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**SECTION 0100****INSTRUCTIONS TO PROPOSERS**

**1. GENERAL.** This Invitation to Negotiate (ITN) is issued by the City of Miami Beach, Florida (the "City"), as the means for prospective Proposers to submit their qualifications, proposed scopes of work and cost proposals (the "proposal") to the City for the City's consideration as an option in achieving the best solution (in the City's sole discretion) to the desired scope of work noted herein. All documents released in connection with this solicitation, including all appendixes and addenda, whether included herein or released under separate cover, comprise the solicitation, and are complementary to one another and together establish the complete terms, conditions and obligations of the Proposers and, subsequently, the successful Proposer(s) (the "contractor[s]") if this ITN results in an award.

**2. ACCESS TO ITN DOCUMENTS.** The City utilizes **BidSync** ([www.bidsync.com](http://www.bidsync.com)) for notification and distribution of document distribution for competitive solicitations. Any prospective Proposer who has received this ITN by any means other than through **BidSync** must register immediately with **BidSync** to assure it receives the proper documents, including any addendum issued to this ITN. **Failure to receive an addendum may result in disqualification of proposal submitted.**

**2. PURPOSE.** The purpose of this ITN is to seek proposals from qualified firm(s) that can provide the best qualifications and scope of work that addresses the problem statement included below. The City will receive proposals until the deadline established herein. Proposals should include detailed responses to each of the items listed in Section 0300. Only the qualifications of the proposer (and its team) and its proposed scope of work that addresses the problem statement is to be submitted by the deadline established herein. Price is not requested at this time. Responsive proposals will be evaluated in accordance with the criteria established in Section 0400. Following the evaluation of responsive proposals, the City Manager may recommend to the City Commission that one or more proposers be short-listed and invited to participate in the negotiation phase. The number of short-listed proposals is solely at the discretion of the City. In the negotiation phase, the City will negotiate final scope, terms and cost with the selected bidder(s). Final award of the short-listed bidder deemed by the City Manager to offer the best combination of qualifications, scope, terms and pricing shall require the approval of the City Commission.

**2.1. Desired Scope of Work.** The City of Miami Beach owns and operates its water, wastewater and storm water infrastructure. In recent years the need to rehabilitate sewer and stormwater infrastructure has become a priority in order to maximize the useful life of the assets and reduce inflow and infiltration. The envisioned services may include but are not limited to: manhole and structure rehabilitation; cured-in-place pipe rehabilitation for sewer and stormwater lines; circuit television inspection (CCTV); trenchless point repairs; and pipeline and manhole condition inspection/reports. The Operations Division of the Public Works Department (hereinafter referred to as the "Division") has identified multiple locations where manholes, structures and gravity mains require rehabilitation. The City is seeking to consider retaining a qualified provider that can supply advanced and proven solutions and extensive experience in rehabilitating manholes, structures and gravity mains. The City requires that the proposed scope of work include trenchless repairs. The City also prefers teams where the manufacturer provides the necessary products and services under one agreement between the City and the product manufacturer or teams where the manufacturer and the contractor have extensive experience working together and where any resulting agreement is between the City and the product manufacturer. In any case, the City does not wish to consider an agreement with a contractor when the product manufacturer is not a party to the final agreement.

The bidder must document that it is experienced in providing coating and lining system(s) as well as advance repair material(s) and techniques proven to work on environments similar to that of Miami Beach.

**3. ANTICIPATED ITN TIMETABLE.** The tentative schedule for this solicitation is as follows:

ITN Issued	June 25, 2020
Pre-Proposal Meeting	June 30, 2020 at 9:00 a.m. ET
Deadline for Receipt of Questions	July 7, 2020 at 5:00 p.m. ET
Proposals Due	July 21, 2020 at 3:00 p.m. ET
Evaluation Committee Review/ Proposer Presentations	July 30, 2020
Tentative Commission Approval Authorizing Negotiations	August, 2020
Contract Negotiations	Following Commission Approval

**4. PROCUREMENT CONTACT.** Any questions or clarifications concerning this solicitation shall be submitted to the Procurement Contact noted below:

Procurement Contact:

Natalia Delgado

Telephone:

305-673-7490 x26263

Email:

[nataliadelgado@miamibeachfl.gov](mailto:nataliadelgado@miamibeachfl.gov)

Additionally, the City Clerk is to be copied on all communications via e-mail at: [RafaelGranado@miamibeachfl.gov](mailto:RafaelGranado@miamibeachfl.gov); or via facsimile: 786-394-4188.

The Bid title/number shall be referenced on all correspondence. All questions or requests for clarification must be received no later than ten (10) calendar days prior to the date proposals are due as scheduled in Section 0100-3. All responses to questions/clarifications will be sent to all prospective Proposers in the form of an addendum.

