MIAMIBEACH

Request for Qualifications (RFQ)
2022-521-WG
IGUANA REMEDIATION SERVICES

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SECTION 0100 INSTRUCTIONS TO RESPONDENTS & GENERAL CONDITIONS

1. GENERAL. This Request for Qualifications (RFQ) is issued by the City of Miami Beach, Florida (the "City"), as the means for prospective Proposers to submit proposals for the City's consideration in evaluating qualifications to select a firm with whom it may negotiate an agreement for the purpose noted herein.

The City utilizes Periscope S2G (formally known as BidSync) (www.periscopeholdings.com or www.bidsync.com) for automatic notification of competitive solicitation opportunities and document fulfillment, including the issuance of any addendum to this RFQ. Any prospective Proposer who has received this RFQ by any means other than through Periscope S2G must register immediately with Periscope S2G to assure it receives any addendum issued to this RFQ. Failure to receive an addendum may result in disqualification of the proposal submitted.

2. BACKGROUND. Iguanas are considered an invasive species in the state of Florida. Without natural predators, these animals have been able to multiply in record numbers, causing significant damage along the entire Florida coastline. Iguanas can cause damage to the residential and commercial landscape and vegetation and threaten our native and endangered species such as Florida Tree Snails, Miami Blue Butterflies, and the Burrowing Owl. They can also transmit the infectious bacterium Salmonella to humans through contact with water or surfaces contaminated by their feces.

3. PURPOSE. The City seeks proposals from qualified and experienced iguana remediation contractors. The City intends to negotiate an agreement for services with the contractor(s) deemed most qualified pursuant to this RFQ. All methods used for trapping, euthanasia, and disposal must follow all federal, state, and local laws, ordinances, and guidelines. Guidelines of the Florida Fish and Wildlife Conservation Commission shall be closely followed regarding all population control methods used. An initial statement of work is included below; however, the City reserves the right to add, decrease or alter the services required during the negotiation process.

4. STATEMENT OF WORK REQUIRED.

4.1 Traditional iguana remediation services include trapping, humane euthanasia, and disposal. In addition to traditional remediation services, the City is seeking a contractor(s) with a proactive approach to suppressing iguana populations in which humane and environmentally safe techniques are utilized and implemented, which will drastically reduce or eliminate the City's iguana population.

Guidelines of the Florida Fish and Wildlife Conservation Commission shall be closely followed regarding all population control methods used. It shall be the Contractor's sole responsibility to remain up-to-date with any changes in regulations that would affect services under this Contract, inclusive of licensing or permitting requirements.

The shooting of iguanas with pellet guns or otherwise is strictly prohibited. Euthanasia of iguanas must be conducted off-site safely and humanely.

4.2 Contractor shall provide all necessary personnel, equipment, labor, and materials for the operation of services, which may include a water vessel to traverse the City's waterways.

4.3 Contractor's employees must be wearing clothing that clearly identifies the employee with the Contractor's name and must have identification from the company.

4.4 Emergency Services

The Contractor must be available twenty-four (24) hours a day, seven (7) days a week on an emergency basis. They must also provide dedicated resources for the City of Miami Beach operation. In an emergency where services are required immediately outside the City's business hours, the City will contact the Contractor, and the Contractor shall respond to the work site within two (2) hours. The Contractor shall provide a telephone number

and email during emergency response. The Contractor will only have access to the locations after regular working hours with prior approval of City staff.

4.5 Contractor shall be responsible for creating a safe environment for their employees, City employees, residents, and visitors while performing services. Proper safety signs or cones shall be used as necessary. The Contractor shall provide for a clean and safe environment during all work.

Whenever the Contractor leaves a location, that location shall be clean, safe, and free of any tools and other materials related to the work. At its own cost, the Contractor shall properly dispose of debris and other objectionable material created through the work process.

4.6 Resident Workshops
The Contractor may also be required to collaborate with City staff to conduct semi-annual safety workshops for City of Miami Beach residents to help combat any iguana problems they might face on their private property.

4.7 Resident Remediation Program
A Miami Beach resident remediation program and discounted rate may be negotiated for its residents, including hotels and condominiums who wish to contract iguana remediation services for their private property privately.

4.8 Reporting
Monthly/Quarterly Reports. At a minimum, the Contractor must provide reports for onsite inspections conducted to determine any conducive conditions, removal methods applied, number of iguanas and eggs disposed of, type of iguana protection products, and deterrents applied according to the needs of each property, and monitoring services performed to determine results. A summary, by month and by quarter, is required. The City reserves the right to request physical or photographic carcass/egg verification at any time.

