



CITY OF MIAMI

REQUEST FOR QUALIFICATIONS

URBAN DESIGN AND LANDSCAPE ARCHITECTURE/ENGINEERING SERVICES FOR WYNWOOD STREETSCAPE AND STREET TREE MASTER PLAN

**RFQ NUMBER
16-17-044**

**ISSUE DATE
THURSDAY, JUNE 22, 2017**

**PRE-PROPOSAL CONFERENCE
WEDNESDAY, JUNE 28, 2017
310 NW 26TH STREET, SUITE #1
WYNWOOD BUSINESS IMPROVEMENT DISTRICT OFFICE
MIAMI, FLORIDA 33130**

**ADDITIONAL INFORMATION & CLARIFICATION DEADLINE
Tuesday, July 18, 2017
@ 5:00 p.m.**

**PROPOSAL SUBMISSION DUE DATE
TUESDAY, JULY 25, 2017
@ 3:00 PM**

CONTACT
Lydia Osborne, CPPO
Procurement Department
City of Miami
444 SW 2nd Avenue, 6th Floor
Miami, Florida 33130
Phone: (305) 416-1907
Email: losborne@miamigov.com

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City of Miami

PUBLIC NOTICE

CITY OF MIAMI
REQUEST FOR QUALIFICATIONS (RFQ)

**Urban Design and Landscape Architecture/Engineering Services for
the Wynwood Streetscape and Street Tree Master Plan**

RFQ NO: 16-17-044

Completed Proposals must be delivered to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133 by 3:00 PM, on Tuesday, July 25, 2017 ("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.

RFQ documents may be obtained on or after Thursday, June 22, 2017, from the City of Miami, Capital Improvements Program (CIP) webpage at:

<http://www.miamigov.com/CITP/ProcurementOpp.html>

It is the sole responsibility of all firms to ensure the receipt of any addenda and it is definitely recommended that firms periodically check the CIP webpage for updates and the issuance of addenda.

The Procurement Department has scheduled a voluntary pre-proposal conference and site visit for this solicitation to be held on Tuesday, July 18, 2017 at 10:00 am at 310 NW 26 Street Suite #1, at the Wynwood Business Improvement District (BID) Office. Any Proposers who cannot attend 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 Proposal, or to reject any or all Proposals and to re-advertise for new Proposals, in accordance with the applicable sections of 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 mis-delivered Proposals, no matter the cause. Late or mis-delivered proposals will not be considered for award by the City.

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

Daniel J. Alfonso, City Manager



SECTION 1

INTRODUCTION TO REQUEST FOR QUALIFICATIONS

1.1. Invitation

Thank you for your interest in this RFQ. The City of Miami (the "City") Procurement Department (Procurement), through the Planning and Zoning Department (P&Z/Department) and the Wynwood Business Improvement District (BID) is seeking to procure a full range of professional design and engineering services, as described in Section 2.0: "Scope of Services." This RFQ is being issued pursuant to Section 287.055, 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 the solicitation are available on the Capital Improvements Program (CIP) webpage by visiting:

<http://www.miamigov.com/CITP/ProcurementOpp.html>.

For the purposes of this RFQ, the words:

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

1.2. Voluntary Pre-Proposal Conference

A Voluntary Pre-Proposal Conference will be held on Wednesday, June 28, 2017 at 10:00 a.m. at 310 NW 26 Street Suite #1, at the Wynwood BID Office. The Proposer selected to provide the services requested herein (Successful Proposer/Consultant) shall be required to execute a Professional Services Agreement (PSA or Agreement) with the City, in substantially the same form as the Agreement included as part of this RFQ.

1.3. Submission of Proposals

Sealed written Proposals must be received by the City of Miami Office of the City Clerk, no later than the date, time and at the physical location indicated in Section 4, Proposal Submission, of the RFQ, and the Public Notice found on the cover of this RFQ, in order to be responsive. Faxed documents are not acceptable. **One (1) original Proposal, along with seven (7) copies (eight [8] total), plus one (1) copy in digital format (on CD-ROM or USB in .pdf format),** of Proposer's Proposal, must be timely received by the City, or the Proposal may be disqualified.

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.



Written communications must be in the form of a fax, mail or e-mail to Lydia Osborne, CPPO, at City of Miami, Procurement Department, 444 SW 2nd Avenue, 6th Floor, Miami, FL 33130, Fax 305-400-5025, e-mail losborne@miamigov.com, with a copy to the Office of the City Clerk, Attn: Nicole Ewan, clerks@miamigov.com. Oral communications are not permissible, See "Cone of Silence" Ordinance for details. Please review City of Miami Ordinance No. 12271, and City Code Section 18-74 for complete details of the Cone of Silence.

Proposers are hereby cautioned not to contact any member of the Evaluation Committee or any City staff, except as provided in the RFQ, regarding this RFQ, until such time as 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 of Miami Code and applicable regulations.

1.5. Additional Information or Clarification

Requests for additional information or clarifications must be made in writing. Proposer may fax or e-mail their requests for additional information or clarifications in accordance with Article 1.4, Cone of Silence. Facsimile submissions 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 PM, on Tuesday, July 18, 2017**. Late or misplaced request 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 it deems necessary in the form of a written addenda, prior to the Proposal Submission Due Date. Proposers shall not rely on any representations, statements or explanations other than those made in this RFQ or in any written addenda to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addenda issued shall prevail.

Addenda will only be made available on the CIP 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 CIP webpage, for all addenda:

<http://www.miamigov.com/CITP/ProcurementOpp.html>.

1.6 Award of an Agreement

A Professional Services Agreement (PSA or Agreement) may be awarded to the Successful Proposer for the Project by the City Commission, following a written recommendation from the City Manager, based upon the qualification requirements reflected herein. The draft PSA is attached hereto as **Attachment A**, and it is hereby incorporated into, and made a part of this RFQ. 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 the Agreement shall comply with CCNA, Florida Statute §287.055, as amended, codified in the City of Miami Code, as Section §18-87.



1.7 Agreement Execution

By submitting a Proposal, the Proposer agrees to be bound to and execute the Agreement for Urban Design and Landscape Architecture/Engineering Services for the Wynwood Streetscape and Street Tree Master Plan. The Agreement will be in the form of a City furnished PSA (see draft copy as **Attachment A**). Without diminishing the foregoing, the Proposer may request clarification and submit comments concerning the Agreement for City's consideration. Only clarification requests and comments, and proposed revisions included within the Proposer's Proposal will be considered by the City. Any comments identified after the Proposal has been received will not be considered by the City. Furthermore, any requests to negotiate provisions of the Agreement not identified in the Proposal, after the Proposal has been received, may be grounds for dismissal. None of the foregoing shall preclude the City from seeking to negotiate changes to the Agreement during the negotiation process.

