

Condensed Title:

Request for Approval to Issue a Request for Qualifications (RFQ) for Design, Bid, Award, and Construction Administration Services, for the Property Management Facility Project.

Key Intended Outcome Supported:

Ensure well-designed quality capital projects
Supporting Data (Surveys, Environmental Scan, etc.): In the 2007 Community Survey, completed Capital Improvement Projects were a key positive driver in resident perceptions on overall quality of life and whether the City is better than a few years ago; 81% of residents rated the appearance & maintenance of City's public buildings as excellent or good; 84% of residents rated Capital Improvement Projects as excellent or good.

Issue:

Shall the City Commission approve the issuance of the Request for Qualifications (RFQ)?

Item Summary/Recommendation:


The relocation of the Property Management Facility to a site outside of Flamingo Park has been a longstanding goal of both Flamingo neighborhood residents and the City. After completing an extensive evaluation, the Administration has made the determination to relocate Property Management to the 24,000 square foot (SF) City-owned property located at 1833 Bay Rd.

The Administration is seeking authorization to issue a Request for Qualifications (RFQ) to obtain qualifications from architectural and engineering firms with the capability and experience to provide Architectural and Engineering services, for Design, Bid, Award and Construction Administration Services for the Property Management Facility Project.

Advisory Board Recommendation:

N/A

Financial Information:

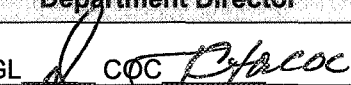


Source of Funds:		Amount	Account
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	2		
	3		
	Total		

Financial Impact Summary:
 No funds being expended at this time. Request to issue an RFQ only.

City Clerk's Office Legislative Tracking:

Thais Vieira ext. 2702

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL 	TH 	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 09, 2009

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN, BID, AWARD, AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE PROPERTY MANAGEMENT FACILITY PROJECT.**

ADMINISTRATION RECOMMENDATION

Approve the request.

ANALYSIS

The relocation of the Property Management Facility to a site outside of Flamingo Park has been a longstanding goal of both Flamingo neighborhood residents and the City. After completing an extensive evaluation, the Administration has made the determination to relocate Property Management to the 24,000 square foot City-owned property located at 1833 Bay Road, as illustrated in Attachment 1.

The program requirements for the Property Management yard and facility are as follows:

Building Requirements:

- Administrative offices
- Workshops (A/C – Refrigeration, Electrical, Plumbing, Carpentry, Painting)
- Parts inventory warehouse
- Record storage
- Material storage
- Locker rooms / restrooms

Yard Requirements:

- Outside storage area for playground equipment and other large items
- Lay-down area for small construction activities
- Loading area
- Oversized vehicle parking

The parking needs of the Division will be addressed in the proposed Sunset Harbor Garage, located across the Street at 1840 Bay Rd. The proposed garage will provide approximately 104 parking spaces for Property Management Division vehicles with a clearance height below 7'-2". Oversized vehicles will be parked at the proposed Property Management Facility.

On April 22nd, 2009, the Mayor and City Commission passed an Ordinance amending the City Code of the City of Miami Beach, providing for City mandatory participation in the Leadership in Energy and Environmental Design (LEED) Certification Program for new construction or substantial renovations. The selected Consultant shall integrate building materials and methods that promote environmental quality, economic vitality, and social benefit through the construction and operation of the built environment in accordance with the US Green Building Council LEED Standard. The final project shall meet at a minimum the LEED Silver rating, with higher rating levels encouraged.

Although the Administration is considering pursuing an in-house design versus utilizing an outside consulting firm, it would still like to reserve the option of selecting an outside consultant. For this reason, the Administration is requesting authorization to issue a Request for Qualifications (RFQ) to obtain qualifications from architectural and engineering firms with the capability and experience to provide Architectural and Engineering services, for Design, Bid, Award, and Construction Administration Services for the Property Management Facility Project should the Administration elect to do so at a later date.

RFQ TIMETABLE

The anticipated schedule for this RFQ and contract approval is as follows:

RFQ to be issued	October 2009
Pre-qualification conference	November 2009
Deadline for receipt of questions	November 2009
Deadline for receipt of responses	December 2009
Evaluation committee meeting	December 2009
Commission approval/authorization of negotiations	January 2009
Contract negotiations	February 2010
Projected award date	March 2010
Projected contract start date	April 2010

Previously appropriated funding sources for the Project, in the amount of \$1,937,581, are as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
373	1999 G.O. Bond Neighborhood Improvements	\$36,997
382	2003 G.O. Fire Safety	\$217,229
383	2003 G.O. Bond Parks & Beaches	\$741,866
384	2003 G.O. Neighborhood Improvements	\$941,509
	Total Appropriated Funding	\$1,937,601

Additional funding, in the amount of \$3,000,000, is being requested through the Capital Budget process for fiscal year 2009/2010, for a total project budget of \$4,937,581.

CONSULTANT TASKS

The successful firm will be tasked with the following duties and responsibilities:

Design Services: The purpose of this Task is to establish the requirements for the preparation of Contract Documents for the Project. The selected firm will be required to perform a variety of forensic tasks to verify, to the extent practicable, existing conditions, and the accuracy of base maps and as-built drawings to be used in the development of Construction Documents. These tasks include, but may not be limited to, demolition drawing preparation, surveying, utility verification, and coordination with proposed design improvements. In addition, the selected firm will follow the City Standards for the preparation of Contract Documents, inclusive of Drawings, Specifications and Front-End Documents, Cost Estimates, and a Risk Assessment Plan (RAP). Review submittals will be prepared at the completion of the Design Development Phase and at the 60% and 100% completion stages of the construction documents.