5. ANTICIPATED RFQ TIMETABLE. The tentative schedule for this solicitation is as follows:

RFQ Issued	September 23, 2021
Pre-Proposal Meeting	September 30, 2021 at 10:00 am ET **Join on your computer or mobile app** Click here to join the meeting **Or call in (audio only)** +1 786-636-1480 United States, Miami Phone Conference ID: 916 525 649#
Deadline for Receipt of Questions	October 18, 2021 at 5:00 pm ET
Responses Due	October 28, 2021 at 3:00 pm ET **Join on your computer or mobile app** Click here to join the meeting **Or call in (audio only)** +1 786-636-1480 United States, Miami Phone Conference ID: 316 934 347#
Evaluation Committee Review	TBD
Tentative Commission Approval	TBD
Contract Negotiations	Following Commission Approval

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

Procurement Contact:	Telephone:	Email:
William Garviso	305 673-7490	WilliamGarviso@miamibeachfl.gov

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

The Proposal 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 0100-5. All responses to questions/clarifications will be sent to all prospective Proposers in the form of an addendum.

7. PRE-PROPOSAL MEETING OR SITE VISIT(S). A pre-proposal meeting or site visit(s) may be scheduled. Attendance for the pre-proposal meeting shall be via web conference and recommended as a source of information but is not mandatory. Proposers interested in participating in the Pre-Proposal Meeting must follow these steps:

Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
+1 786-636-1480 United States, Miami
Phone Conference ID: 916 525 649#

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

8. 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 *Periscope S2G*. Any prospective proposer who has received this RFQ by any means other than through *Periscope S2G* must register immediately with *Periscope S2G* to assure it receives any addendum issued to this RFQ. 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 RFQ Timetable** section.

9. CONE OF SILENCE. This RFQ 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 Cone 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

10. 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).

11. 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.

12. DETERMINATION OF AWARD. The City Manager may appoint an evaluation committee to assist in the evaluation of proposals received. The evaluation committee is advisory only to the city manager. The city manager may consider the information provided by the evaluation committee process and/or may utilize other information deemed relevant. The City Manager's recommendation need not be consistent with the information provided by the evaluation committee process 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 Manager 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 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.

13. 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.

14. E-VERIFY. As a contractor you are obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Therefore, you shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

15. PERISCOPE S2G (FORMERLY BIDSYNC). The Procurement Department utilizes Periscope S2G, Supplier-to-Government electronic bidding (e-Bid) platform. If you would like to be notified of available competitive solicitations released by the City you must register and complete your vendor qualifications through Periscope S2G, Supplier-to-Government www.bidsync.com/Miami-Beach. Registration is easy and will only take a few minutes. For detailed instructions on how to register, complete vendor qualifications and submit electronic bids visit https://www.miamibeachfl.gov/city-hall/procurement/for-approval-how-to-become-a-vendor/.

Should you have any questions regarding this system or registration, please visit the above link or contact Periscope S2G, Supplier-to-Government at support@bidsync.com or 800.990.9339, option 1, option 1.

16. HOW TO MANAGE OR CREATE A VENDOR PROFILE ON VENDOR SELF SERVICE (VSS). In addition to registering with Periscope S2G, the City encourages vendors to register with our online Vendor Self-Service web page, allowing City vendors to easily update contacts, attachments (W-9), and commodity information. The Vendor Self-Service (VSS) webpage (https://selfservice.miamibeachfl.gov/vss/Vendors/default.aspx) will also provide you with purchase orders and payment information.

Should you have any questions and/or comments, do not hesitate to submit them to vendorsupport@miamibeachfl.gov .

17. SUPPLIER DIVERSITY. In an effort to increase the number and diversity of supplier options in the procurement of goods and services, the City has established a registry of LGBT-owned businesses, as certified by the National LGBT Chamber of Commerce (NGLCC) and small and disadvantaged businesses, as certified by Miami-Dade County. See authorizing resolutions here.

If your company is certified as an LGBT-owned business by NGLCC, or as a small or disadvantaged business by Miami-Dade County, click on the link below to be added to the City's supplier registry (Vendor Self-Service) and bid system (Periscope S2G, Supplier-to-Government). These are two different systems and it is important that you register for both.

Click to see acceptable certification and to register: https://www.miamibeachfl.gov/city-hall/procurement/how-to-become-a-vendor/.