The City shall require the Successful Proposer to provide, for itself, as well as the Sub consultant(s) any or 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 audited financial statements 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 requested.
- 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, if applicable.

1.8 Unauthorized Work

The Successful Proposer shall not begin work until the City issues a 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 the NTP, or during the term of the Agreement, shall be deemed non-compensable by the City, and Successful Proposer shall not have any recourse against the City for performing unauthorized work or premature work.

1.9 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 this RFQ. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.** Proposers shall make the necessary entries in all blanks and forms provided for the Proposal.

Proposals shall be submitted in sealed envelopes or packages, with the RFQ number, title, and Proposal Submission Due Date clearly noted on the outside of the envelopes or packages.



1.10. Changes/Modifications/Alterations

Proposer may submit a modified Proposal to replace all or any portion of a previous submitted Proposal, or withdraw a Proposal at any time prior to Proposal Submission Due Date. All modifications or withdrawals shall be made in writing, to the point of contact specified in Article 1.4, Cone of Silence. Oral/Verbal modifications will not be allowed and will be disregarded. Written modifications will not be accepted after the Proposal Submission Deadline. The City will only consider the latest version of the Proposal.

1.11. Sub consultants/Subcontractors

For the purpose of this RFQ, a "Sub consultant" and "Subcontractor" are used interchangeably. A Sub consultant or Subcontractor is any individual, firm, entity, or organization, other than the employees of the Proposer, who has or will have, a contract with the Successful Proposer to assist in the performance of services required under this RFQ. A Sub consultant shall be paid by the Successful Proposer and not 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 the Proposer's Proposal, or proposed prior to Agreement execution. 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 maintained in good standing and approved by the City throughout the duration of the Agreement. Neither the Successful Proposer nor any of its Sub consultants are considered to be employees, partners, affiliates or agents of the City. Failure to list all Sub consultants and provide the required information, may disqualify any proposed Sub consultants from performing work under this RFQ.

Proposer shall include in their Proposal the requested Sub consultant information and all relevant information required of the Proposer.

Proposer must identify each of its Community Business Enterprise (CBE) Sub consultants via Letter of Agreement (LOA) at the time of Proposal submittal. Additional information concerning the CBE requirements can be found in Section 3.6, Community Business Enterprise (CBE) Participation Requirements - Mandatory.

After Proposal submittal, Proposers are expressly prohibited from substituting any Sub consultants contained in the Proposal. **Proposers shall not change any Sub consultants without just cause and prior written approval by the City Manager or the Manager's designee, as applicable.** 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 will be rejected and not considered for award.

1.12. 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 the RFQ 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.



1.13. 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 utilize the City Forms and submit the required documents will result in the rejection of the Proposal as non-responsive and it will not be considered for award.

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 a RFQ.

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 claim against a Proposer for monies owed the City at the time of Proposal submission, will be rejected as non-responsive and shall not be considered for award.

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 claim against a Proposer for monies owed the City at the time of Proposal Submission Due Date, or if the 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), will be rejected as non-responsive and shall not be considered for evaluation. Additionally, prior to award recommendation, the above requirements must be met by the Successful Proposer, and is a condition that must be maintained during the term of the Agreement.

The City reserves the right to reject Proposals submitted by limited liability corporations.

1.14. Proposer's Expenditures

Proposer understands and agrees that any expenditure they make in preparation and submittal of Proposals, or in the performance of any services requested by the City in connection with the Proposals to this RFQ, are exclusively at the expense of the Proposer. 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 an award of contract, 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. By submission of a Proposal, the Proposer agrees to these terms.

1.15 Inspection of Site

Proposers should carefully examine the Project's locations of the proposed work before submission of a Proposal and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all work 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 work pursuant to this 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 firm to fulfill, in every detail, all of the requirements of the Contract Documents, as defined in the Agreement, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

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 name, give title of his 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 nonresident corporations shall furnish to the City a duly certified copy of their permit to transact business in the State of Florida with the Proposal. Failure to promptly submit the evidence or qualification to transact business in the State of Florida, may be basis for rejection of the Proposal.

Proposer understands that submitting this RFQ does not constitute an Agreement or Contract with the Proposer.



SECTION 2

RFQ SCOPE OF SERVICES

2.1. Purpose

The City of Miami (“City”) is seeking to procure a qualified and experienced professional consulting firm to work in conjunction with City staff and the Wynwood BID and interested business owners and residents to provide urban design and landscape architecture/engineering and master planning services to create a Wynwood Streetscape and Street Tree Master Plan. This document is necessary to develop the Streetscape and Street Tree Master Plan identified within the adopted Neighborhood Revitalization District (NRD)-1 ordinance. The overall goal of the qualified firm is to work with the community to develop a blueprint for a “living street” consisting of street trees and other streetscape improvements to an area as identified in **Attachment A**. The City will select a consultant team to provide professional and technical services to engage Wynwood business owners and residents to assist in the preparation of a Streetscape and Street Tree Master Plan based on the following Request for Proposal (RFQ).

Based upon the Scope of Services as described in the RFQ and PSA, the Proposer’s team shall consist of the following disciplines:

- 1) Lead Design Landscape Architect
- 2) Design Architect
- 3) Urban Designer
- 4) Environmental Specialist
- 5) ISA Certified Arborist
- 6) Architecture/Engineer Project Manager
- 7) Traffic Engineer/Transportation Planner
- 8) Surveyor
- 9) Community Outreach Specialist
- 10) Geotechnical Specialist (may be a Sub consultant)
- 11) Art Specialist (may be a Sub consultant)

2.2. Project Description

The Wynwood Neighborhood is located just north of Miami’s city center surrounded by Midtown, Edgewater, Overtown and Allapattah. Wynwood is an eclectic district that thrives on color, innovation, and character. With a higher concentration of street art than anywhere in America, Wynwood is further defined by its vibrant look and feel. It’s home to a diverse fabric of people, businesses, and organizations rooted in creativity and entrepreneurship. Wynwood’s boundaries generally stretch from NW 20th Street to NW 29th Street and from I-95 to the Florida East Coast (FEC) Railway, east of North Miami Avenue.

Throughout the mid-to-late 1900s, this area was an enclave for Caribbean immigrants and home to Miami’s Garment District—a bustling manufacturing and logistics hub engaged in trade and



commerce with Latin America. Following a decade of economic exodus and depression, the district was awash with vacant warehouses, factories, and other neglected buildings.

It's impossible to overstate the impact of art on the subsequent revival of Wynwood. In a unique reversal of progression, street art sparked Wynwood's renaissance. Large concrete structures with windowless facades became canvases for the unprecedented volume of artistic expression that would soon arrive.

