



MIAMI BEACH

City Commission Meeting

ADDENDUM MATERIAL

City Hall, Commission Chambers, 3rd Floor, 1700 Convention Center Drive

September 10, 2008

Mayor Matti Herrera Bower
Vice-Mayor Richard L. Steinberg
Commissioner Saul Gross
Commissioner Jerry Libbin
Commissioner Edward L. Tobin
Commissioner Deede Weithorn
Commissioner Jonah Wolfson

City Manager Jorge M. Gonzalez
City Attorney Jose Smith
City Clerk Robert E. Parcher

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ATTENTION ALL LOBBYISTS

Chapter 2, Article VII, Division 3 of the City Code of Miami Beach entitled "Lobbyists" requires the registration of all lobbyists with the City Clerk prior to engaging in any lobbying activity with the City Commission, any City Board or Committee, or any personnel as defined in the subject Code sections. Copies of the City Code sections on lobbyists laws are available in the City Clerk's Office. Questions regarding the provisions of the Ordinance should be directed to the Office of the City Attorney.

ADDENDUM AGENDA

C2 – Competitive Bid Reports

C2D Request For Approval To Issue A Request For Proposals (RFP) For Pedicab Operators In The City Of Miami Beach.

(City Manager's Office)

Condensed Title:

Request for approval to issue a Request For Proposals (RFP) for Pedicab Operators in the City of Miami Beach.

Key Intended Outcome Supported:

Enhance Mobility throughout the City.

Supporting Data (Surveys, Environmental Scan, etc.): N/A

Issue:

Shall the Mayor and City Commission approve the issuance of the RFP?

Item Summary/Recommendation:

During the recent conversations and subsequent legislation on pedicabs, the City Commission indicated its desire to issue a Request for Proposals for pedicab operators upon the sunset of the current pilot program at the end of the calendar year.

In the City Commission consideration it was indicated that two (2) pedicab operators would be identified through an RFP process.

It is recommended that the Mayor and City Commission authorize the issuance of a Request for Proposals for pedicab service in the City of Miami Beach.

Advisory Board Recommendation:

Financial Information:

Source of Funds:		Amount	Account
<div style="border: 1px solid black; width: 40px; height: 40px; display: inline-block;"></div> OBPI	1		
	2		
	3		
	Total		

Financial Impact Summary:

City Clerk's Office Legislative Tracking:

Robert C. Middaugh, Assistant City Manager

Sign-Offs:

Department Director	Assistant City Manager	City Manager
	RCM	JMG

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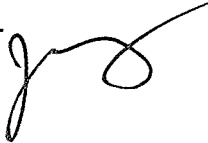


MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager 

DATE: September 10, 2008

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR PEDICAB OPERATORS IN THE CITY OF MIAMI BEACH.**

ADMINISTRATION RECOMMENDATION

Approve Issuance of the RFP.

ANALYSIS

During the recent conversations and subsequent legislation on pedicabs, the City Commission indicated its desire to issue a Request for Proposals for pedicab operators upon the sunset of the current pilot program at the end of the calendar year.

In the City Commission consideration it was indicated that two (2) pedicab operators would be identified through an RFP process.

As extensive discussion has been focused on the regulations and requirements associated with operating a pedicab in the City of Miami Beach, it is recommended that the RFP be based expressly on the provisions currently contained in Chapter 106 of the City Code dealing with pedicabs.

PROPOSED COMPETITIVE PROCESS

Each contractor proposal must indicate:

- Implementation and Operating Plan which should describe in detail the following, but not limited to:
 1. Description of a fee structure
 2. Detailed description of how the contractor will carry out all the requirements set forth in this RFP and City Code Chapter 106 through its operational plans, and fulfills the associated financial commitments.
 3. The capacity and past experience of the Proposer to develop, implement and maintain the proposed use.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

1. The Proposer must have a verifiable proven record of providing pedicab services for at least one (1) year.

2. The Proposer must have sufficient financial stability to provide pedicab services throughout the term of the Agreement.

TERM OF AGREEMENT

The term of the Agreement resulting from this RFP shall be for an initial term of two (2) years, with a one (1) year renewal option, to be exercised at the city's sole discretion.

EVALUATION PROCESS

The procedure for response evaluation and selection will be as follows:

- RFP issued.
- Receipt of responses.
- Opening and listing of all responses received.
- An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each response in accordance with the requirements of this RFP. If further information is desired, respondents may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
- The Evaluation Committee will recommend to the City Manager the response(s) which the Evaluation Committee deems to be in the best interest of the City by using the following criteria for selection:
 1. Proposer's experience and qualifications in providing pedicab services **25 points**
 2. Strength and viability of the vendor operation plan **25 points**
 3. Strength and viability of the vendor's business plan which shall be inclusive of a revenue and expenditure detail that indicates the viability of the business **15 points**
 4. History of compliance with any applicable State, County or City Codes in Miami Beach or other operating environments **35 points**
- After considering the recommendation(s) of the Evaluation Committee, the City Manager shall recommend to the City Commission which response(s) to accept, which the City Manager will deem to be in the best interest of the City.
- The City Commission shall consider the City Manager's recommendation(s) in light of the recommendation(s) and evaluation of the Evaluation Committee, if appropriate, approve the City Manager's recommendation(s). The City Commission may reject the City Manager's recommendation(s) and select another response(s). In any case, City Commission shall select the response(s), acceptance of which the City Commission deems to be in the best interest of the City. The City Commission may also reject all proposals.
- Negotiations between the selected respondent and the City will occur in order to arrive at the contract price to be paid by the City. If the City Commission has so directed, the City may proceed to negotiate a fee with a respondent other than the top ranked respondent, if the negotiations with the top ranked respondent fail to produce a mutually acceptable fee schedule within a reasonable period of time.
- A proposed contract or contracts will be presented to the City Commission for approval, modification and approval, or rejection.
- If and when a contract or contracts acceptable to the respective parties is approved by the City Commission, the Mayor and City Clerk sign the contract(s) after the selected respondent(s) has (or have) done so.

Conclusion

It is recommended that the Mayor and City Commission authorize the issuance of a Request for Proposals for pedicab services in the City of Miami Beach.

JMG\RCM\sam

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