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SECTION 0200 GENERAL CONDITIONS

FORMAL SOLICITATIONS TERMS & CONDITIONS - GOODS AND 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 7.7.2022), 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). Proposals must be submitted electronically through Periscope S2G (formerly BidSync) on or before the date and time indicated. Hard copy proposals or proposals received through email or facsimile are not acceptable and will be rejected.

A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal until the deadline for proposal submittals. The City will only consider the latest version of the bid.

Electronic proposal submissions may require the uploading of attachments. All documents should be attached as separate files in accordance with the instructions included in Section 4, below. Attachments containing embedded documents or proprietary file extensions are prohibited. It is the Bidder's responsibility to assure that its bid, including all attachments, is uploaded successfully.

Only proposal submittals received, and time stamped by Periscope S2G (formerly BidSync) prior to the proposal submittal deadline shall be accepted as timely submitted. Late bids cannot be submitted and will not be accepted. Bidders are cautioned to allow sufficient time for the submittal of bids and uploading of attachments. Any technical issues must be submitted to Periscope S2G (formerly BidSync) by contacting (800) 990-9339 (toll free) or S2G@periscopeholdings.com. The City cannot assist with technical issues regarding submittals and will in no way be responsible for delays caused by any technical or other issue.

It is the sole responsibility of each Bidder to ensure its proposal is successfully submitted in BidSync prior to the deadline for proposal submittals.

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 (submitted electronically).
2. Failure to comply with the Minimum Eligibility Requirements (if applicable).

3. OMITTED OR ADDITIONAL INFORMATION. **Failure to complete and submit the Bid Submittal Questionnaire (submitted electronically) with the bid and by the deadline for submittals shall render a proposal non-responsive.** With the exception of the Bid Submittal Questionnaire (completed and submitted electronically), 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 Periscope S2G.

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TAB 1 **Cover Letter, Table of Contents, and Minimum Qualification Requirement**

1.1 Cover Letter and Table of Contents. The table of contents should indicate the tabs, sections with tabs and page numbers to facilitate the evaluation committee's review. The cover letter must be signed by a principal or agent able to bind the firm.

1.2 Minimum Qualification Requirement. Submit verifiable information documenting compliance with the following minimum qualifications requirement(s).

1. Bidder or its principals shall hold **"Eradication and Control of Nonnative Species Conditional/Prohibited/Nonnative Species Permit"** for the person or business issued by the Florida Fish and Wildlife Conservation Commission.

   The qualified Bidder shall hold all required permits at the time of the bid and throughout the project term to provide the scope of work as outlined in the bid documents.

   Submittal Requirements: Provide proof of permit from the Florida Fish and Wildlife Conservation Commission.

TAB 2 **Experience and Qualifications**

2.1 Organizational Chart: An organizational chart depicting the structure and lines of authority and communication for all firms, principals and personnel involved in the project. Include information that describes the intended structure regarding project management, accountability and compliance with the terms of the RFQ.

2.2 Relevant Experience of Prime Proposer: Summarize projects where the Proposer and/or its principals have provided services similar to those described herein. For each project provide the following:

a. project name and scope of services provided;
b. name of individuals that worked on the referenced project that have been included in Section 2.1 above.
c. client;
d. client project manager and contact information;
e. costs of the services provided; and
f. term of the engagement.

2.3 Relevant Experience of Prime Personnel. Summarize projects where the Prime Personnel have provided services similar to those described herein. For each project provide the following:

a. project name and scope of services provided;
b. name of individuals that worked on the referenced project that have been included in Section 2.1 above.
c. client;
d. client project manager and contact information;
e. costs of the services provided; and
f. term of the engagement.

2.4 Relevant Experience of Sub-consultant(s)/Sub-contractor(s): Summarize projects where the Sub-consultant(s)/Sub-contractor(s) and/or its principals have provided services similar to those described herein. For each project provide the following:

a. project name and scope of services provided;
b. name of individuals that worked on the referenced project that have been included in Section 2.1 above.
c. client;
d. client project manager and contact information;
e. costs of the services provided; and
f. term of the engagement.

TAB 3	Approach and Methodology

3.1 Provide detailed information regarding the bidder's experience providing the scope of services pursuant to Section 0100, Sub-section 4.