Wynwood is now in transition and is transforming into a globally recognized destination for art, fashion, innovation, and creative enterprise. Emerging trends include art studios and galleries, microbreweries, artisan restaurants and bakeries, co-working spaces and innovative tech firms. There are also renowned charter schools and colleges moving into the neighborhood. New residential, commercial and office developments are emerging from the ground up.

As a result of Wynwood's industrial past, there is a dramatic need for green and open space areas along with an enhancement to tree canopy for the benefits of its current and future residents and visitors.

2.3 Scope of Services

The Scope of Services include providing a full range of urban design and landscape architectural/engineering services to create a Streetscape and Street Tree Master Plan that takes into consideration the following:

- 1) Strengthening sense of place, neighborhood identity, and aesthetics through the identification of strategic tree species and planting locations at gateways and along thoroughfares. This will enhance the identity of the Wynwood District along major corridors and;
- 2) Development of guidelines and opportunities for public landscaping experiences in the right-of-way which interact with the surrounding art on private property, without conflicting or obstructing visibility of art applied to building exteriors;
- 3) Building the community's resilience to the impacts of climate change through tree canopy to reduce the heat island effect, and reintroduce native plant species;
- 4) Maintaining and enhancing the quality of the air, water and land through a mature tree canopy's ability to sequester carbon and release oxygen;
- 5) Promoting Green Infrastructure opportunities to mitigate urban stormwater runoff throughout the District;
- 6) Promoting and encouraging actions that reduce greenhouse gas emissions through the creation of attractive and comfortable pedestrian and cycling routes to encourage the use of alternate modes of transportation;



- 7) Improving the pedestrian experience with appropriate street furniture, trash receptacles, street lighting and other streetscape features;
- 8) Using the adopted Wynwood NRD-1 Street Master Plan as a guiding document for Right-Of-Way standards for existing conditions;
- 9) Coordinating streetscape improvements with the MANA Wynwood Special Area Plan (SAP) proposal located on the southwest boundary of Wynwood NRD-1;
- 10) Developing minimum planting standards above and beyond those in Miami 21, and industry best practices for planting treatment, irrigation, suspended pavement systems, etc...;
- 11) Developing specific standards for enhancement of transit stops and transit enhancements; and
- 12) Encouraging integration of surrounding neighborhoods with specific design interventions.

2.3.1 Sustainable Landscape Components

Sustainability and conservation of resources shall be an integral part of the Proposer's design – and recognized as a Project goal throughout. Proposer shall incorporate sustainable landscape within the community identified in Exhibit A, in support of a sustainable design theme which can be exported to the surrounding community.

Proposer's Plan recommendations, at a minimum, shall consider sustainable planning, building, site, and design practices. Community input on how to expand upon the following objectives, is critical to achieving sustainability goals:

- 1) Permeable surfaces;
- 2) Energy conservation and atmospheric impact;
- 3) Habitat enhancement;
- 4) Efficient use of water;
- 5) Reduced pesticide use;
- 6) Develop storm water retention capability; and,
- 7) Efficient use of materials and resources.

Proposer's Plan shall address the plant material used in on-going maintenance and enhancement of the neighborhood. Installing desirable environmentally appropriate groundcover, trees, and/or shrubs is of high priority. Specimens recommended for the area must be able to thrive in a coastal environment, be drought tolerant, and strong enough to withstand the public by-way and climate forces. Trees or plants that are susceptible to pests and disease shall not be recommended. To sustain local wildlife populations, Florida natives that do not go completely dormant should be



added whenever possible. Deciduous trees shall be surrounded by evergreens to maintain the visual aesthetics of thoroughfares.

2.4. Project Scope of Services

The Scope of Services include providing a full range of urban planning, design and landscape architectural/engineering services for the development of the Plan and schematic design to be utilized by the City as the template for long term improvements to the area identified in **Exhibit 1**.

Tasks, responsibility; and contents include, but are not limited to: kickoff environmental site analysis, assessment and studies, professional survey, analysis of existing infrastructure impacts, grading and drainage, review of pertinent plans and context analysis, traffic analysis/parking plan, project meetings and data gathering, public outreach/community engagement and presentations, consensus building and facilitation, design options, framework plan, demonstration project, civil/site planning, proposed landscape design/space planning, schematic design, and perspective illustrations.

The final scope of work will be crafted upon selection of a Consultant team, the City anticipates that the Scope of Work will, at a minimum, address all of the following components. The City is also open to suggestions other than those listed below that the Consultant believes would be of value in producing the Wynwood Streetscape and Street Tree Master Plan.

The selected firm will need to be familiar with County and City codes, restrictions, and processes throughout the project and goals established in existing master plans such as the City of Miami Tree Master Plan. All deliverables will be submitted to the City in hard copy and original electronic format (for example: Excel, AutoCAD, Word, etc.). All work produced by the consultant for this project will become property of the City of Miami, and it is expected that information pertinent to this project will be shared freely with all City employees involved in the project.

The Scope of Work includes, but is not limited to:

- 1) Site Analysis and Assessment of Resources;
- 2) Development of Community Outreach, Public Input Process, and Consensus Building
- 3) Overall Street Tree and Streetscape Master Plan Schematics, Tree Specimen Palette and Management Plan;
- 4) Cost Estimates and Maintenance Plan;
- 5) Coordinate care recommendations with an Urban Forester or International Society of Arboriculture (ISA) Certified Municipal Specialist
- 6) Presentation to Wynwood BID
- 7) Presentation to Planning, Zoning and Appeals Board (PZAB) and City Commission for action

Importance is placed on effective community outreach and public input that maximizes opportunities to develop a community consensus for the proposed plan. The City would like to ensure that the majority of the needs identified by the community are effectively addressed. It is



anticipated that minimum of two (2) community meetings (estimated eight [8] hours total) will be required in addition to other outreach efforts.

The Consultant shall address each of the following phases by describing how the firm would meet the written criteria. Include experience and examples of similar work performed and/or provide information on subcontractor's experience.

1) *Site Analysis and Assessment of Resources*

This phase will include an environmental site analysis of the area to consider existing site conditions, inventory of components, canopy cover, surveys, assessment of existing above and below grade infrastructure (including all utilities), opportunities and constraints, along with neighborhood and civic interests. Additional information will be needed to evaluate existing trees, potential property uses, energy resources, conservation options, and alternative landscape options for the purpose of maintaining and renovating the existing landscape where possible.

2) *Development of Community Outreach, Public Input Process, and Consensus Building*

This phase embarks on the community outreach process, seeking to build business owner and resident support for the Street Tree Planning Project. This phase also solicits community comment on how the Street Tree Master Plan should be designed to meet the needs of business owners, residents, and visitors. The community outreach, public input, and consensus building effort will be integral to a successful planning and design process. The master plan will reflect public input and community consensus as endorsed by the City and major stakeholders. Stakeholders include, but are not limited to: neighborhood residents, adjacent neighborhoods, business owners, and applicable governmental agencies. It is essential that the diverse make-up of the community is encouraged to participate, and is represented fairly in this process.

