

Condensed Title:

Request for Approval to Issue a Request for Qualifications (RFQ) for General Transportation Planning and Traffic Engineering Consulting Services, on an As-Needed Basis, for the City of Miami Beach.

Key Intended Outcome Supported:

Maintain or Improve Traffic Flow

Supporting Data (Surveys, Environmental Scan, etc.):

According to the City's 2007 Community Satisfaction Survey, 24% of City residents believe that the City's traffic flow is either "good" or "excellent."

Issue:

Shall the City Commission approve issuance of the RFQ?

Item Summary/Recommendation:

It is the intent of the Administration to use the RFQ process to select firms that possesses specialized professional qualifications in transportation planning and traffic engineering services.

Pursuant to the City's Key Intended Outcome to maintain and improve traffic flow conditions citywide, the Transportation Division of the Public Works Department is in need of comprehensive outside support to address the challenges inherent to the overall departmental work plan. On March 8, 2006, the City Commission approved Resolution 2006-26141 establishing a list of on-call consultants to provide general transportation planning and traffic engineering consulting services. This contract expired on March 7, 2009. This RFQ would allow staff to have the needed resources to complete the noted tasks in a timely manner.

The flexibility to hire consulting firms to provide specialized transportation planning and traffic engineering services on demand without having to undergo the time consuming Request for Qualifications (RFQ) process for each individual task, in most cases, is a critical component in developing a departmental process of review, planning, and design. In addition, it is highly desirable to have the same process on board in order to maintain continuity and consistency among the tasks to be performed, several of them being directly interconnected.

The term of the Agreement resulting from this RFQ shall be for an initial term of four (4) years with a two (2) year renewal option.

PROPOSED COMPETITIVE PROCESS

The following services define, but do not limit the scope of work to be provided by the selected firms pursuant this RFQ selection process:

- Preparation of a mobility plan updates for Miami Beach;
- Conduct transportation, planning, design, construction, and other feasibility work requested by City Commission;
- Conduct studies for bicycle/pedestrian and transit facility projects, etc.;
- Review the technical traffic impact studies submitted by land developers for proposed projects in Miami Beach, and provide prompt input to the Administration on accuracy of information provided in the studies as they relate to impact to the existing transportation system.
- Conduct transportation corridor studies along City arterials and collectors with the purpose of identifying mobility improvements and develop a capital plan to facilitate efficient transportation movements of goods and services.
- Conduct daily and peak hour turning movement counts for vehicular traffic as well as Bike/ Pedestrians. These counts can be either manual or automated.

In addition, most of the above-mentioned studies will require the staff resources, degree of specialization, and equipment availability that can be provided only by consulting firms.

APPROVE ISSUANCE OF RFQ.

Advisory Board Recommendation:

Financial Information:

Source of Funds:	Amount	Account	Approved
1	N/A	N/A	
OBPI	Total		

Financial Impact Summary:

City Clerk's Office Legislative Tracking:

Xavier Falconi, ext. 6401

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL RCM <i>[Signature]</i>	TH <i>[Signature]</i>	JMG <i>[Signature]</i>

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COMMISSION MEMORANDUM

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

FROM: Jorge M. Gonzalez, City Manager 

DATE: June 3, 2009

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR GENERAL TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING CONSULTING SERVICES, ON AN AS-NEEDED BASIS, FOR THE CITY OF MIAMI BEACH.**

ADMINISTRATION RECOMMENDATION

Approve Issuance of the RFQ.

ANALYSIS

It is the intent of the Administration to use the RFQ process to select firms that possess specialized professional qualifications in transportation planning and traffic engineering services.

Pursuant to the City's Key Intended Outcome to maintain and improve traffic flow conditions citywide, the Transportation Division of the Public Works Department is in need of comprehensive outside support to address the challenges inherent to the overall departmental work plan. On March 8, 2006, the City Commission approved Resolution 2006-26141 establishing a list of on-call consultants to provide general transportation planning and traffic engineering consulting services. This contract expired on March 7, 2009. This RFQ would allow staff to have the needed resources to complete the noted tasks in a timely manner.

