

**Condensed Title:**

Request For Approval To Issue A Request For Qualifications (RFQ) For Professional Engineering Services On An "As-Needed Basis", To Provide Construction Management Support For Right-Of-Way Capital Improvement Projects.

**Key Intended Outcome Supported:**

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

**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's Capital Improvement Projects Office (CIP) is in the process of implementing a capital improvement program with active projects representing approximately \$700 million in total value. The majority of this value is related to Right-of-Way (ROW) Improvement projects. The ROW portion of the program has been subdivided into several neighborhood projects located throughout the City that are in various stages of design, bid, award, construction and post construction.

It is the intent of the Administration to use the RFQ process to select one (1) firm to provide construction management services, on an as-needed-basis, in support of specific ROW capital improvement projects. The construction projects that may be assigned to the Construction Manager (CM) will be mostly Task Order Contracts (TOC) from the City's CIP and other City departments.

The CM shall provide a variety of management services including, but not limited to: pre-planning, programming, design management, design review, procurement support, construction management, commissioning, and post-construction support in cooperation with CIP staff, client departments, architect-engineers, construction contractors and design build firms. Professional design services are not part of the CM services. All work will be performed based on firm, fixed price task orders issued, as needed, under the basic contract for services.

The price and terms for the contract will be negotiated after the City Commission approves authorization to negotiate and shall be negotiated on an "as-needed" project by project basis. The 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
FV	GL	DB	PDW	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: March 21, 2012

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES ON AN "AS-NEEDED BASIS", TO PROVIDE CONSTRUCTION MANAGEMENT SUPPORT FOR RIGHT-OF-WAY CAPITAL IMPROVEMENT PROJECTS.**

### **ADMINISTRATION RECOMMENDATION**

Approve issuance of the RFQ.

### **ANALYSIS**

The City's Capital Improvement Projects Office (CIP) is in the process of implementing a capital improvement program with active projects representing approximately \$700 million in total value. The majority of this value is related to Right-of-Way (ROW) Improvement projects.

The ROW portion of the program has been subdivided into several neighborhood projects located throughout the City that are in various stages of design, bid, award, construction and post construction. Some of these ROW projects include City Center BP 9B, Palm & Hibiscus Islands, Venetian Islands, Bayshore BP A – Central, Bayshore BP B – Lower North Bay Road, Bayshore BP C – Lake Pancoast, Bayshore BP 8D - Sunset Islands 3 & 4, Bayshore BP 8E - Sunset Islands 1 & 2 and La Gorce BP 5.

It is the intent of the Administration to use the RFQ process to select one (1) firm to provide construction management services, on an as-needed-basis, in support of specific ROW capital improvement projects. The construction projects that may be assigned to the Construction Manager (CM) will be mostly Task Order Contracts (TOC) from the City's CIP and other City departments.

### **SCOPE OF SERVICES**

The CM shall provide a variety of management services including, but not limited to: pre-planning, programming, design management, design review, procurement support, construction management, commissioning, and post-construction support in cooperation with CIP staff, client departments, architect-engineers, construction contractors and design build firms. Professional design services are not part of the CM services. All work will be performed based on firm, fixed price task orders issued, as needed, under the basic contract for services.

CM firms will be encouraged to provide staff certified as construction managers by the Construction Manager Certification Institute sponsored by the Construction Management Association of America (CMAA).

The tasks to be performed pursuant to any contract issued as a result of this RFQ include, but are not limited to, the tasks described below. Proposers are advised that tasks to be performed under a specific task order may vary from those below and will be determined by the City on a project by project or task by task basis. Proposers should not assume, therefore, that each and every task will ultimately be required for every task order.

**General Tasks:**

- Task 1 – Engineering Management
- Task 2 – Project Management
- Task 3 – General Administration of the Construction Phase
- Task 4 – Project Operations Services
- Task 5 – Subcontracted Expert Services, Liaison Services and Other Direct Costs

The price and terms for the contract will be negotiated after the City Commission approves authorization to negotiate and shall be negotiated on an “as-needed” project by project basis. The proposed contract shall be for a two (2) year term, with two (2) one-year renewal options at the City’s option.

Under this Agreement, activities or tasks will be quoted as a not-to-exceed sum based on the estimated hours to complete the task. Detailed hourly rates will be negotiated for all personnel classifications for the firm.

**It is the intent of this RFQ to evaluate and recommend award to one (1) firm.**

**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 with strong focus on municipal improvement projects;
- 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. Construction Manager’s Experience:**

Provide a comprehensive summary of the experience and qualifications of the individual(s) who as proposed will be selected to serve as the Construction Manager(s). These individuals must have a minimum of (5) five years’ experience in their designated professional specialization, Civil Engineering, Construction Management, Engineering Management, etc. Additionally, the Construction Managers(s) must provide examples of three previous projects that demonstrate their experience and capacity in performing professional services contracts for public sector clients with focus on municipal residential improvement projects.

**3. Previous Similar Projects:**

Please provide a list of a minimum of ten projects which demonstrate the Team’s experience in providing the services for the listed scope of services above. Please provide the following information for each sample project.

Client name, address, phone number, email.

- Consultant (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.

**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.

**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:
  - **(25 points)** - The experience, qualifications and portfolio of the Principal Firm
  - **(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)** - 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.
  - **(10 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)** - Willingness to meet time and budget requirements as demonstrated by past performance, methodology and approach
  - **(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, 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.

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 City Commission approve the issuance of a Request for Qualifications (RFQ) for Professional Engineering Services on an "as-needed basis," to provide Construction Management Support for Right-of-Way Capital Improvement Projects.