

Condensed Title:

Request for Approval to Issue a Request for Qualifications (RFQ) For Architectural and Engineering Services In Various Professional Specialties To Provide Professional Services On An "As-Needed Basis" For Projects In Which Basic Construction Costs Do Not Exceed \$1 Million Or For Study Activities When The Fee For Such Professional Service Does Not Exceed \$50,000; Further, Extending The Term Of The Existing Agreements With The Consultants Until The New Contracts Are Awarded.

Key Intended Outcome Supported:

Ensure well-maintained infrastructure.
Ensure well-designed, quality capital projects.

Supporting Data (Surveys, Environmental Scan, etc.): The 2007 Miami Beach Community Satisfactory Survey indicates that 84% of residents and 86% of businesses rated the services as good or excellent for recently completed capital improvement projects.

Issue:

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

Item Summary/Recommendation:

It is the intent of the Administration to use the RFQ process to select firms who are qualified to provide services in each specialized category based on specific category qualifications. When professional services are required, a proposed project will be analyzed in terms of the predominant professional specialty required, and a firm will be selected from the appropriate specialization list.

The price and terms for the contracts will be negotiated after City Commission approves authorization to negotiate. Each proposed contract shall be for a two (2) year term, with two (2) one-year renewal options at the City's option.

All firms that submit a proposal for consideration must meet the minimum qualifications. If the minimum qualifications are not met, the consultant's submittal will be deemed non-responsive. Qualifications will be considered only from consultants that are regularly engaged in the business of providing the professional specialization services as described in this RFQ.

APPROVE THE ISSUANCE OF RFQ.

Advisory Board Recommendation:

Financial Information:

Source of Funds:		Amount	Account
	1		
	2		
OBPI	Total		

Financial Impact Summary:

City Clerk's Office Legislative Tracking:

Gus Lopez, Ext. 6641

Sign-Offs:

Department Director		Assistant City Manager		City Manager
FB	GL	TH	PDW	JMG

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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 FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES IN VARIOUS PROFESSIONAL SPECIALTIES ON AN "AS-NEEDED BASIS", FOR PROJECTS IN WHICH CONSTRUCTION COSTS DO NOT EXCEED \$1 MILLION OR FOR STUDY ACTIVITIES WHEN THE FEE FOR SUCH PROFESSIONAL SERVICE DOES NOT EXCEED \$50,000; FURTHER, EXTENDING THE TERM OF THE EXISTING AGREEMENTS, ON A MONTH-TO-MONTH BASIS, WITH THE CONSULTANTS UNTIL THE NEW CONTRACTS ARE AWARDED.**

ADMINISTRATION RECOMMENDATION

Approve issuance of the RFQ.

ANALYSIS

In accordance with Section 287.055, Florida Statutes, known as the "Consultants' Competitive Negotiation Act", the City may enter into a "continuing contract" for professional architectural and engineering services for projects in which construction costs do not exceed \$1 Million or for study activities for which the fee does not exceed \$50,000.

The City may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations, which will take place after the selection of the firms deemed to be the most qualified to perform the required services. If the City is not able to negotiate a mutually satisfactory compensation schedule with the top-ranked firms which is determined to be fair, competitive and reasonable, additional firms in the order of their competence and qualifications may be selected, and negotiations may continue until an agreement is reached.

It is the intent of the Administration to use the RFQ process to select firms who are qualified to provide services in each of the above categories of professional specialization. When professional services are required, a proposed project will be analyzed in terms of the predominant professional specialty required, and a firm will be selected from the appropriate specialization list.

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The RFQ seeks proposals from firms with strong qualifications in the following specialized areas:

- Architecture - General
- Architecture - Landscape
- Architecture - Planning and Urban Design
- Engineering - Civil
- Engineering - Electrical
- Engineering - Environmental/Coastal
- Engineering - Mechanical
- Engineering - Structural
- Engineering – Transportation Planning/Traffic Engineering
- Land Surveying Services

The price and terms for the contracts will be negotiated after City Commission approves authorization to negotiate. Each proposed contract shall be for a two (2) year term, with two (2) one-year renewal options at the City’s option.

Under these Agreements, study activities are quoted as a lump sum based on the estimated hours to complete the project. Detailed hourly rates were negotiated for all personnel classifications for the firms.

It is the intent of this RFQ to evaluate and recommend award for each specialized category based on specific category qualifications. Firms are to submit qualifications for each category if applicable and shall not be limited to one (1) category.

The City’s existing contracts have expired and the Administration requests that the existing agreements with professional services firms on the existing contracts be extended until the new contracts have been approved and executed with the selected firms.