3) *Master Plan Schematics and Specimen Palette*

This phase will be based on a thorough needs assessment and community outreach, and a master plan will be developed. This master plan will reflect the needs and interests identified by the community, the City and other key partners. A palette of recommended tree species to be used in the landscape project will also be developed making use of existing resources from the Wynwood Public Benefit Trust Fund and Tree Trust Fund. This phase will also identify the areas of the master plan that have the highest priority for implementation based on a needs assessment of the site, and including community input. The master plan will lay out the recommended priorities for completion of each phase of the project.

a) *Wynwood Corridors* (approximately 2 unique street sections)

- Develop a Street Tree Plan and Streetscape specific to NW 29th Street and NW 20 Street which shall be included in the Master Plan and shall include



streetscape design guidelines (street furniture, plantings, lighting, signage etc.)

- b) **NRD Corridors** (approximately 2 unique street sections)
 - Develop a Street Tree Plan and Streetscape specific to NW 2 Avenue and NW 5 Avenue which shall be included in the Master Plan and shall include streetscape design guidelines (street furniture, plantings, lighting, signage etc.)
- c) **Wynwood Thoroughfares** (approximately 6 unique street sections)
 - Develop a Street Tree and Streetscape Plan specific to this district which shall include streetscape design guidelines (street furniture, plantings, lighting etc.)
- d) **Woonerf**
 - Coordinate streetscape plan with Woonerf design specific to NW 3rd Avenue between NW 29th Street and NW 25th Street (designed under separate RFQ process), NW 1st Avenue between NW 29th Street and NW 25th Street and NW 1st Place between NW 23rd Street and NW 20th Street which shall be included in the Master Plan. This is a dynamic new street design developed to convert a public thoroughfare into a pedestrian primary zone which acts as public open space. This scope is being solicited under a separate RFQ (RFQ 16-17-049).
- e) **Landscaping of medians**
 - Develop a landscape plan for all existing medians located within the identified area.
 - Identify areas of opportunity for the installation of medians.

4) Street Tree Management Plan

The components of the management plan shall include assessment of tree and horticultural resources; long-term, intermediate, and short-term goals for tree canopy cover, species diversity and tree age distribution; program and system descriptions for tree risk management, plant health care, curb/sidewalk repair; management activities to be performed; operations and time frame for updating management plan and the mechanism for integrating feedback into the management plan.

5) Cost Estimates and Maintenance Plan

In this phase an operating cost model and maintenance plan will be completed for the project. The City will look to the firm hired to analyze and extrapolate data from the previous phases to complete both the operating cost model and maintenance plan. A Maintenance Plan should address how the City may fund the maintenance once each phase of installation is completed.



6) Coordinate with an Urban Forester or ISA Certified Municipal Specialist

Municipal Specialist's role includes providing expertise on vegetation resources, community framework and resource management. In addition, identifying proper enforcement of future street tree master plan standards through the Code Compliance Department with a dedicated Code Compliance Officer focusing only on tree issues. This individual will be trained to recognize code infractions and properly enforce the regulations established in the City's Tree Protection Ordinance. An additional officer may be trained as support for the Code Compliance officer assigned to tree canopy infractions.

7) Presentation to Wynwood BID

Once the Streetscape Master Plan has been drafted, the Consultant will make a presentation to the Wynwood BID detailing the components of the plan, any identified maintenance priorities, and the extent of community outreach and participation in developing the master plan.

8) Presentation to City Commission and PZAB for Action

Once the Streetscape Master Plan has been drafted, the Consultant will make a presentation to the PZAB and City Commission detailing the components of the plan, any identified maintenance priorities, and the extent of community outreach and participation in developing the master plan.

All Work Plan deliverables shall be submitted to the City in hard copy and original electronic format (for example: Excel, AutoCAD, Word, etc.). All work produced by the Successful Proposer for this Project will become property of the City of Miami, and it is expected that information pertinent to this Project will be shared freely with all City staff involved in the Project, and made available as a public record, upon request.

The City anticipates contracting with one (1) qualified firm under one (1) non-exclusive Agreement for this Project.

A. Proposed Team

The Successful Proposer's Team shall consist of the following disciplines and be directed by Key Personnel:

- 1) Lead Design Landscape Architect
- 2) Design Architect
- 3) Urban Designer
- 4) Environmental Specialist
- 5) ISA Certified Arborist
- 6) Architecture/Engineer Project Manager
- 7) Traffic Engineer/Transportation Planner
- 8) Surveyor



- 9) Community Outreach/Public Relations Specialist
- 10) Geotechnical Specialist (may be a sub consultant)
- 11) Art Specialist (may be a sub consultant)

B. Project Manager

The Successful Proposer shall designate a lead individual, referred to as the “Project Manager” to manage the Project. The Project Manager shall meet the minimum qualification requirements specified in Section 3.5 (3), Minimum Qualification Requirements.

Note: The City, acting by and through its City Manager, as further detailed in Attachment A - Professional Services Agreement, as may be amended from time to time, 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 Department for each Work Order issued.



SECTION 3

RFQ GENERAL CONDITIONS

3.1. Acceptance/Rejection

The City reserves the right to accept or reject any or all Proposals that best meets 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 properly perform 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 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. Proposer 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 this Project, the City shall have the unqualified right to terminate the Agreement upon written notice to the Successful Proposer, without any penalty or expense to the City. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).

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 of Miami shall meet all applicable local BTR requirements. A copy of the BTR should be submitted with the Proposal. The City may, at its sole option, allow the Proposer to submit a copy of their BTR after the Proposal Submission Due Date.

3.5 Minimum Qualification Requirements

The City is seeking to procure a qualified and experienced urban planning and design/landscape architecture, and architectural/engineering services team, as defined in Florida Statute 287.055 (CCNA). The Proposer shall possess a minimum of **five (5) years** of experience as a prime urban design and/or landscape architectural and/or engineering consultant in streetscape and street tree master planning projects, and hold a current active license, as an architecture/engineering qualifier, under its current business name, as authorized to conduct business in the State of Florida. In addition, the firm shall have experience as the prime urban planning and design/landscape architecture, and architectural/engineering services firm in a minimum of three



(3) projects of similar scope and complexity (e.g., streetscape and right-of-way designs, road diets, etc...). Proposer must have a proven track record of successfully completing urban streetscape master plans as well as working with unique urban environments which shall be submitted as reference projects. Failure to meet the above-stated requirements and include documentation substantiating the above stated experience, with the Proposal will result in a determination of non-responsive.

