

# MIAMI BEACH

## Request for Qualifications (RFQ) 2024-044-ND

### Engineering Design Services for Right of Way Improvements along 17<sup>th</sup> Street from Washington Ave to Alton Road.

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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](http://www.periscopeholdings.com) or [www.bidsync.com](http://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 proposal submitted.

**2. BACKGROUND.** The City, which is in highly urbanized southeast Florida and is a major economic resource to the region, continues to be the leader in climate change adaptation. The solutions to adapt present significant challenges at the City due to its relatively low-lying topography with significant tidal influence and high-intensity rainfalls. Further, the City is over 100 years old, and many of its infrastructure assets are aged near or past their useful life. For these reasons, the City is committed to investing in neighborhood improvement projects that elevate roads and seawalls, provide robust drainage systems, replace aged and substandard water and sewer systems, and provide above-ground improvements, such as new street lighting, landscaping, and other street furnishings.

The City also already approved major resiliency strategies, including the following:

- (1) a concept plan to include vegetation and soils into the stormwater program referred to as Blue and Green Stormwater Infrastructure (BGSi);
- (2) a road elevation strategy, and sea-level rise (SLR) tidal flood adaptation plan, and

In addition, in 2019, the City completed stormwater basin studies using ICPR-3 models considering a ten-year storm. These were updated in 2023 using ICPR-4, as part of the Stormwater Master Plan update. In 2019, the City also completed its Water and Sanitary Sewer System Master Plans—which included calibrated hydraulic models for the water distribution and sewer force main systems, using InfoWater and InfoWorks, respectively.

The City has already begun implementing these adaptation strategies. Hence, Proposers must understand Miami Beach’s vulnerabilities to climate change and sea-level rise, are familiar with the work and regional planning tools of the Southeast (SE) Florida Climate Change Compact, and are aware of the City’s approach to incremental adaptation over time.

This project is intended to develop the design of right-of-way improvements within the City Center Neighborhood, along 17th Street between Alton Road and Washington Avenue, as identified in the City’s Integrated Water Management Neighborhood Improvement Project Prioritization Plan (completed in 2020) and Storm Water Mater Plan (completed in 2023).

**3. PURPOSE.** The purpose of this RFQ is to select a firm to provide engineering design services for the right-of-way improvements along 17th Street between Alton Road and Washington Avenue (the Project) including complete design and construction documents and related services necessary.

The 17th Street corridor plays an important role in connecting the Venetian Causeway to the Beach area. As part of the West Ave Phase I, a section of 17th Street between West Ave and Alton Road has been completed. The scope of this project is to perform right-of-way improvements along 17th Street between Alton Road and Washington Avenue. The project is considered a resiliency project as it will address the current and future flooding caused by the intense rains and current/projected sea level rise. The project will include raising the road and installing a robust drainage system comprised of large stormwater pipes. In addition, the old and substandard water and sewer infrastructure will be replaced, including a new proposed interconnection of critical force mains. This project also includes the installation

of new above-ground components such as pavement, sidewalks, street lighting, signals, landscaping, and other road furnishings.

The Public Works Department intends to coordinate this resiliency project with all affected stakeholders and phase the design and construction accordingly to mitigate the impacts of construction and harmonization.

**THIS RFQ, AND ANY RESULTING CONTRACT, ARE ISSUED AND GOVERNED BY SECTION 287.055, FLORIDA STATUTES.**

**3.1. Interested Parties.** Interested parties are invited to submit proposals in accordance with Section 0300. A Pre-proposal conference will be held in accordance with Section 0100, Sub-sections 5 and 8.

Responsive proposals will be evaluated in accordance with Section 0400. Proposals will be evaluated against other proposals for the same Option. For example, proposals submitted for Option 1 (less than 10 years) will be evaluated against other proposals for Option 1, and Proposals submitted for Option 2 (10-30 years) will be evaluated against other proposals for Option 2.

#### **4. STATEMENT OF WORK**

The City seeks proposals from professional consulting civil engineering firms that have proven experience in stormwater, water and wastewater systems, and roadway design, including the intricacies related to road raising and harmonization. The successful firm must have the technical expertise to conduct the design, permitting, bidding, and award support services and engineering services during construction for the right-of-way improvements along 17th Street between Alton Road and Washington Avenue and prepare the associated design and construction contract documents that will allow the City of Miami Beach to advertise, bid and award a contract for the construction services. The Consultant must have a team of qualified individuals and/or sub-consultants who can guide the City through the decision-making process of making these improvements in an environmentally responsible and dependable manner.

The work shall include, but not be limited to, conceptual drawings, surveying, geotechnical, design development, estimates of probable construction cost, construction documents, phasing and implementation plans, material selection and specifications, construction staging planning, scheduling, maintenance of traffic planning, permitting, bidding/award, and engineering services during construction for the Project. Plans shall include all necessary drawings and technical specifications needed to construct the improvements and shall have defining documentation of what is authorized and approved.

The selected Consultant shall perform all utility coordination, obtain permits, and advise of estimated costs associated with all site, utilities, etc. work, prepare presentation materials to illustrate the design at various phases and participate in public outreach and regulatory agency review meetings. The selected consultant shall be tasked with, but not limited to, the following duties and responsibilities:

#### **Predesign Phase:**

- Develop a stormwater model for the Project. The model will include an existing conditions model (re-development) and one post-development model using the interconnected channel and pond routing version 4 (ICPR4) for permitting purposes. The model should consider the entire City Center Neighborhood.
- An existing conditions and post-development condition sanitary sewer model will be provided for the Project.
- Perform a topographical survey with soft digs and a complete subsurface utility engineering investigation.
- Prepare a utility plan depicting all existing utilities.
- Perform Geotechnical studies as needed for a complete design.
- Develop a conceptual layout, including conceptual vertical and horizontal alignments and typical sections for the Project,
- Draft Public Information Plan and provide support and information necessary for communication with all

project stakeholders.