SCOPE OF SERVICES

It is the intent of the City of Miami Beach to select several firms which will be contacted on an “as-needed basis” during the term of the contract. This contract will include, but not be limited to the following architectural or engineering services:

Description

- Acoustics, Noise Abatement
- Air Pollution Control
- Auditoriums and Theaters
- Automation; Controls; Instrumentation
- Boundary Survey
- Bridges
- Codes; Standards; Ordinances
- **Coastal Engineering (Seawall Design and Repair)**
- **Coastal Surveys**
- Communications Systems; TV; Microwave
- Construction Management

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- Cost Estimating
- **Dune Planting and Management**
- Energy Conservation; New Energy Sources
- Environmental Impact Studies; Assessments or Statements
- **Environmental Remediation and Emergency Clean-up (Fuel Spills)**
- Fire Protection
- Garages; Vehicle Maintenance Facilities; Parking Decks
- Heating; Ventilating; Air Conditioning
- Highways; Streets; Airfield Paving; Parking Lots
- Interior Design; Space Planning
- Irrigation; Drainage
- **Lab Testing Services**
- Landscape Architecture
- Lighting (Interior, Display, Theater, etc.)
- Lighting (Exterior, Streets, Memorials, Athletic Fields, etc.)
- Planning (Community, Regional, Area-wide and State)
- Plumbing and Piping Design
- Recreation Facilities (Parks, Marinas, etc.)
- Rehabilitation (Buildings, Structures, Facilities, etc.)
- Right-of-Way Survey
- Safety Engineering; Accident Studies; OSHA Studies
- Security Systems; Intruder & Smoke Detection
- Sewage Collection, Treatment and Disposal
- Soils & Geologic Studies; Foundations
- **Storage Tank Repair and Monitoring**
- Structural Design; Special Structures
- Surveying; Platting; Mapping; Flood Plain Studies
- Swimming Pools
- Storm Water Handling & Facilities
- Testing & Inspection Services

Description

- Topo Survey
- Traffic & Transportation Engineering
- Urban Renewals; Community Development
- Value Analysis; Life-Cycling Costing
- Water Supply, Treatment and Distribution
- Zoning; Land Use Studies

The selected architectural and/or engineering firms will be responsible for reviewing all existing City of Miami Beach Zoning Ordinances and Building Codes. The teams will be responsible for incorporating all the above data into complete construction documents, including final working drawings, specifications, and bid documents necessary for the bidding and construction of the project, and in some instances, for construction management. The construction documents and drawings must comply with the City of Miami Beach DSM and Florida Status (particularly surveys).

The selected firms will be responsible for obtaining all State, Federal and local permits and approvals necessary for the construction of all projects, and may be required to provide consulting services to the City on various matters which do not result in drawings or specifications.

MINIMUM QUALIFICATIONS

All firms that submit a proposal for consideration must meet the minimum qualifications as provided below. If the minimum qualifications are not met, the consultant’s submittal will be deemed non-responsive. Qualifications will be considered only from consultants that are regularly engaged in the business of providing the professional specialization services as described in this RFQ.

1. Team’s Experience:

- Indicate the firm’s number of years of experience in providing the requested professional specialization 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. An SF 255 and SF254 can suffice this request.
- Provide the name(s) of the person, 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. Architect’ and Engineer’s Experience:

Provide a comprehensive summary of the experience and qualifications of the individual(s) who are proposed will be selected to serve as the Architect (s) and/or Engineer (s). These individuals must have a minimum of (5) five years’ experience in their designated professional specialization, Architecture, Civil Engineering, etc. Additionally, the Architect (s) and/or Engineer (s) must provide examples of three previous projects that demonstrate their experience and capacity in performing architectural and engineering services contracts for public sector clients.

3. Previous Similar Projects:

Please provide a list of a minimum of ten projects which demonstrate the Team’s experience in providing the services under each professional specialty category as

stated on page 6 (001, 002, etc). Please provide the following information for each sample project.

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.

4. Qualifications of Project Team:

Provide a 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 under each professional specialty category.

EVALUATION PROCESS

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

- RFQ 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 RFQ. If further information is desired, proposers 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 proposer(s) that the evaluation committee deems to be in the best interest of the City by using the following criteria for selection:

- A. The Firm's Qualifications and Experience in providing Architecture; Historic Building Specialization; Landscape Architecture; Planning and Urban Design; Civil Engineering; Electrical Engineering; Environmental/Coastal Engineering; Mechanical Engineering; Structural Engineering; Transportation Planning/Traffic Engineering; and Land Surveying Services. **(30 points)**
- B. The Architect' and/or Engineer's Experience; **(25 points)**
- C. References provided by prior Project Owners; **(15 points)**

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- D. Willingness to meet time and budget requirements as demonstrated by past performance; (5 points)
 - E. Certified minority business enterprise; (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.*
 - F. Location; (5 points)
 - G. Recent, current, and projected workloads of the firms; (5 points)
 - H. Volume of work previously awarded to each firm by the agency, with the object; of effecting an equitable distribution of contracts among qualified firms; (10 points)
- The City may request, accept, and consider proposals for the compensation to be paying the recommendation(s) of the evaluation committee, the City Manager shall recommend to the City Commission the proposal or proposals, acceptance of which the City Manager deems 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 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.
 - Negotiations between the selected proposer 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 proposer other than the top ranked proposer if the negotiations with the top ranked proposer fail to produce a mutually acceptable agreement within a reasonable period of time.
 - A proposed contract or contracts are 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 proposer(s) has (or have) done so.

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

CONCLUSION

The Administration recommends that the City Commission approve the issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services in various professional specialties to provide professional services on an “as-needed basis” for projects in which basic construction costs do not exceed \$1 Million or for study activities when the fee for such professional service does not exceed \$50,000; further, extending the term of the existing Agreements, on a month-to-month basis, with the consultants until the new contracts are awarded.

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