Contract Documents will be subject to Constructability and Value Engineering reviews. The selected firm will attend and participate in design review meetings to present and discuss the design progress and concept at different stages during the design and will work with City staff to adjust and revise Project scope as may be deemed necessary to meet established budgets and the established phasing plan. The selected firm will also be responsible for reviewing and receiving approvals for the Contract Documents from all jurisdictional permitting Agencies and Boards prior to finalization of each phase of the Project. To facilitate the implementation of a Public Information Program, the selected firm will provide electronic files of all project documents, as directed by the City. City departments shall be required to respond, in writing, to all review comments. Presentation formats will be as directed by the City.

The selected firm shall establish and maintain an in-house Quality Assurance / Quality Control (QA/QC) program designed to verify and ensure the quality, clarity, completeness, and constructability of its Contract Documents.

Bid and Award Services: The selected firm shall assist the City in the bidding and award phases of each portion of the Project scope. Such assistance shall include facilitating reviews of Contract Documents with applicable Procurement, Risk Management and City Attorney's Office representatives. In addition, the selected firm shall furnish camera-ready Contract Documents for reproduction and distribution by the City, attend pre-bid conferences, assist with the preparation of necessary contract addenda, attend bid openings where applicable, assist with bid evaluations, and prepare a recommendation to award letter for the City's consideration. The selected firm shall provide "As-Bid" documents for use during construction.

Construction Management Services: The selected firm shall perform a variety of tasks associated with the administration of the construction contract and construction management of the project. These shall include attendance at the pre-construction conferences, attendance at weekly construction meetings, responding to contractor Requests for Information (RFI), clarification, responding to and evaluating contractor requests for change orders, contract amendments, review of shop drawings, review of record drawings, review and recommendation of contractor applications for payment, specialty site visits, project closeout reviews, including substantial completion, final punch list development and Project certification of final completion and acceptance of each phase, and warranty administration of each phase.

Additional Services: No additional services are envisioned at this time. However, if such services are required during the performance of the work, they will be requested by the City and negotiated in accordance with the Contract requirements.

Reimbursable Services: The City may reimburse additional expenses such as reproduction costs, survey, geotechnical work, underground utility verification costs and material testing / abatement.

EVALUATION AND SELECTION PROCESS

Interested Firms shall address the following items in the RFQ response:

Item 1. Team Experience:

- Indicate the team's number of years of experience in providing the requested professional services.
- List all similar 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.
- The team must demonstrate through sample projects, firm philosophy, and design approach their commitment to Green Building and/or environmental quality and long-term operational efficiency of design products.
- Provide the name(s) of the person, or person within your organization who was most actively involved 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, within the past five (5) years.

Item 2. Project Manager's Experience:

Provide a comprehensive summary of the experience and qualifications of the individual who will be selected to serve as the Project Manager. This individual must have a minimum of eight (8) years experience in the planning, design, and construction administration of similar public or private projects and should have served as Project Manager on a minimum of three previous projects having the same approximate value (i.e., construction budget of \$3.5 million or greater) and complexity, as required by this Request for Qualifications.

Item 3. Previous Similar Projects:

Please provide a list of a minimum of ten projects which demonstrates the Team's experience in providing the services as required under this RFQ and in the scope of services for this project. Please provide the following information for each sample project:

- Client name, address, phone number and e-mail address.
- 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.

Item 4. Qualification of Project Team:

Provide a list of the personnel / subconsultants to be used 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 including any subcontractors, to be assigned to this project. At least one of the team members must be a LEED Accredited Professional.

Item 5. Project Approach:

Provide a detailed description on the Project Team approach to the required services. Information should include:

- Organizational structure of project team.
- Project specific approach to this neighborhood.

RFQ PROCESS

The procedure for response evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of responses.
3. Opening of responses and determination if they meet the minimum standards of responsiveness.
4. An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each response in accordance with the requirements of this RFQ. If further information is desired, consultants 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 or responses acceptance of which the Evaluation Committee deems to be in the best interest of the City.

THE FOLLOWING CRITERIA SHALL BE UTILIZED BY THE EVALUATION COMMITTEE FOR THE SELECTION OF THE CONSULTANT:

- The experience, qualifications and portfolio of the Principal Firm (20 points).
- The experience, qualifications and portfolio of the Project Manager, as well as his/her familiarity with this project and a thorough understanding of the methodology and design approach to be used in this assignment (20 points).
- The experience and qualifications of the professional personnel assigned to the Project Team as well as their familiarity with this project and a thorough understanding of the methodology and design approach to be used in this assignment (20 points).

- Risk Assessment Plan that reflects a clear understanding of project objectives; a thorough review of existing conditions; familiarity with the project site; a thorough understanding of all permitting and regulatory requirements and impacts; and other considerations that may impact the design and construction of the proposed improvements (10 points).
- Willingness to meet time and budget requirements as demonstrated by past performance, methodology and approach (5 points).
- Certified minority business enterprise participation (5 points). 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.
- 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, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firm (5 points).
- Past performance based on quality of the Performance Evaluation Surveys and the Administration's due diligence based upon reference checks performed of the Firm(s) clients (5 points).

The City may request, accept and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

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 Manager will take place to arrive at a contract. If the City Commission has so directed, the City Manager may proceed to negotiate a contract with a respondent other than the top ranked respondent if the negotiations with the top ranked respondent fail to produce a mutually acceptable contract 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

The Administration recommends that the Mayor and the City Commission of Miami Beach, Florida approve and authorize the issuance of a Request for Qualifications (RFQ) for Design, Bid, Award and Construction Administration Services for the Property Management Facility Project.

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