**5. PRE-PROPOSAL MEETING OR SITE VISIT(S).** Only if deemed necessary by the City, a pre-proposal meeting or site visit(s) may be scheduled. Attendance for the pre-proposal meeting shall be via telephone and recommended as a source of information but is not mandatory. Proposers interested in participating in the Pre-Proposal Meeting must follow these steps:

- (1) Dial the TELEPHONE NUMBER: 786-636-1480 United States, Miami (Toll)
- (2) Enter the MEETING NUMBER: 144 691 248#

Proposers who are participating via telephone should send an e-mail to the contact person listed in this ITN expressing their intent to participate via telephone.

**6. PRE-PROPOSAL INTERPRETATIONS.** Oral information or responses to questions received by prospective Proposers are not binding on the City and will be without legal effect, including any information received at pre-submittal meeting or site visit(s). The City by means of Addenda will issue interpretations or written addenda clarifications considered necessary by the City in response to questions. Only questions answered by written addenda will be binding and may supersede terms noted in this solicitation. Addendum will be released through *BidSync*. Any prospective proposer who has received this ITN by any means other than through *BidSync* must register immediately with *BidSync* to assure it receives any addendum issued to this ITN. Failure to receive an addendum may result in disqualification of proposal. Written questions should be received no later than the date outlined in the **Anticipated ITN Timetable** section.

**7. CONE OF SILENCE.** This ITN is subject to, and all proposers are expected to be or become familiar with, the City's Cone of Silence Requirements, as codified in Section 2-486 of the City Code. Proposers shall be solely

responsible for ensuring that all applicable provisions of the City's Code of Silence are complied with, and shall be subject to any and all sanctions, as prescribed therein, including rendering their response voidable, in the event of such non-compliance. Communications regarding this solicitation are to be submitted in writing to the Procurement Contact named herein with a copy to the City Clerk at [rafaelgranado@miamibeachfl.gov](mailto:rafaelgranado@miamibeachfl.gov)

**8. ADDITIONAL INFORMATION OR CLARIFICATION.** After proposal submittal, the City reserves the right to require additional information from Proposers (or Proposer team members or sub-consultants) to determine: qualifications (including, but not limited to, litigation history, regulatory action, or additional references); and financial capability (including, but not limited to, annual reviewed/audited financial statements with the auditors notes for each of their last two complete fiscal years).

**9. PROPOSER'S RESPONSIBILITY.** Before submitting a response, each Proposer shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Proposer.

**10. DETERMINATION OF AWARD.** The final ranking results of the evaluation process will be considered by the City Manager who may recommend to the City Commission the Proposer(s) s/he deems to be in the best interest of the City or may recommend rejection of all proposals. The City Manager's recommendation need not be consistent with the scoring results identified herein and takes into consideration Miami Beach City Code Section 2-369, including the following considerations:

- (1) The ability, capacity and skill of the Proposer to perform the contract.
- (2) Whether the Proposer can perform the contract within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the Proposer.
- (4) The quality of performance of previous contracts.
- (5) The previous and existing compliance by the Proposer with laws and ordinances relating to the contract.

The City Commission shall consider the City Manager's recommendation and may approve such recommendation. The City Commission may also, at its option, reject the City Manager's recommendation and select another Proposal or Proposals which it deems to be in the best interest of the City, or it may also reject all Proposals.

**11. NEGOTIATIONS.** Following selection, the City reserves the right to enter into further negotiations with the selected Proposer. Notwithstanding the preceding, the City is in no way obligated to enter into a contract with the selected Proposer in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by Proposers that no property, contract or legal rights of any kind shall be created at any time until and unless an Agreement has been agreed to; approved by the City; and executed by the parties.

**SECTION 0200****GENERAL CONDITIONS**

**TERMS & CONDITIONS –SERVICES.** By virtue of submitting a proposal in response to this solicitation, proposer agrees to be bound by and in compliance with the Terms and Conditions for Services (dated April 13, 2020), incorporated herein, which may be found at the following link:

<https://www.miamibeachfl.gov/city-hall/procurement/standard-terms-and-conditions/>

**TERMS & CONDITIONS – CONSTRUCTION.** By virtue of submitting a proposal in response to this solicitation, proposer agrees to be bound by and in compliance with the Terms and Conditions for Construction (dated April 13, 2020), incorporated herein, which may be found at the following link:

<https://www.miamibeachfl.gov/city-hall/procurement/standard-terms-and-conditions/>

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**SECTION 0300 PROPOSAL SUBMITTAL INSTRUCTIONS AND FORMAT**

**1. ELECTRONIC RESPONSES (ONLY).** Electronic responses to this ITN are to be submitted through BidSync until the date and time as indicated in this document. ***It is the sole responsibility of the Proposer to ensure its proposal reaches BidSync before the Solicitation closing date and time.*** There is no cost to the Proposer to submit a proposal in response to a City of Miami Beach solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files (proposal format indicated below). All proposals received and time stamped through BidSync, prior to the proposal submittal deadline shall be accepted as timely submitted. Proposals will be opened promptly at the time and date specified. The City will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence.

