Points	HNTB CORPORATION	KIMLEY-HORN AND ASSOCIATES, INC.	Comments
Proposer's Experience and Qualifications	25	20	21	
Proposer's Team Experience	25	23	21	
Management Plan	25	21	22	
Experience of Program Coordinator	15	12	13	
Quality and Thoroughness of Submission	10	8	9	
Bonus Points: 15% CBE Participation within City of Miami Boundaries		0	0	
Final Score		84	86	

Committee Member: Winsome Bowen, AICP, CPCC, Deputy Director, Transportation Department, City of Miami Beach



City of Miami
Procurement Department
Evaluation Committee Form
9/21/2016 at 1:00 p.m.

Project Title: Transportation Program Support Services

RFQ No.: 15-16-028

Evaluation Criteria	Maximum Points	HNTB CORPORATION	KIMLEY-HORN AND ASSOCIATES, INC.	Comments
Proposer's Experience and Qualifications	25	25	25	
Proposer's Team Experience	25	24	22	
Management Plan	25	23	24	
Experience of Program Coordinator	15	12	14	
Quality and Thoroughness of Submission	10	9	10	
Bonus Points: 15% CBE Participation within City of Miami Boundaries		0	0	
Final Score		93	95	

Committee Member: Darlene Fernandez, PE, Assistant Director, Department of Transportation and Public Works, Miami-Dade County



City of Miami
 Procurement Department
 Evaluation Committee Form
 9/21/2016 at 1:00 p.m.

Project Title: Transportation Program Support Services

RFQ No.: 15-16-028

Evaluation Criteria	Maximum Points	HNTB CORPORATION	KIMLEY-HORN AND ASSOCIATES, INC.	Comments
Proposer's Experience and Qualifications	25	23	23	
Proposer's Team Experience	25	22	24	
Management Plan	25	23	22	
Experience of Program Coordinator	15	14	14	
Quality and Thoroughness of Submission	10	9	8	
Bonus Points: 15% CBE Participation within City of Miami Boundaries		0	0	
Final Score		91	91	


Committee Member: Mayra Diaz, Planning Manager, Miami-Dade Expressway Authority

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Daniel J. Alfonso
City Manager

DATE: August 11, 2016 **FILE:**

SUBJECT: RFQ No. 15-16-028
Transportation Program Support Services
Evaluation Committee Appointments

FROM: Annie Perez, CPPO 
Director of Procurement

REFERENCES: RFQ No. 15-16-028

The Procurement Department ("Procurement") issued Request for Qualifications ("RFQ") No. 15-16-028 on July 6, 2016, for Transportation Program Support Services for the Capital Improvements and Transportation Program ("CITP").

Procurement respectfully requests your approval of the following individuals to serve as members of the Evaluation Committee, which will evaluate and score the proposals. Each recommended member has the requisite knowledge and experience to evaluate the proposals pursuant to the RFQ.

City of Miami Staff

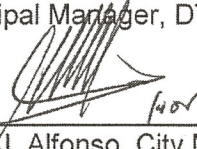
1. Sandra Harris, Chief Transportation Manager, CITP, City of Miami (COM)
2. Irene S. Soria, PE, Senior Project Manager, CITP, COM

External Committee Members

1. Winsome A. Bowen, AICP, CPCC, Deputy Director, Transportation Department, City of Miami Beach (CMB)
2. Darlene M. Fernandez, PE, Assistant Director, Department of Transportation and Public Works (DTPW), Miami-Dade County (MDC)
3. Mayra Diaz, Planning Manager, Miami-Dade Expressway Authority

Alternate Members

1. Giraldo Marquez, Chief Design Manager, CITP, COM
2. Collin Worth, Bicycle Coordinator/Transportation Analyst, CITP, COM
3. Julian Guevara, Municipal Manager, DTPW, MDC

APPROVED: 
Daniel J. Alfonso, City Manager

8/18/16
Date

- c: Fernando Casamayor, Assistant City Manager/Chief Financial Officer
Alberto N. Parjus, Assistant City Manager
Pablo R. Velez, Esq., Assistant City Attorney, City Attorney's Office
Jeovanny Rodriguez, PE, Director, CITP
Hector Badia, Assistant Director, CITP
Lydia Osborne, CPPO, Assistant Director, Procurement
Maria Carballeira, CPPB, Procurement Administrator, Procurement
Anthony Rolle, CPPB, Procurement Contracting Manager, Procurement