In addition, Proposers must have at least one staff or team member who has been licensed and practicing as an landscape architect or architect/engineer under Title XXXII, Regulation of Professions and Occupations, Florida Statutes 471 for at least three years and who will serve as Project Manager for this Project.

Each firm interested in responding to this RFQ must provide information on the firm's qualifications and experience; qualifications of the Project team, members and staff; Project Manager's experience; and previously completed projects. See Section 4.0 "Instructions for Submitting a Response: Submission Requirements" for further direction. Responses that do not completely adhere to all requirements may be considered non-responsive and eliminated from the process. Additional minimum qualifications may be stated in Section 4.0, "Instructions for Submitting a Response."

The City may consider a Proposal as 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. Proposer must include documentation substantiating such name change or merger as part of its Response for the City to consider crediting the years of experience from the Proposer under its previous name.

3.6 COMMUNITY BUSINESS ENTERPRISE (CBE) PARTICIPATION REQUIREMENTS - MANDATORY

Unless precluded by Florida Statutes, Federal laws or regulations or grant requirements, in accordance with Section 18-87, the City of Miami has established mandatory CBE Participation requirements as specified in the City Code. CIP has established procedures to assist Proposers in complying with these CBE participation requirements. On the left side of CIP Procurements Opportunities and Forms Webpage, there is a link to a new page called CBE Forms/Reports. That page contains links to required City CBE Forms, as well as a forms checklist and a "Frequently Asked Questions" (FAQ) page containing important information.

In addition, there are also active links to the Miami-Dade County Website for a listing of CBE certified firms and certification forms.

For detailed instructions and access to required CBE Forms, click on the link below:

http://www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/ProjectPages/CBE/CBE_forms.asp



For all additional CBE questions, please use the contact information listed on the CBE Forms page.

Successful Proposer shall adhere to the following mandatory requirement:

- Assign a minimum of fifteen percent (15%) of the contract value to firms currently certified by Miami-Dade County as a CBE.

Unless precluded by Florida Statutes, Federal laws or regulations or grant requirements, Proposers who meet the mandatory CBE participation requirement through use of firms from within the City of Miami's municipal boundaries, will receive (5) five bonus points.

For information on the City's CBE requirements, visit the CIP website at:

http://dev.miamigov.com/capitalimprovements/pages/ProcurementOpportunities/ProjectPages/CBE_forms.asp.

In addition to submitting the required CBE Forms, please refer to Section 5.0(c) "Five Bonus Points – CBE Participation", for instructions on how to qualify to receive the five bonus points.

To qualify to receive the five bonus points, Proposer's must:

- 1) Attach copies of both a current **City of Miami** Business Tax Receipt **AND** a current **Miami-Dade County** Business Tax Receipt with the submittal.
- 2) Sign and attach Form 6.4 - Certificate of Compliance
- 3) Sign and attach form C-1 - List of Sub consultants

To verify the above requirements, the City has provided Form "C-1 List of Sub consultants" to identify **all** subconsulting firms (including CBE certified firms) that are part of the Proposer's team. This Form can be found posted on the CIP webpage with the solicitation documents. Failure to include this completed form with Proposer's Proposal may result in Proposal being deemed non-responsive.

SEC. 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 months immediately preceding the date bids or Responses 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 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 months, been in effect for no less than the twelve months immediately preceding the date Proposals were received, and be available for review and approval by the Chief Procurement Officer or their designee; for recently-executed leases that have been in effect for any period less than the twelve months immediately preceding the date 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 months immediately preceding the date Proposals were received shall be acceptable to satisfy the requirements of this section, and shall be available for review and approval by the Chief Procurement Officer or their 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 Chief Procurement Officer or their designee;
- (3) Has had, for a minimum of twelve months immediately preceding the date 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 months immediately preceding the date Proposals were received for the Agreement 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 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 is borne by the business applicant submitting a Proposal.

3.7 PUBLIC ENTITY CRIMES

In accordance with Section 287.133m Florida Statutes, 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 provided in §287.017, Florida Statutes, as amended, for 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 Chief Procurement Officer who shall have the authority, subject to the approval of the City Manager and the City Attorney, to settle and resolve a protest subject to final approval by the City Commission. Proposers are alerted to Section 18-103 through 107 of the City Code, Ordinance No. 12271 (the City of Miami Procurement Code) describing the protest procedures. Protests failing to meet the requirements for filing shall **NOT** be accepted. Failure of a party to timely file shall constitute a forfeiture of such party's right to file a protest. **NO EXCEPTIONS TO THESE REQUIREMENTS.**

3.9 REVIEW OF RESPONSES FOR RESPONSIVENESS

Each Response will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A "responsive" Response is one which meets the requirements of the RFQ, is submitted in the format outlined in Section 4.1 – Section B of this RFQ, 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. The Proposer certifies that its Proposal is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws. 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 of one or more Proposers, after the deadline for submission of Proposals.

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** must obtain prior written approval by the City. The City reserves the right to request additional documentation, as required by the RFQ. If the City does not accept the proposed change(s) the Proposal will be rejected and not considered for award.

3.13 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 either purposely, through 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.



SECTION 4

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Submit the following information and documents with Proposer's Proposal to this RFQ. Failure to do so may deem Proposal non-responsive. Non-responsive submittals will receive no further consideration.

4.1 Submission Requirements

Each Proposal must contain the following documents and forms required by Sections 4.1 A-E, each fully completed, and signed as required. Proposers shall prepare their Proposals utilizing the same format outlined in Section 4.1. B. Each section of the Proposal as stipulated in Section 4.1.B 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 are not to include any documents not specifically required or requested, including, but not limited to; media and public relations literature, annual reports, pictures, etc. Such documentation will not be considered and will be redacted from the copies provided to the Evaluation Committee. The submission of such documentation may adversely affect the evaluation of the Proposal by the Evaluation Committee.

The original Proposal document must not be bound, however spiral binding and binder clips are acceptable for the submission of the document copies. 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.B.

Do not include additional information not requested in this RFQ, unless specified in the form of 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. If applicable, additional pages must be labeled with the solicitation number and as a continuation of the City form(s). Failure to utilize the City forms will result in the rejection of the Proposal as non-responsive.

A. Content of Qualifications Statement:

RFQ forms for Sections A-E are required.

Section A

1. Table of Contents

The table of contents should follow in sequential order the sections and documents specified in Section 4.1A-E, including enclosures. All pages of the Proposals must be consecutively numbered and correspond to the Table of Contents.



2. Proposal Letter (Maximum 1 page)

Proposer shall complete and submit Form RFQ-PL for this section of the Proposal.

