Condensed Title:

Request For Approval To Issue A Request For Qualifications (RFQ) For The Design Of A Citywide Comprehensive Stormwater Master Plan In The City Of Miami Beach.

Key Intended Outcome Supported:

Ensure well-maintained infrastructure

Supporting Data (Surveys, Environmental Scan, etc.): According to the 2009 Community Satisfaction Survey, only 43% of residents rated the City's storm drainage (to avoid flooding) as "excellent" or "good."

Issue:

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

Item Summary/Recommendation:

The City of Miami Beach is one of 16 municipalities that entered into an Interlocal Agreement with Miami-Dade County in 1993, authorizing Miami-Dade County to be the lead permittee in submitting a National Pollutant Discharge Elimination System (NPDES) stormwater permit application. One condition of the Interlocal Agreement requires Miami Beach to develop a Stormwater Management Master Plan (SWMMP) that is consistent with Miami-Dade County's Master Plan. In 1997, CH2MHill prepared a Stormwater Master Plan that prioritized drainage basins, recommended a five-year Capital Improvements Program, and provided hydrologic and water quality calculations for the priority basins.

The SWMMP developed in 1997, by CH2MHill, has proven to be out-of-date as a result of changes in land use as well as modifications to the contributing water-sheds as a result of re-grading and new construction. The purpose of the new SWMMP will be to create a comprehensive model that will evaluate the existing system to identify those basins that are experiencing reduced levels of service (LOS). The preparation of a computer hydraulic model will allow the City to evaluate cost-effective stormwater infrastructure improvements to meet City demand for LOS, remediate excessive flooding, prioritize stormwater basins, develop a phased capital improvement plan, establish sustainable stormwater policy, as well as ensure continued compliance with the City's NPDES permit, and other federal, regional and local agencies.

The purpose of the SWMMP project is to create a comprehensive model that will look at cost-effective stormwater infrastructure improvements to meet City demand for LOS, remediate excessive flooding, prioritize stormwater capital projects, and ensure continued compliance with the City's NPDES permit.

For purposes of responding to this RFQ, the scope of work to be performed includes an initial evaluation and benchmark inventory of the City's existing stormwater infrastructure, which will be developed through the utilization of the City's existing Geographic Information System (GIS). The study will also look at the current level of service (LOS) of the existing systems as well as identify and prioritize problem areas. The study will also identify existing and future operation and maintenance needs as well as projected O&M costs. Included also will be the development, validation, and application of comprehensive stormwater quantity and quality models; the evaluation of cost-effective alternatives for improvements on currently on-going CIP projects to desired LOS, and environmental applications to meet water quality criteria. The SWMMP will also make capital improvement plan projections as well as provide an outline of available funding options and opportunities, including but not limited to grants, loans, stormwater utility rate revenues, and/or public-private partnerships. The study will also reflect on future sustainability of the stormwater systems by developing an outline for a future all-inclusive stormwater ordinance. All work shall be submitted in digital formats in coordination with the City's Engineering Division of the Public Works Department.

THE ADMINISTRATION RECOMMENDS APPROVING THE ISSUANCE OF RFQ.

Advisory Board Recommendation:

N/A

Financial Information:

Source of Funds:		Amount	Account	Approved
	1			
OBPI	Total			

Financial Impact Summary: N/A

City Clerk's Office Legislative Tracking:

Fernando Vazquez ext. 6399

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL FHB	TH	JMG

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MIAMIBEACH

AGENDA ITEM C2B
DATE 10-14-09

MIAMIBEACH

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: October 14, 2009

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR THE PREPARATION OF A NEW CITYWIDE COMPREHENSIVE STORMWATER MANAGEMENT MASTER PLAN IN THE CITY OF MIAMI BEACH TO SUPERSEDE THE EXISTING COMPREHENSIVE STORMWATER MANAGEMENT PROGRAM MASTER PLAN**

ADMINISTRATION RECOMMENDATION

Approve issuance of the RFQ.