A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date and time. The City will only consider the latest version of the proposal.

**2. NON-RESPONSIVENESS.** Failure to submit the following requirements shall result in a determination of non-responsiveness. Non-responsive proposals will not be considered.

1. Bid Submittal Questionnaire (completed and submitted electronically)
2. Minimum Qualifications Requirements

**3. OMITTED OR ADDITIONAL INFORMATION.** With exception of the Bid Submittal Questionnaire (submitted electronically) and the Cost/Revenue Proposal, if applicable, the City reserves the right to seek any omitted information/documentation or any additional information from Proposer or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the City deems necessary to evaluate the capacity of the Proposer to perform in accordance with contract requirements. Failure to submit any omitted or additional information in accordance with the City's request shall result in proposal being deemed non-responsive.

**4. ELECTRONIC PROPOSAL FORMAT.** In order to maintain comparability, facilitate the review process and assist the Evaluation Committee in review of proposals, it is strongly recommended that proposals be organized and tabbed in accordance with the tabs, and sections as specified below. The electronic submittal should be tabbed as enumerated below and contain a table of contents with page references. The electronic proposal shall be submitted through the "Line Items" attachment tab in BidSync. The City will provide a brief training on how to submit an electronic proposal as part of the Bidder's Conference.

TAB 1	Cover Letter & Minimum Qualifications Requirements
	<p><b>1.1 Cover Letter.</b> Submit cover letter signed by a principal or authorized agent of the bidder (in this case defined as the proposing firm) documenting transmittal of the proposal. Include the primary contact for purposes of the ITN.</p>
	<p><b>1.2 Organizational Chart.</b> Submit an organizational chart that includes the bidder, its relevant personnel, all sub-contractors/sub-consultants and all relevant personnel. The organizational chart should clearly identify the role of each firm and corresponding personnel.</p>
	<p><b>1.3 Minimum Qualifications Requirements.</b> Submit verifiable information documenting the bidder is the manufacturer or is an authorized agent of the manufacturer to sell, install and maintain the proposed product brand.</p>



**TAB 2      Experience & Qualifications of Bidder and Bidder's Team**

**2.1 Relevant Experience of the Bidder.** Submit detailed information regarding the relevant experience and proven track record of the bidder and/or its principals in providing the scope of services similar as identified in this solicitation, including experience in providing similar scope of services to public sector agencies.

**2.1.1 Similar Project References for the Bidder.** Submit at least three projects within the last three years that document experience with work similar to the work identified herein. For each similar project reference, submit the following: project name and description, client name, client contact, contact telephone & email, and project date(s). For each project, identify whether the experience is for the bidder or for a principal (include name of principal).

**2.2 Relevant Experience of the Bidder's Sub-Contractors/Sub-Consultants.** For each sub-contractor/sub-consultant, included in the organizational chart submitted in Tab 1.2, submit detailed information regarding the relevant experience and proven track record of the sub-contractor(s)/sub-consultant(s) and/or its principals in providing the scope of services similar as identified in this solicitation, including experience in providing similar scope of services to public sector agencies.

**2.2.1 Similar Project References for the Bidder's Sub-contractor(s)/Sub-consultant(s).** Submit at least three projects within the last three years that document experience with work similar to the work identified herein. For each similar project reference, submit the following: project name and description, client name, client contact, contact telephone & email, and project date(s). For each project, identify whether the experience is for the bidder or for a principal (include name of principal).

**2.3 Relevant Experience of Project Personnel.** For each individual included in the organizational chart submitted in Tab 1.2, submit: a) detailed information regarding individual's role in this project; and b) at least three projects within the last three years that document experience with work similar to the work identified herein. For each similar project, submit the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

**2.4 Experience Working Together.** For the bidder and any sub-contractor(s)/sub-consultant(s) identified in the organizational chart (Tab 1.2), submit at least three projects within the last three years that the bidder and sub-contractor(s)/sub-consultant(s) have worked together. For each project, submit the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

**TAB 3      Products/Solutions Offered.**

Submit a detailed list of products or solutions offered. Responses must be in sufficient detail and include supporting documentation, as applicable, which will allow the Evaluation Committee to complete a full review and score the proposed scope of services.