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TERM OF AGREEMENT

The term of the Agreement resulting from this RFQ shall be for an initial term of four (4) years with a two (2) year renewal option.

PROPOSED COMPETITIVE PROCESS

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MINIMUM REQUIREMENTS / QUALIFICATIONS:

All firms that submit a RFQ for consideration must meet the following minimum requirements:

1. Project Team’s Experience

- Indicate the firm’s number of years of experience in providing transportation planning and traffic engineering professional services.
- List all projects undertaken in the past five (5) years, describe the scope of each project in physical terms and by cost, describe the respondent’s responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent’s activities in relation to the project. A SF254 can suffice this request.
- Provide the name(s) of the person(s), within your organization who was most actively concerned with managing each project.
- List and describe all legal claims against any member of the team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, during in the past five (5) years.

2. Project Manager’s Experience

Provide a comprehensive summary of the experience and qualifications of the individual(s) who are proposed to serve as the Project Manager(s) for this Project. These individuals must have a minimum of (15) fifteen years’ experience in their designated professional specialization, Civil Engineering, Planning, etc. Additionally, the proposed Project Manager(s) must provide examples of three previous projects that demonstrate their experience and capacity in performing transportation planning and traffic engineering professional services and indicate the percent of time the Project Manager will be available to provide these services to the City.

3. Previous Similar Projects:

Provide a list of a minimum of ten (10) projects that demonstrates the Team’s experience in providing the services as required under this RFQ and in the scope of services for this project including the following information:

- Client name, address, phone number, email.

- Consultant (Architect or Engineer) name, address, phone number, **fax and/or e-Mail address.**
- Description of the scope of the work.
- Month and Year the project was started and completed.
- Total cost and/or fees paid to your firm.
- Total cost of the construction, estimated and actual.
- Role of the firm and the responsibilities.
- Indicate if the Project Manager selected served in that capacity for any of the projects listed

4. Qualifications of Project Team:

Provide a list of the personnel to be utilized on this project and their qualifications. A resume of each individual, including education, experience, and any other pertinent information shall be included for each team member to be assigned to this project.

EVALUATION PROCESS

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

1. RFQ issued
2. Receipt of responses.
3. Opening and listing of all responses received.
4. 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.
5. 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:
 - **15 points** – The experience, qualifications and (portfolio) of the Principal firm;
 - **20 points** – The experience, qualifications and (portfolio) of the Project Manager;
 - **10 points** – The experience and qualifications of the professional personnel assigned to the Project Team;
 - **5 points** – Project Approach;
 - **5 points** – Willingness to meet time and budget requirements as demonstrated by past performance;
 - **5 points** – Certified minority business enterprise participation;
Either the Prime Consultant or the sub-Consultant team may qualify for proof of certification for minority business enterprise participation. Accepted minority business enterprise certifications include the Small Business Administration (SBA), State of Florida, or Miami-Dade County.
 - **5 points** – Location;
 - **5 points** – Recent, current, and projected workloads of the firms;
 - **5 points** – The volume of work previously awarded to each firm by the City;
 - **10 points** – Demonstrated successful similar projects;
 - **15 points** – Demonstrated success in leading active collaborative stakeholder processes to achieve consensus on program and design in similar size and scope projects based on budget and size.

6. After considering the recommendation(s) of the Evaluation Committee, the City Manager shall recommend to the City Commission the response or responses acceptance of which the City Manager deems to be in the best interest of the City.
7. The City Commission shall consider the City Manager's recommendation(s) in light of the recommendation(s) and evaluation of the Evaluation Committee and, if appropriate, approve the City Manager's recommendation(s). The City Commission may reject City Manager's recommendation(s) and select another response or responses. In any case, City Commission shall select the response or responses, acceptance of which the City Commission deems to be in the best interest of the City. The City Commission may also reject all proposals.
8. Negotiations between the selected respondent and the City take place to arrive at any fees 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.
9. A proposed contract or contracts are presented to the City Commission for approval, modification and approval, or rejection.
10. 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

In conclusion, the Administration recommends that the Mayor and City Commission authorize the issuance of a Request For Qualifications for general transportation planning and traffic engineering consulting services, on an as-needed basis, for the City of Miami Beach.

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