ANALYSIS

The City of Miami Beach is one of 16 municipalities that entered into an interlocal agreement with Miami-Dade County in 1993, authorizing Miami-Dade County to be the lead permittee in submitting a National Pollutant Discharge Elimination System (NPDES) stormwater permit application. One condition of the interlocal agreement requires Miami Beach to develop a Stormwater Management Master Plan (SWMMP) that is consistent with Miami-Dade County's Master Plan. In 1997, CH2MHill prepared a Stormwater Master Plan that prioritized drainage basins, recommended a five-year Capital Improvements Program, and provided hydrologic and water quality calculations for the priority basins.

The SWMMP developed in 1997, by CH2MHill, has proven to be out-of-date as a result of changes in land use as well as modifications to the contributing water-sheds as a result of re-grading and new construction. The purpose of the new SWMMP will be to create a comprehensive model that will evaluate the existing system to identify those basins that are experiencing reduced levels of service (LOS). The preparation of a computer hydraulic model will allow the City to evaluate cost-effective stormwater infrastructure improvements to meet City demand for LOS, remediate excessive flooding, prioritize stormwater basins, develop a phased capital improvement plan, establish sustainable stormwater policy, as well as ensure continued compliance with the City's NPDES permit, and other federal, regional and local agencies.

Scope of Services

For purposes of responding to this RFQ, the scope of work to be performed includes an initial evaluation and benchmark inventory of the City's existing stormwater infrastructure, which will be developed through the utilization of the City's existing Geographic Information System (GIS). The study will also look at the current LOS of the existing systems as well as identify and prioritize problem areas. The study will also identify existing and future operation and maintenance needs as well as projected O&M costs. Included also will be the development, validation, and application of comprehensive stormwater quantity and quality models; the evaluation of cost-effective alternatives for improvements on currently on-going CIP projects to desired LOS, and environmental applications to meet water quality criteria. The SWMMP will also make capital improvement plan projections as well as provide an outline of available

funding options and opportunities, including but not limited to grants, loans, stormwater utility rate revenues, and/or public-private partnerships. The study will also reflect on future sustainability of the stormwater systems by developing an outline for a future all-inclusive stormwater ordinance. All work shall be submitted in digital formats in coordination with the City's Engineering Division of the Public Works Department.

The foregoing specifications identify the basic requirements and objectives of the City of Miami Beach Comprehensive SWMMP. Proposers are encouraged to be innovative and provide new ideas or alternatives, which may further enhance or improve this undertaking.

The following details the proposed scope of services for the subject RFQ:

- Review current Miami Beach Comprehensive Stormwater Management Program and develop future Master Plan for the City.
- Provide elevation data and validate the City's existing data, GIS, and stormwater infrastructure;
    - Validate existing inventory data and update any new stormwater features.
    - Confirm topographic information with an acceptable level of accuracy for all surface and underground stormwater infrastructure systems.
    - Develop Comprehensive Water Quality and Quantity Models.
    - Provide alternative Stormwater Management Solutions to meet Water Quality/Quantity Demands meeting all acceptable LOS.
- Assessment of LOS of the existing system and identification and prioritization of problem areas;
    - Assess the LOS of the existing system.
    - Identify the problem areas within the system.
    - Prioritize the drainage basins on level of flooding, system capacity, water quality, as well as any Federal, Regional, and Local Regulatory Requirements.
- Identification of operation and maintenance (O&M) needs and costs;
    - Provide a projection of the operation and maintenance needs and costs associated with the recommended improvements.
    - Develop a detailed responsiveness plan for significant storm events as well as associated flooding.
- Evaluation of cost-effective alternatives for improvements to meet City-desired LOS and NPDES stormwater permit requirements, such as Total Maximum Daily Load (TMDL) limitations, and Pollutant Load Reduction Goals (PLRGs);
- Development of a phased capital improvements plan based on City priorities and opportunities for coordination with other public and private entities;
    - Develop a prioritized list of CIP projects that provides the City with an understanding of the areas of highest concern.
    - Consider opportunities for coordination with other public and private entities when developing the prioritized list.
- Evaluation of funding options including grants, loans, stormwater utility rate options, and/or public-private partnerships to fund future capital program;
    - Provide viable funding options that the City can utilize to better finance stormwater improvements.
    - Options to be considered should include grants, loans, stormwater utility rates, and/or public-private partnerships.
    - Develop an outline Stormwater Ordinance.