3. Narrative (Maximum 1 page)

Narrative shall explain the specific reason why the Proposer determines itself to be the most qualified and best choice to be awarded this Project. Proposer shall use Form RFQ-N.

4. Qualifications of the Proposer

Proposer shall provide the following information as separate sections complete and submit Form RFQ-QP for this section of its Proposal. (1 form - 3 pages maximum)

- 1) Indicate the firm's number of years of experience in providing urban design, landscape architecture, and environmental systems analysis professional services.
- 2) Provide a description of similar, completed projects, including a description of the public facilitation process used in those projects and references;
- 3) Provide any membership and/or accreditation by professional organizations;
- 4) Provide experience in working with local, state, and federal governmental agencies, particularly in working with diverse community and governmental constituencies; consensus building; and its ability to interface successfully with other agencies or firms.
- 5) Provide applicable Licenses, Certifications and any other pertinent information;
- 6) Provide Proposer's qualifications and experience related specifically to streetscape and street tree master plans.

5. Qualifications of the Proposer's Team

Firm shall complete and submit Form RFQ-QT for this section of its Proposal. Form RFQ-WC is to be completed for each of the Key Personnel identified in Form RFQ-QT. An organizational chart of the Project Team shall be provided along with a one page resume for each of the Key Personnel.

- 1) List the members of the project team by name, proposed position, language(s) spoken, and specific tasks to be performed for this assignment.
- 2) Indicate whether each proposed member of the Project Team has worked with the proposer on a comparable project of a similar nature prior to this time, or with other proposed members of the Team and/or Proposer. If so, include a detailed description of the Project, responsibilities of each, and whether Proposer managed said Project(s).
- 3) For the personnel to be assigned to this engagement, provide each of their qualifications. Provide a brief resume including education, experience, previous working relationships and work performed of a similar nature, licenses, and any other pertinent information should be included for each team member, including sub-consultants. Documentation should be provided which



demonstrates their ability to satisfy all of the minimum requirements. Indicate specifically what role each would play and what will be performed by each member of the Team.

- 4) Describe previous experiences. Include demonstrated experience of a similar nature on large-scale public sector projects, both for the Project Team and those specific individuals assigned to engagement, particularly as it relates to urban design, landscape architecture, and/or creation of streetscape and street tree master plan.

6. Team Organizational Chart

An organizational chart of the Proposer's team shall be provided for key personnel.

7. Proposer's Project Experience:

Proposer shall complete and submit Form RFQ-PP for this section of its Proposal. Provide a comprehensive summary of the Proposer's experience successfully completing streetscape and street tree master plans. The firm **MUST** have a minimum of **five (5) years** of experience and have served as the prime consultant on similar urban design for streetscape and street tree master plan projects, on a minimum of three (3) previous occasions. A list of urban designing of streetscape master plan projects of similar size, scope and complexity should be submitted. Information shall include; past performance on projects of similar scope and nature, including cost and budget control, quality of work, and compliance with performance schedules and standards, along with the following information. Indicate specifically who performed the work, i.e., whether it was the actual Proposer as proposed; a member (present/past) of Proposer; proposed Project Team and/or Team member(s); whether proposed Project Manager of other individual not proposed spearheaded said project, etc. In its response, include:

- Client Name, address, phone number.
- Description of work performed by Proposer.
- Year the project was completed and overall fees paid to Proposer.
- Total cost of the Project and/or construction, both estimated and actual. Indicate reason(s) for any cost overruns
- Describe the Proposer's most relevant master planning projects including the following information:
 - Project description including location, commencement and completion dates, size of area, and public process.
 - Project photographs and renderings, 8 ½" x 11"
 - Specific implementation steps that were achieved following the Plan
 - A client contact person, preferably the city or redevelopment project manager, name, title, and telephone number for each project cited.
 - Provide at least one (1) Sample streetscape and right-of-way or road diet design previously completed by Proposer and similar in scope to that requested within this RFQ. Discuss whether any



proposed Project Team members participated in the creation of the Sample design. If so, denote the responsibility of each.

Failure to meet the five (5) year minimum experience requirement will in and of itself result in the Proposal being deemed non-responsive.

For each RFQ-PP Form, the Proposer must submit a RFQ-PP-R Form for the Proposer's Project Experience for this section of its Proposal.

Section B

1. Design Approach and Process (Maximum 3 pages)

Proposer shall complete and submit Form RFQ-DAP for this section of its Proposal. Proposer shall include the following:

- 1) Description of overall approach and methodology including public input of desired design elements and objectives.
- 2) Provide your understanding of the Scope of Services and the Wynwood streetscape and street tree purpose and goals.
- 3) Describe the project's approach including engagement of the City officials, BID representatives and community stakeholders in a public process, and its ability to interface successfully with other agencies or firms.
- 4) Discuss how Proposer would supervise each of the Project Team sub-consultants, personnel and manage engagement in order to meet deadline(s) and budget.
- 5) List your current projects and discuss the firm's ability to allocate appropriate time and resources to the project, in addition to current and expected 2017 workload.
- 6) Provide deliverables with time frames for completion of each deliverable. Specify the time required for completion of entire engagement.
- 7) Discuss the Project Manager's ability to participate in community meetings and public hearings and presentation to boards including but not limited to the Wynwood BID.

2. Technical Capabilities (Maximum 3 pages)

Proposer shall complete and submit Form RFQ-T for this section of its Proposal.

Provide a comprehensive explanation of the Project Team's technical capabilities in the following areas, and how they specifically apply to, and will be utilized for this Project:

- 1) Environmental/Sustainable design - approach to minimizing the daily and long term operational and maintenance cost, including the application of "green design";
- 2) Value Engineering – approach used in determining material and equipment quality and maximizing efficiency with design elements;



- 3) Ensuring timely completion of projects;
- 4) Quality control and assurance procedures, including timely reporting, and reviewing pay applications and change orders;
- 5) Capacity to provide on-call services in a timely manner;
- 6) Quality control and assurance, including coordination between design disciplines, compliance with program requirements professional/industry standards, sensitivity to the natural environment and historically designated sites and conformance with all applicable code requirements, including the Wynwood NRD-1; and
- 7) Prior experience with governmental streetscape programs

Section C

1. Qualifications and Experience of the Project Manager

Proposer shall complete and submit Form(s) RFQ-PM for the Project Manager for this section of its Proposal.

For each RFQ-PM Form, the Proposer must submit a RFQ-PM-R Form for the Project Manager for this section of its Proposal. Include the Project Manager's Resume.

2. Qualifications of Lead Design Landscape Architect

Proposer shall complete and submit Form(s) RFQ-LA for the Landscape Architect for this section of its Proposal.

For each RFQ-LA Form, the Proposer must submit a RFQ-LSA-R Form for the Landscape Architect for this section of its Proposal. Include the Landscape Architect's Resume.

