

Condensed Title:

Request For Approval To Issue A Request For Qualifications (RFQ) For Surveying, Topographical, And Mapping Services On An As-Need Basis.

Key Intended Outcome Supported:

Ensure well-maintained infrastructure

Supporting Data (Surveys, Environmental Scan, etc.): The 2009 Customer Satisfaction Survey indicated that 79% of businesses rated recently completed capital improvement projects 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 required to have current boundary and topographical surveys for the projects in the Capital Improvement Program as well as right-of-way improvement projects for Public Works Department. The ability to have a rotating list of Surveyors available to update, and prepare boundary and/or topographical surveys for Capital Improvement Projects(CIP) and Public Works would enable the City to plan projects in an expedited manner.

It is the intent of the City of Miami Beach to select several firms under this RFQ, which will be contacted on an as-needed basis. This contract shall remain in effect for three (3) years from the date of contract execution by the Mayor and City Clerk and two (2), one (1) year renewal options at the sole discretion of the City Manager.

All survey work prepared for the City or through the City's Consultants shall comply with the Minimum Technical Standards for Land Surveys in the State of Florida for work in commercial/high risk areas and any applicable state laws, regulations or other requirements. All field data is to be collected in digital form (GPS, Total Station, etc.) and reference recorded in field books. The digital data shall be post processed and delivered to the City as specified.

All surveying work shall be conducted under the supervision of a Professional Surveyor and Mapper licensed in the State of Florida. The surveyor or his designee shall furnish and maintain, at his own expense, stakes and other such material, including qualified helpers during field survey activities.

Advisory Board Recommendation:

N/A

Financial Information:

Source of Funds:	1	Amount	Account
OBPI	Total	N/A	
Financial Impact Summary: N/A			

City Clerk's Office Legislative Tracking:

Fernando Vazquez ext. 6135

Sign-Offs:

Department Director			Assistant City Manager	City Manager
GL	FB	FV	DB	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: January 11, 2012

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR CITYWIDE SURVEYING, TOPOGRAPHICAL, AND MAPPING SERVICES ON AN AS-NEEDED BASIS.**

ADMINISTRATION RECOMMENDATION

Approve issuance of the RFQ.

ANALYSIS

The City of Miami Beach is required to have current boundary and topographical surveys for the projects in the Capital Improvement Program as well as right-of-way improvement projects for Public Works Department. The ability to have a rotating list of Surveyors available to update, and prepare boundary and/or topographical surveys for Capital Improvement Projects(CIP) and Public Works would enable the City to plan projects in an expedited manner.

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SCOPE OF SERVICES

- **Preliminary Engineering Surveys:** This type of work shall include establishing benchmarks, horizontal control utilizing existing right-of-way, locating all improvements and culture, measuring distances and angles, measuring elevations of existing improvements, and all other required by City of Miami Beach Public Works Department for Engineering surveys. Miscellaneous office calculations from field work may be required. All field work shall be kept in a City of Miami Beach field book using standard note keeping techniques, supplemented with digital data including data collector files, and .DXF or .DWG format drawings.

- **Boundary / Right-Of-Way Surveys/Legal Descriptions:** This work shall include locating all required public land corners, street monumentation, property corners, and gathering of parcel evidence as required to determine the existing land lines and/or right-of-way lines. Once the location of the actual boundary or right-of-way lines has been determined, monuments as required by the Rules and Regulations of the State Board of Professional Regulation, or Florida Statutes 472, shall be set by the Consultant at all angle points, points of curvature, block corners, property corners, etc. In addition to monumenting the actual right-of-way lines, a monument line or centerline, whichever the case may be, shall also be fully monumented. A Record of Survey shall be prepared in accordance with all applicable City, County and State regulations and Statutes, showing the results of the survey. Preparation of legal descriptions for acquisition or disposal of City property shall be accomplished to all State and local standards and approved by the City Surveyor.
- **Legal Descriptions:** The Consultant shall perform any and all Survey work that may be required to prepare a legal description to be used for any purpose. Any survey work performed for this function shall be in compliance with the conditions set forth in this contract.
- **Additional Survey Services:** The Consultant shall provide additional survey services such as, but not limited to, engineering, right-of-way, specific purpose surveys, topographical surveys, general land and aerial photography surveying services, mean high water line, submerged/filled lands, GPS (Global Positioning System) and GPR (Ground Penetration Radar) surveys, survey vertical control and elevations referenced to the North American Vertical Datum of 1988 (NAVD 1988), survey horizontal control and points referenced to Florida State Plane Coordinates North American Datum 1983/1990 (NAD 83/90), and elevation certificates in conjunction with City's Capital Improvement Projects program and Public Works Department.

MINIMUM REQUIREMENTS

For purposes of compliance with this minimum experience requirement, the term "Proposer" is hereby defined to mean the firm and/or business entity which is submitting a proposal pursuant to this RFQ. Accordingly, the firm and/or business entity must meet the minimum requirements listed below in order to be deemed responsive. Non-responsive bids will be disqualified from consideration.

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

- **Team's Experience**
 - Indicate the firm's number of years of experience in providing Topographical Surveying and Mapping Services for diversified projects for public agencies as well as private clients..
 - List all successfully completed projects comparable in design, scope, size and complexity, 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 SF254 can suffice this request.
 - List the firm's successfully completed projects comparable in design, scope, size and complexity, undertaken in the past five (5) years;
 - 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.

- **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 five (5) years experience in the preparation and coordination of Surveys to include but not limited to, engineering, right-of-way, specific purpose surveys, topographical surveys, general land and aerial photography surveying services, GPS (Ground Penetration Radar) surveys, and elevation certificates and should have served as Project Manager on a minimum of five previous surveying projects for private and public agencies.
- **Previous Similar Projects:** Provide a list of a minimum of ten (10) projects which demonstrates the Team’s experience in providing the services outlined in this RFQ. Must provide the following information for each sample project.
 - Client name, address, phone number, email
 - Consultant name, address, phone number, fax and/or e-Mail address
 - Description of the scope of the work
 - Role of the firm and the responsibilities
 - 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
- **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 to this project.

RFQ PROCESS

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

1. RFQ issued
2. Pre-qualification meeting
3. Receipt of qualification 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 proposal(s) that the Evaluation Committee deem to be in the best interest of the City by using the following criteria for selection:

Total Points	Criteria
20	The experience, qualifications and portfolio of the Principal Firm
20	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.
15	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.

10	The experience and qualifications of the professional personnel assigned to the Project Team and their familiarity with this project and a thorough understanding of the methodology and design approach to be used in this assignment.
5	Willingness to meet time and budget requirements as demonstrated by past performance, methodology and approach
5	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	Location
5	Recent, current and projected workloads of the firms
5	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	Local Preference – The Evaluation Committee will assign an additional five (5) points to Proposers, which are, or include as part of their proposal team, a Miami Beach-based vendor as defined in the City’s Local Preference Ordinance.
5	Veterans Preference – The Evaluation Committee will assign an additional five (5) points to Proposers, which are, or include as part of their proposal team, a small business concern owned and controlled by a veteran(s) or a service-disabled veteran business enterprise, as defined in the City’s Veterans Preference Ordinance.

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 recommended 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.

CONCLUSION

The Administration recommends that the Mayor and the City Commission authorize the issuance of a Request for Qualifications (RFQ) for citywide surveying, topographical, and mapping services on an as-needed basis.

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