

Condensed Title:

Request For Approval To Issue A Request For Qualifications (RFQ) For The Purpose Of Conducting The Required 40-Year Building Recertification And Subsequent 10-Year Building Recertification, As Required By Miami-Dade County Code

Key Intended Outcome Supported:

Ensure well maintained facilities.

Supporting Data (Surveys, Environmental Scan, etc.): The 2009 Customer Satisfaction Survey indicated that 87.2% of residents, and 85% of businesses rated the appearance and maintenance of the City's public buildings as excellent or good.

Issue:

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

Item Summary/Recommendation:

Under Section 8-11 (f) of the Miami-Dade County Code, the owner of a building which has been in existence for forty (40) years or longer is required to have the building inspected for the purpose of determining the general structural condition of the building and the general condition of its electrical systems. In accordance with Section 8-11 (f) the owner (City) must submit a written Recertification Report to the Building Official, prepared by a Florida registered professional engineer or architect*, certifying each building or structure is structurally and electrically safe for the specified use for continued occupancy.


In order to complete the 40-year building recertification and 10-year building recertification of City owned building facilities, the Administration recommends the issuance of a Request for Qualifications.

THE ADMINISTRATION RECOMMENDS APPROVING THE ISSUANCE OF THE RFQ.

Advisory Board Recommendation:

N/A

Financial Information:

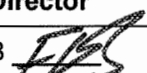

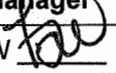

Source of Funds:		Amount	Account	Approved
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	2			
	3			
	4			
	Total			

Financial Impact Summary: N/A

City Clerk's Office Legislative Tracking:

Raul Aguila: _____

Sign-Offs: Department

Director	Assistant City Manager	City Manager
FHB 	JGG  PDW 	KGB 

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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: Kathie G. Brooks, Interim City Manager

DATE: July 18, 2012

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR THE PURPOSE OF CONDUCTING THE REQUIRED 40-YEAR BUILDING RECERTIFICATION AND SUBSEQUENT 10-YEAR BUILDING RECERTIFICATION, AS REQUIRED BY MIAMI-DADE COUNTY CODE.**

ADMINISTRATION RECOMMENDATION

Approve the Issuance of the RFQ.

ANALYSIS

Under Section 8-11 (f) of the Miami-Dade County Code, the owner of a building which has been in existence for forty (40) years or longer is required to have the building inspected for the purpose of determining the general structural condition of the building and the general condition of its electrical systems. In accordance with Section 8-11 (f) the owner (City) must submit a written Recertification Report to the Building Official, prepared by a Florida registered professional engineer or architect*, certifying each building or structure is structurally and electrically safe for the specified use for continued occupancy.

Given the fact the City owns a number of buildings that are now 40 years of age or older, we are in a position that requires us to comply with the State Statute thus we must move to have our facilities professionally evaluated and recertified in accordance with the requirements and mandates of the Statute.

SCOPE OF SERVICES:

The successful proposer will be required to provide inspection services of City owned facilities as designated by the owner. Inspection and recertification of the facilities must be performed in accordance with the aforementioned Section of the Miami-Dade County Code. The written Recertification Report must be prepared by a Florida registered engineer or architect

All inspectors must be certified by the State of Florida to perform the inspections of their specific disciplines and must have extensive knowledge of current building code requirements.

The City retains the right to award all, partial or none of the buildings to be recertified and shall determine the specific order in which the buildings will be inspected and further reserves the right to add or delete any items from the inspections due to known building conditions and existing warranties that may be in place. Such action by the City, if undertaken, shall comply with the aforementioned Florida State Statute.

The current list of buildings to undergo the 40 year recertification are as follows:

- 777 Building
- Sanitation/Fleet Management facility
- 555 Building, Bass Museum
- Fire Station No. 1
- Byron Carlyle Theater

The current list of buildings to undergo the 10-year recertification are as follows:

- Log Cabin,
- Colony Theater
- Historic Fire Station No. 2
- Historic City Hall.

All re-certifications shall be completed within 120 days of the date of the Notice to Proceed issued after contract execution. Six copies of the detailed, certified report shall be presented to the owner in binder form within 30 days of the completed recertification process.

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.

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. Project Manager's Experience:

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Provide a comprehensive summary of the experience and qualifications of the individual(s) who as proposed will be selected to serve as Project Manager(s). These individuals must have a minimum of (5) five years' experience in their designated professional specialization. Additionally, the selected Project 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 five 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 (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 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 to this project.

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 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
25	The experience, qualifications and portfolio of the Principal Firm
30	The experience and qualifications of the professional personnel assigned to the Project Team and the Project Manager, as well as their familiarity with this project and a thorough understanding of the methodology and approach to be used in this assignment
20	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	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

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.

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. A proposed contract is recommended by the City Manager to the City Commission for approval.

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 Mayor and City Commission approve the issuance of a Request for Qualifications (RFQ) for the required building recertification.

KGB/JGG/FHB//RWS

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