3. Qualifications of Design Architect

Proposer shall complete and submit all Form(s) RFQ-DA for each Design Architect on the Project Team in this section of its Proposal.

For each RFQ-DA Form, the Proposer must submit a RFQ-DA-R Form for all Design Architects for this section of its Proposal. Include resume for each Design Architect

4. Qualifications of Urban Designer

Proposer shall complete and submit all Form(s) RFQ-UD for each Urban Designer on the Project Team in this section of its Proposal.

For each RFQ-UD Form, the Proposer must submit a RFQ-UD-R Form for all Urban Designers for this section of its Proposal. Include resume for each Urban Designer.

5. Qualifications of Environmental Specialist



Proposer shall complete and submit Form(s) RFQ-ES for the Environmental Specialist listed for this section of its Proposal.

For each RFQ-ES Form, the Proposer must submit a RFQ-ES-R Form for the Environmental Specialist for this section of its Proposal. Include Environmental Specialist's Resume.

6. Qualifications of ISA Certified Arborist

Proposer shall complete and submit Form(s) RFQ-CA for Certified Arborist listed for this section of its Proposal.

For each RFQ-CA Form, the Proposer must submit a RFQ-CA-R Form for the ISA Certified Arborist for this section of its Proposal. Include ISA Certified Arborist's Curriculum Vitae.

7. Qualifications of Traffic Engineer/Transportation Planner

Proposer shall complete and submit Form(s) RFQ-EE for all Engineers listed for this section of its Proposal.

For each RFQ-EE Form, the Proposer must submit a RFQ-EE-R Form for all Engineers for this section of its Proposal. Include each Engineer's resume.

8. Qualifications of Surveyor

Proposer shall complete and submit Form(s) RFQ-S for all Surveyors listed for this section of its Proposal.

For each RFQ-S Form, the Proposer must submit a RFQ-s-R Form for all Engineers for this section of its Proposal. Include each Surveyor's resume.

9. Community Outreach/Public relations Specialist

Proposer shall complete and submit Form(s) RFQ-OS for the Community Outreach/Public Relations Specialist for this section of its Proposal.

For each RFQ-OS Form, the Proposer must submit a RFQ-OS-R Form for the Community Outreach/Public Relations Specialist for this section of its Proposal. Include the Community Outreach/Public Relations Specialist's Resume.

10. Qualifications of Geotechnical Specialist

Proposer shall complete and submit Form(s) RFQ-GEO for the Geotechnical Specialist for this section of its Proposal.

For each RFQ-GS Form, the Proposer must submit a RFQ-GEO-R Form for the Geotechnical Specialist for this section of its Proposal. Include the Geotechnical Specialist's Resume.

11. Community Art Specialist



Proposer shall complete and submit Form(s) RFQ-AS for the Art Specialist for this section of its Proposal.

For each RFQ-AS Form, the Proposer must submit a RFQ-AS-R Form for the Art Specialist for this section of its Proposal. Include the Art Specialist's Resume.

12. Proposer's Workload Capacity Form

Please complete Form RFQ-WC – Work Load Capacity for the Proposer's current workload.

Section D

1. Comments and Suggestions on Attachment A (draft Agreement), if any

Provide comments on, and exceptions to the attached Agreement terms and conditions. Proposed changes to the Agreement must be returned to the City in Microsoft Word format with comments reflected by "red-lining" the original document utilizing the tracking feature. The Microsoft Word document must be included in the Proposal in both printed format and electronically on a CD-ROM or USB Drive. The City will only consider the identified comments and exceptions during negotiations. Where a Proposal is returned without comments it will be deemed that the Proposer has no comments or exceptions to the draft Agreement. If the Proposer has no comments, a statement to that effect shall be included in the Proposal in this section. As noted certain sections of the Agreement, including, without limitation, Hold Harmless/Indemnity, Insurance, Cancellation for Convenience, Funding Out, Ethics, Public Records, Sunshine, Lobbying and Compliance with Laws Sections are long standing City practices and cannot be modified.

2. RFQ Response Forms (Section 6.0)

Sign and return each RFQ Form for the Proposer.

3. Information for Determining Joint Venture Eligibility - Form A (if applicable)

Section E

1. Letter of Agreement(s) (LOA)
2. Form C-1- List of Sub consultants/Subcontractors*
3. Certificate of Compliance
4. Business Tax Receipt
5. Copies of CBE certification for Prime (if applicable)
6. Notice of Qualifications (FDOT)



***NOTE:** Proposer shall list all proposed Sub consultants/Subcontractors to be used in the performance of the services requested herein, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work (service or commodity) and CBE by Miami-Dade County (if applicable).



4. **Response Submission Format:**

Proposals are to be prepared and submitted in the format below. Failure to comply with this format may result in the Proposal being determined non-responsive.

Section A

1. Table of Contents
2. RFQ-PL – Proposal Letter
3. RFQ-N – Proposal Narrative
4. RFQ-QP – Qualifications of Proposer
5. RFQ-QT – Qualifications of Proposer’s Team – Including Forms RFQ-WC
6. Team Organizational Chart
7. RFQ-PP- Proposer’s Project Experience
8. RFQ-PP-R – Proposer’s Reference Forms

Section B

1. RFQ-DAP – Design Approach & Process
2. RFQ-T – Technical Capacity

Section C

For all positions proposed, please submit the supporting form below:

3. RFQ-PM – Qualifications of **Project Manager**
4. RFQ-PM-R –Project Manager Reference Forms
5. Resume of Project Manager
6. RFQ-LA - Qualifications of **Lead Design Landscape Architect**
7. RFQ-LA-R- Lead Design Landscape Architect Reference Forms
8. Resume of Lead Design Landscape Architect
9. RFQ-DA – Qualifications of **Design Architect**
10. RFQ-DA-R –Design Architect Reference Forms
11. Resume of Design Architect
12. RFQ-UD- Qualifications of **Urban Designer(s)**
13. RFQ-UD-R – Urban Designer Reference Forms
14. Resume of Urban Designers(s)
15. RFQ-ES – Qualification of **Environmental Specialist**
16. RFQ-ES-R – Environmental Specialist Reference Forms
17. Resume of Environmental Specialist
18. RFQ-CA – Qualification of **ISA Certified Arborist**
19. RFQ-CA-R – ISA Certified Arborist
20. Resume of ISA Certified Arborist
21. RFQ-EE – Qualifications of each listed **Engineer***
22. RFQ-EE-R- Engineer Reference Form(s)*
23. Resume of each listed Engineer
24. RFQ-S – Qualification of **Surveyor**
25. RFQ-S-R – Surveyor Reference Form
26. Resume of Surveyor
27. RFQ-OS – Qualifications of **Community Outreach/Public Relations Specialist**



28. RFQ-OS-R– Community Outreach/Public Relations Specialist Reference Forms
29. Resume of Community Outreach/Public Relations Specialist
30. RFQ-GEO – Qualifications of **Geotechnical Services Specialist**
31. RFQ-GEO-R - Geotechnical Services Specialist Reference Forms
32. Resume of Geotechnical Services Specialist
33. RFQ-AS – Qualifications of **Art Specialist**
34. RFQ-AS-R– Art Specialist Reference Forms
35. Resume of Art Specialist
36. Form RFQ-WC - **Workload Capacity** for the Proposer’s current work load.