The first task of the selected Firm shall be to develop a computer hydraulic model of the Flamingo/ Lummus and West Avenue neighborhoods, since they represent two of the largest

neighborhoods and comprise one of the largest stormwater drainage basins. This initial task will analyze the existing system in the referenced neighborhoods and identify system deficiencies as well as improvements. These improvements will be identified in a schematic fashion so that multiple Design Criteria Packages can be prepared and issued for Invitations to Bid. This approach will allow the City to identify and accept one pragmatic solution to the area's drainage needs prior to releasing multiple design-build firms to finalize the individual project design components. This process will establish one cohesive design/construction package for the Flamingo/ Lummus and West Avenue neighborhoods.

Minimum Requirements

- **Project Team's Experience:**
  - 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 form can suffice this request.
  - Name(s) of the person, within the organization who was most actively involved with managing each project;
  - All legal claims against any member of the project team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, in the past five (5) years.

- **Project Manager's Experience:**
  - Comprehensive summary of the experience and qualifications of the individual who will be selected to serve as the Project Manager.
  - Affidavit and/or commitment letter prepared by respondent committing said Project Manager to Project.

- **Previous Similar Projects:**
  - List of a minimum of five (5) projects which demonstrates the project team's experience in providing the services as required under this RFQ including:
    - Client name, address, phone number, e-mail address.
    - Consultant/Client (Architect, Engineer, Other) 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 construction cost and professional service fees paid.
    - Role of the firm and the responsibilities.

- **Qualifications of Project Team:**
  - List of the personnel 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 to be assigned to this project.

Evaluation Process

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

1. RFQ issued.
2. Pre-proposal meeting – Date to be determined.
3. Receipt of qualificaiton packages.
4. Opening and listing of all responses received.

5. 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, respondents may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
6. The Evaluation Committee will recommend to the City Manager the response(s) that the Evaluation Committee deem to be in the best interest of the City by using the following criteria for selection:

    - **10 Points** – The experience, qualifications and (portfolio) of the Principal Firm;
    - **15 Points** – The experience, qualifications and (portfolio) of the committed Project Manager;
    - **15 Points** – The experience and qualifications of the professional personnel assigned to the Project Team;
    - **5 Points** – Willingness to meet time and budget requirements as demonstrated by past performance;
    - **5 Points** – Certified disadvantaged business enterprise (DBE) participation. Either the Prime Consultant or the sub-Consultant team may qualify for proof of DBE certification. Accepted DBE 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** – Project Implementation Strategy to comply/meet with expedited timeframe described in this RFQ and demonstrated successful similar projects;
    - **25 Points** – Demonstrated success in providing similar Stormwater planning services for governmental agencies of similar magnitude and complexity.

7. The City Manager shall recommend to the City Commission the firm or firms, acceptance of which the City Manager deems to be in the best interest of the City.
8. 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 the 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.
9. Negotiations between the selected respondent and the City take place to arrive at agreement terms. If the City Commission has so directed, the City may proceed to negotiate an agreement with a respondent other than the top ranked respondent if the negotiations with the top ranked respondent fail to produce a mutually acceptable agreement within a reasonable period of time.
10. A proposed contract is recommemed by the City Manager to the City Commission for approval.
11. 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.

Should the Mayor and Commission authorize the issuance of this RFP, all procurement rules (i.e. Cone of Silence, etc.) will apply.

CONCLUSION

The Administration recommends that the Mayor and the City Commission authorize the issuance of a Request for Qualifications (RFQ) for the design of a Citywide comprehensive SWMMP in the City of Miami Beach.

JMG/TH/FHB/FV

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