**3.1 Manhole and Structure Rehabilitation.** For each product or solution offered under this category, submit the following: a) detailed specifications, including applicable testing or certification standards met; and, b) at least three projects where each product or solution offered has been installed for approximately three years. For each project where product or solution is installed, include the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

**3.2 Cured-in-Place Pipe Rehabilitation.** For each product or solution offered under this category, submit the following: a) detailed specifications, including applicable testing or certification standards met; and, b) at least three projects where each product or solution offered has been installed for approximately three years. For each project

where product or solution is installed, include the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

**3.3 Closed Circuit Television (CCTV) Inspection.** Submit the following information for the proposed CCTV solution: a) detailed specifications, including resolution and applicable testing or certification standards; b) at least three existing or prior client reports, and c) at least three projects where the bidder (or subcontractor/subconsultant) has performed the services. For each project, include the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

**3.4 Trenchless Point Repairs.** Submit the following information: a) detailed description of completed trenchless point repairs, including resolution and applicable testing or certification standards met and b) at least three projects where the bidder (or subcontractor/subconsultant) has performed the services. For each project, include the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

**3.5 Pipeline and Manhole Condition Inspection Reports.** Submit at least three existing or prior client pipeline and manhole inspection reports. For each client, include the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

#### **TAB 4      Approach & Methodology**

Submit detailed responses for the following areas in sufficient detail and include supporting documentation as applicable, which will allow the Evaluation Committee to complete a full review and score the proposed scope of services.

**4.1 Specific Scopes of Work – Manholes and Gravity Mains.** Submit detailed work plans, include the approach and methodology, for at least three manhole and gravity main rehabilitation projects that the bidder or the bidder and its team of sub-contractor(s)/sub-consultant(s) has completed in the last three years. For each project, submit the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

**4.2 Specific Scopes of Work – Trenchless Horizontal Pipe Lining and Repairs.** Submit detailed work plans and include the approach and methodology utilized, for at least three trenchless horizontal pipe lining and repair projects that the bidder or the bidder and its team of sub-contractor(s)/sub-consultant(s) has completed in the last three years. For each project, submit the following: project name and description, client name, client contact, contact telephone & email, and project date(s).

**4.3 South Florida Operations and Infrastructure.** Submit detailed information on bidder's current operations and infrastructure currently available in South Florida, include (at a minimum): locations, equipment and personnel. Submit a list of clients in South Florida, include the following: client name, scope of work under contract, client contact, contact telephone & email, and project date(s).

**4.2 Warranty Agreements.** Submit at least three active warranty agreements for projects completed within the last three years. For each agreement, submit the following: project name and scope of work, client name, client contact, contact telephone & email, and project date(s).



## **SECTION 0400**

## **PROPOSAL EVALUATION**

**1. EVALUATION OF PROPOSALS.** All responsive proposals will be evaluated in accordance with this section. The City Manager may appoint an Evaluation Committee to consider and provide feedback on the qualitative factors of each proposal. In the event that only one responsive proposal is received, the City Manager, after determination that the sole responsive proposal materially meets the requirements of the ITN, may, without an Evaluation Committee, recommend to the City Commission that the Administration enter into negotiations. In the evaluation of proposals, Proposers may be requested to make additional written submissions of a clarifying nature or oral presentations to the Evaluation Committee. Failure to provide the requested information within the time prescribed may result in the disqualification of proposal. The Evaluation Committee may evaluate proposals with or without presentations from the bidders.

**2. EVALUATION CRITERIA.** In its review of proposals received, the Evaluation Committee may review and score all proposals, with or without conducting interview sessions, in accordance with the following criteria.

Qualitative Criteria	Maximum Points
Experience & Qualifications	30
Scope of Services Proposed	35
Approach & Methodology	35
<b>TOTAL AVAILABLE QUALITATIVE POINTS</b>	<b>100*</b>

\*Veteran's preference points may be awarded in accordance with Section 2-374 of the City Code.

**3. EVALUATION COMMITTEE RANKING FOR QUALITATIVE CRITERIA ONLY.** The sum of qualitative scores will be converted to rankings in accordance with the example below.

		Proposer A	Proposer B	Proposer C
Committee Member 1	Qualitative Points	82	76	80
	Rank	1	3	2
Committee Member 2	Qualitative Points	79	85	72
	Rank	2	1	3
Committee Member 2	Qualitative Points	80	74	66
	Rank	1	2	3
Low Aggregate Score		4	6	8
Final Ranking*		1	2	3

**4. RECOMMENDATION TO SHORT-LIST.** The scoring of the Evaluation Committee based on Sub-section 2 (and final rankings as indicated in the table in Sub-section 3) in no guarantee that the bidder will be short-listed. The results of the Evaluation Committee process are only advisory to the City Manager. Regardless of the results of the Evaluation Committee process, the City Manager may conduct his own due diligence and recommend to the City Commission for short-listing bidder(s) he deems to be in the best interest of the City (solely at his discretion).

**5. FINAL SELECTION.** Once the list of short-listed bidder(s) is approved by the City Commission, the Administration will conduct negotiations the short-listed bidder(s) to determine final scope and cost. Alternatively, the City may reject any proposal prior to or after short-listing.