



MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PROCUREMENT DIVISION
Tel: 305-673-7490, Fax: 786-394-4007

April 4, 2012

RE: **ADDENDUM NO. 4 TO REQUEST FOR QUALIFICATIONS (RFQ) NO. 22-11/12, FOR THE DEVELOPMENT OF THE MIAMI BEACH CONVENTION CENTER DISTRICT (the RFQ).**

The above referenced RFQ is hereby amended as follows:

- 1.) The new contact person for this RFQ is **Maria Estevez, Assistant Procurement Director, who may be reached by phone at (305) 673-7490; by fax at (786) 394-4002; or by email at mariaestevez@miamibeachfl.gov.**
- 2.) Performance Evaluation Letters and Surveys, as required under Section III(B) 10, on page 21 of the RFQ (and in the forms referenced in Section VII on pages 47-48 of the RFQ), should be submitted to **Maria Estevez, Assistant Procurement Director, by fax at (786) 394-4002; or via email at mariaestevez@miamibeachfl.gov.**
- 3.) Section VII on pages 47-48 of the RFQ – Performance Evaluation Survey form(s) to be replaced with the form(s) attached to this Addendum #4 (pages 4-5).
- 4.) The following questions, and the City’s response thereto, are forwarded for your information:

Question #1: “Please respond to the process (why) behind the extension?”

Answer to Q#1: The decision to extend the deadline for submittal of proposals pursuant to the RFQ was an administrative decision which was determined to be in the best interest of the City, and is well within the reasonable discretion afforded to the City in ensuring the openness and integrity of the public procurement process.

Question #2: “With the extension of the receipt of the RFQ extended, will the question period be extended as well?”

Answer to Q#2: Yes. Please see the revised anticipated schedule for the RFQ below:

Phase I (The Evaluation/Selection Process)

Pre-qualification submission conference	February 27, 2012
Deadline for receipt of questions	March <u>April 16, 2012</u>
Deadline for receipt of Qualifications	March <u>April 23, 2012</u>
Evaluation Committee review	April <u>May 2012</u>

City Manager review and recommendation of shortlisted Proposer(s) ~~May-9~~ June 6, 2012

City Commission review and selection of shortlisted Proposer(s) ~~May-9~~ June 6, 2012

[NOTE #1: This marks the conclusion of the RFQ selection process for purposes of terminating the City's Cone of Silence requirements]

[NOTE #2: Any protests filed pursuant to the City's Bid Protest Ordinance [Section 2-371 of the City Code] must be filed, and shall only be considered during Phase I of the RFQ selection process.]

Phase II (The Negotiations Process)

LOI Negotiations with selected shortlisted Proposer(s) and preparation of proposals ~~May–August~~ July –September 2012

City Manager recommendation(s) of LOI's to the City Commission ~~September 12~~ October 24, 2012

Question #3: “Our submittal included the acknowledgment of addenda form but we had only received the first two addenda at the time, do we need to resubmit this form acknowledging the third addendum?”

Answer to Q#3: See page 36 of the RFQ. All Addenda must be acknowledged, including this Addendum No. 4. In the event that a submittal in response to the RFQ was submitted to the Procurement Division prior to the issuance of Addendum No. 3, which extended the submittal deadline to April 23, 2012 at 3:00pm, such proposals have been returned unopened to the respondents. Therefore, respondents in such cases should acknowledge any and all Addenda issued after Addendum No. 2.

Question #4: “If so, do you expect further addendums that will need to be acknowledged?”

Answer to Q#4: The City reserves the right to issue any and all such additional Addenda, as it deems necessary.

Question #5: “When in the process will critical documents such as the Live Nation lease be made available?”

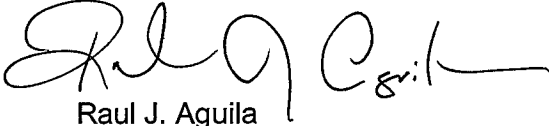
Answer to Q#5: The Live Nation Management Agreement, and all amendments thereto, are public documents and, as such, are available upon request to the City Clerk's office. Other public documents can also be requested through the Clerk.

Question #6: “Please advise as to any impact to the May 9, 2012 date for City Commission review and selection of shortlisted proposer(s), and the September 12, 2012 date for recommendation of LOI's to the City Commission.”

Answer to Q#6: Please see revised anticipated RFQ schedule in Answer to Q#2 above.

Proposers are reminded to please acknowledge receipt of this Addendum No. 4 as part of their qualifications submission.

Thank you,

A handwritten signature in black ink, appearing to read 'Raul J. Aguila', with a long horizontal stroke extending to the right.

Raul J. Aguila
Chief Deputy City Attorney
(Signing for Procurement Division)

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SECTION VII – PAST PERFORMANCE SURVEY



MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov
PROCUREMENT DIVISION
Tel: 305-673-7490, Fax: 786-394-4624

Date: _____

To: _____
(Client's Name)

Individual Providing the Survey Response: _____

Phone: _____

Fax: _____

E-mail: _____

Subject: Performance Evaluation of _____

Number of pages including cover: 2

To Whom It May Concern:

The City of Miami Beach has implemented a process that collects past performance information on various Proposers that have the qualifications and experience to develop the Miami Beach Convention Center District Project.

The company listed in the **subject** line has chosen to participate in this program. They have listed you as a past client that they have done work for. Both the company and City of Miami Beach would greatly appreciate you taking a few minutes out of your busy day to complete the accompanying questionnaire.

Please review all items in the following document and answer the questions to the best of your knowledge. Should you have difficulty understanding the question's meaning, please provide your best judgment as to its understanding and score accordingly. **Please return to Maria Estevez by April 23, 2012**, via fax to 786.394.4002 or e-mail mariaestevez@miamibeachfl.gov

Thank you for your time and effort.

Raul J. Aguila
Chief Deputy City Attorney
(Signing for Procurement Division)



PROCUREMENT DIVISION
Tel: 305-673-7490, Fax: 786-394-4007

PERFORMANCE EVALUATION SURVEY RFQ No. 22-11/12

Company Name: _____

Point of Contact: _____

Phone and Email: _____

Please evaluate the performance of the company (1 – poor; 10 – excellent).

NO	CRITERIA	UNIT	SCORE
1	Project Completed on Time and on Budget	(1-10)	
2	Adherence to Contractual Obligations	(1-10)	
3	Ability to provide quality services within the required timeframe	(1-10)	
4	Ability to work with a sense of urgency	(1-10)	
5	Overall satisfaction level with the completed Project	(1-10)	
6	Satisfaction level with completed Project	(1-10)	
7	Satisfaction level with the Proposer's team	(1-10)	
8	Comfort level in hiring again for another project	(1-10)	

Overall Comments:

Company providing Referral: _____

Contact Name: _____

Contact Phone and Email: _____

Date of Services: _____

Dollar Amount for Services: _____

Please return this questionnaire to Maria Estevez by April 23, 2012, via fax to 786.394.4002 or e-mail mariaestevez@miamibeachfl.gov.