3.2 Submit specific detailed information on the approach and methodology that the Proposer and its team have utilized on previous engagements in the following areas:

- capture methods
- euthanasia process
- disposal methods
- deterrence methods
- non-traditional population control methods
- describe the equipment, and materials for the operation of services (traps, snares, hole, tree, and seawall barriers, vehicles, water vessels etc.)
- emergency service response
- site safety
- conducting resident workshops
- reporting and documenting results
- any specific competencies that illustrate the bidder's expertise for the required scope of services.

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SECTION 0400 PROPOSAL EVALUATION

1. Evaluation Committee. An Evaluation Committee, appointed by the City Manager, may meet to evaluate each Proposal in accordance with the qualitative criteria set forth below. In doing so, the Evaluation Committee may review and score all proposals received, with or without conducting interview sessions. City staff will assign points for the quantitative criteria. It is important to note that the Evaluation Committee is advisory only and does not make an award recommendation to the City Manager or the City Commission. The results of Step 1 & Step 2 Evaluations will be forwarded to the City Manager who will utilize the results to make a recommendation to the City Commission.

a. 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 RFQ, may, without an evaluation committee, recommend to the City Commission that the Administration enter into negotiations.

b. The City, in its discretion, may utilize technical or other advisers to assist the evaluation committee in the evaluation of proposals.

2. Qualitative Criteria. Responsive proposals shall be evaluated by the Evaluation Committee in accordance with the following criteria.

Qualitative Criteria	Maximum Points
Experience and Qualifications	40
Approach and Methodology	60
TOTAL AVAILABLE STEP 1 POINTS	**100**

3. Quantitative Criteria. Following the results of the evaluation of the qualitative criteria by the Evaluation Committee, the Proposers may receive additional points, to be added by City staff, as follows.

Quantitative Criteria	Maximum Points
Veterans Preference	5

4. Determination of Final Ranking. The sum of qualitative and quantitative scores will be converted to rankings in accordance with the example below:

		Proposer A	Proposer B	Proposer C
Committee Member 1	Qualitative Points	82	74	80
	Quantitative Points	10	5	0
	Total	92	79	80
	Rank	1	3	2
Committee Member 2	Qualitative Points	82	85	72
	Quantitative Points	10	5	0
	Total	92	90	72
	Rank	1	2	3
Committee Member 2	Qualitative Points	90	74	66
	Quantitative Points	10	5	0
	Total	100	79	66
	Rank	1	2	3
Low Aggregate Score		**3**	**7**	**8**
Final Ranking*		**1**	**2**	**3**

It is important to note that the results of the Evaluation Committee process do not represent an award recommendation. The City Manager will utilize the results of the committee process, as well as any other information he deems appropriate to develop his award recommendation to the City Commission, which may differ from the Evaluation Committee process ranking.

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APPENDIX A

MIAMIBEACH

Special Conditions

2023-007-WG
Iguana Remediation Services

PROCUREMENT DEPARTMENT
1755 Meridian Avenue, 3rd Floor
Miami Beach, Florida 33139

1. **Negotiations.** Upon approval of selection by the City Commission, negotiations between the City and the selected Consultant will take place to arrive at a mutually acceptable Agreement, including final scope of services, deliverables and cost of services.

2. **Term of Contract.** The term of the Agreement resulting from this RFQ shall be for an initial term of three (3) years.

3. **Option To Renew.** The City, through its City Manager, will have the option to extend for two (2) additional one-year periods at the City's sole discretion. The successful Contractor shall maintain, for the entirety of any renewal period, the same revenue share, terms, and conditions included within the originally awarded Contract. Continuation of the Contract beyond the initial period, and any option subsequently exercised, is a City prerogative, and not a right of the successful Contractor.

4. **Additional Services.** Services not specifically identified in this request may be added to, or deleted from, any resultant contract upon successful negotiations and mutual consent of the contracting parties, and approval by the City Manager.

5. **Protection of Property.** The successful Contractor will at all times guard against damage to or loss of property belonging to the City of Miami Beach. It is the responsibility of the successful Contractor to replace or repair any property lost or damaged by any of its employees. The City of Miami Beach may withhold payment or make such deductions as it might deem necessary to ensure reimbursement for loss or damage to property through negligence of the successful Contractor, its employees, or agents.

6. **Licenses, Permits, and Fees.** The Contractor shall obtain and pay for all licenses, permits, and inspection fees required for this project; and shall comply with all laws, ordinances, regulations, and building code requirements applicable to the work contemplated herein. Damages, penalties, and or fines imposed on the City or the Contractor for failure to obtain required licenses, permits, or fines shall be borne by the Contractor.