* Note – Forms RFQ-EE and RFQ-EE-R should be utilized for each and every engineer identified as being on Proposer’s Team.

Section D

1. Comments & Suggestions for the Draft Agreement “**Attachment A**”
2. Acknowledgment of Addenda, Reference Documents and Proposer Information Forms (Section 6.0) and Attachments
4. Information for Determining Joint Venture Eligibility - Form A (if applicable)

Section E

1. Letter of Agreement(s) (LOA)
2. Form C-1 List of Sub consultants
3. Certificate of Compliance
4. Business Tax Receipt
5. Copies of CBE certification for Prime (if applicable)
6. Notice of Qualifications (FDOT)



4.2. Response Submission

One (1) unbound original and seven (7) bound copies (eight [8] total), plus one digital copy (in .pdf file format) CD-ROM or USB Drive, of Proposer's complete Proposal to this RFQ shall be delivered to:

**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 packages referencing:

RFQ No. 16-17-044

URBAN DESIGN AND LANDSCAPE ARCHITECTURE/ENGINEERING SERVICES FOR THE WYNWOOD STREETScape AND STREET TREE MASTER PLAN

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 Proposal. Proposals are to remain valid **for at least 180 days**. Upon award of an Agreement, the contents of the Proposal of the Successful Proposer(s) may be included as part of the Agreement, at the City's discretion.

SUBMITTAL GUIDELINES

1. General

Only one (1) Proposal from an individual, firm, partnership, corporation, business entity, or joint venture will be considered in response to this RFQ. Sub consultants or Subcontractors may be included in more than one Proposal submitted by more than one Proposer. A firm, partnership, corporation, business entity, or joint venture that submits a Proposal may not be a Sub consultant/Subcontractor on another Proposal submitted under this RFQ.

Joint venture firms must complete and submit with their Proposal, **Form A** titled "Information for Determining Joint Venture Eligibility", (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 the Project. Failure to submit Form A, along with an attached written copy of the joint venture agreement may result in disqualification of Proposer's Proposal.

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

Proposer must clearly reflect in its Proposal any Sub consultants proposed to be used, and provide for the Sub consultant the same information required of the Proposer. The City retains the right to accept or reject any proposed Sub consultants.

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.

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

<http://www.miamigov.com/Procurement/pages/SupplierCorner/default.asp>.

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



SECTION 5

EVALUATION/SELECTION PROCESS

A. Evaluation Procedures and Contract Award

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 Procurement staff for compliance with the submission requirements of the RFQ, including verification that each Proposal includes all required documents. Proposals may be found responsive or non-responsive upon completion of the preliminary review.
5. Review and due diligence performed by Procurement staff to confirm that that the Proposer/Proposer's Team is qualified to render the required services according to State regulations.
6. The Committee, appointed by the City Manager, is comprised of appropriate City staff and members of the community, as deemed necessary, with the appropriate technical expertise and/or knowledge. The Committee shall meet to evaluate each responsive Proposal in accordance with the requirements of the RFQ, and based upon the evaluation criteria specified herein. At the Committee's option, they may decide to hold brief presentations and interview sessions with all Proposers or Shortlisted firms. The Committee may select a minimum of three firms deemed the most highly qualified to perform the required services, unless fewer than three Proposals are received.
7. The Committee forwards its recommendation to the City Manager, listing the Proposers in rank order.
8. After reviewing the Committee's recommendation, the City Manager may:
 - a) approve the recommendation of the Committee, written notice of which shall be provided to all proposers, and the City Manager shall then submit his or her recommendation to the City Commission;
 - 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.

City Manager may accept the recommendation and authorize Procurement to enter into negotiations with the top ranked Proposer, request that the Committee provide



additional information as to the ranking of the Responses. Upon approval of the Committee recommendation the Proposers will be listed in rank order on the CITP webpage, <http://www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/Default.asp>.

9. 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 \$500,000.00 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 successfully negotiate 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.
10. After reviewing the City Manager’s recommendation, the City Commission may: approve the City Manager’s recommendation and authorize award of the Agreement; reject the Agreement; or reject all Proposals and direct the City Manager re-open negotiations or to solicit new Proposals.

B. Evaluation Criteria

Proposals will be evaluated and ranked by an Evaluation Selection Committee (Committee) based on the criteria listed below. The Committee will be comprised of appropriate City personnel and members of the community as deemed necessary, with the appropriate experience and or knowledge, striving to ensure that the Committee is balanced. The criteria are itemized with their respective weights for a maximum of one hundred (100) points per Committee member.

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

- | | |
|---|-----------|
| 1) Proposer’s Qualifications and Experience | 25 |
| 2) Qualifications, Experience and Availability of Proposer’s Team | 20 |
| 3) Qualifications of Project Manager | 15 |
| 4) Methodology and Approach to Functionality and Design Concept Innovation | 15 |
| 5) Technical Capacities in Designing and Master Planning within South Florida | 15 |
| 6) Project Management/Schedule Adherence and Plan Delivery | 10 |

C. Five Bonus Points – CBE Participation

Unless precluded by Florida Statutes, Federal laws or regulations or grant requirements, bonus points will be awarded to Proposers who agree to use Miami-Dade County CBE Firms from within the City of Miami municipal boundaries. The



awarded firm must agree to assign at a minimum fifteen percent of the contract value to certified CBE firms that maintain a "Local Office", as defined in City Code Section 18-73.



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 Proposal thereto, including without limitation any Addendum or 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 _____

6.1.1. RFQ No. : 16-17-044

I certify that any and all information contained in 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:

Proposing 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 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 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 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 FOR MAY DISQUALIFY PROPOSE'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 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 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 this attestation."

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 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 Responses.
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).

Proposing Firm's Name: _____

Individual Name: _____

Signature: _____

Date: _____



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

I, _____ hereby certify that:

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

OR

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

OPTIONAL:

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

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: _____



Form A
Information for Determining Joint Venture Eligibility

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.. 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 control of, and participation in, this Agreement:

(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 Subject Contract, there is any significant change in the information submitted, the Joint Venture must inform the County 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 venturer 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 venturer 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: _____