- Prepare a basis of design report.

**Design Phase:** Start the design as described above. The design includes but is not limited to the following:

- Design drawings and specifications for all design components
  - Water
  - Sewer (gravity and pressure)
  - Stormwater conveyance
  - Water quality Calculations to verify that existing treatment systems can manage first flush.
  - Roadway plans, including all above-ground furnishings such as lighting, landscaping, markings, signals, etc. Utilize quality urban design, to make certain project enhances the aesthetics of the community. Coordinate closely with the hotel development to make sure that the right of way elevations, landscaping, and trees are complementary. Utilize landscape architecture and design for the right of way to maximize greenspace and green infrastructure. Tree planting species and placement should follow the Urban Forestry Master Plan. Follow Transportation Master Plan, including requirements for bike lanes.
  - Incorporate BGSi as appropriate.
  - Harmonization plans for each property, including but not limited to drainage and all features inside the property that the roadway and proposed solutions may impact.
  - Utility Master Plan, showing all existing and proposed utilities and conflict resolution
- Secure all required design permits for the work, including but not limited to environmental, building, state, and local permits as needed. Selected Consultant shall become familiar with the submittal and review processes for each of the agencies having jurisdiction, including, but not limited to, Florida Department of Transportation (FDOT), South Florida Water Management District, Florida Department of Environmental Protection, Miami-Dade County Regulation and Economic Resources, Division of Environmental Resource Management (RER-DERM), Florida Department of Health. Consultant shall schedule pre-application meetings, submittals and review meetings as needed to avoid any delays in the Project.
- Preparation of Statements of Probable Construction Costs by the Consultant as defined by the American Association of Cost Engineers, at each phase of design.
- Prepare submittal and obtain approval from Design Review Board, as required.
- Design workshops and community meetings. Demonstrate and articulate the reduction in flood risk for the community
- Incorporate revisions or comments to the contract documents based upon input received during the DRB meetings, submittal reviews, regulatory reviews, community meeting, or jurisdictional reviews.
- Review contract documents with jurisdictional permitting agencies prior to finalization.
- The selected firm shall be required to perform a variety of forensic tasks to verify existing conditions and the accuracy of any available as-built drawings, surveys, and maps to be used for development of the contract drawings, including, but not limited to:
  - Verify As-built records.
  - Document existing conditions.
  - Establish record drawings and pertinent information.
- The Consultant shall establish and maintain an in-house Quality Assurance/Quality Control (QA/QC) program designed to verify and ensure the quality, clarity, completeness, and constructability of its contract documents. In addition, the selected firm shall follow City standards for the preparation of contract documents, inclusive of drawings, specifications, front-end documents, and cost estimates at 30%, 60%, 90%, and 100% completion for review and approval by the City. Presentation formats for review submittals shall be prepared for the City's Design Review Board (DRB) at 30% (Design Development Phase) completion stage, in order to meet DRB deadlines and meeting schedules. Contract documents shall be subject to Constructability and Value Engineering reviews by City and/or others.
- The selected Consultant will strive to meet established project budgets at all phases of design, and if needed, will redesign and/or revise/adjust project scope as may be deemed necessary to meet established

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project budgets.

- In addition, the selected firm shall attend and participate in community design presentation/review meetings.
- The selected firm shall be responsible for securing all required regulatory approvals of its contract documents from all applicable jurisdictional agencies and boards and will be responsible for initiating submittals and reviews in a timely manner.

## **Bid and Award Services:**

1. The selected firm shall assist the City in the bidding and award of the Project. Such assistance shall include preparing documents required for Bid issuance, attending pre-bid conference(s), preparing necessary contract addenda, attending bid opening(s) where applicable, and evaluating bids received.
2. The selected firm shall provide updated Bid documents as may be required, for use during construction.

## **Engineering Services During Construction:**

The selected firm may also perform a variety of tasks during the construction of the Project. These shall include attendance at preconstruction meeting(s), attendance at weekly construction/progress meetings, responding to contractor's Request for Information (RFI), responding to, and evaluating contractor's requests for Change Orders (RCO), issuing contract amendments as-needed, review of shop drawings and submittals, review of record drawings, review and certification of contractor applications for payment, specialty site visits, project closeout reviews, including substantial completion, creation and tracking of final punch list, certification of final completion and acceptance, and warranty submittal reviews.

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

RFQ Issued	December 8, 2023
Pre-Proposal Meeting	December 26, 2023 @ 10:00 a.m. ET <b>Join on your computer or mobile app</b> <a href="#">Click here to join the meeting</a> <b>Or call in (audio only)</b> +1 786-636-1480 United States, Miami Phone Conference ID: #
Deadline for Receipt of Questions	January 3, 2024 @ 5:00 p.m. ET
Responses Due	January 22, 2024 @ 3:00 p.m. ET To join on your computer or mobile app <a href="#">Click here to join the meeting</a>  Or call in (audio only) (1) Dial the TELEPHONE NUMBER: 1 786-636-1480 (Toll-free North America) (2) Enter the MEETING NUMBER #
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:  
Natalia Delgado

Telephone:  
305-673-7000 x26263

Email:  
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 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: #

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](mailto: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 (FORMALLY BIDS SYNC).** 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](http://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](mailto: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.

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Should you have any questions and/or comments, do not hesitate to submit them to [vendorsupport@miamibeachfl.gov](mailto: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**

**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 10.27.2022), 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](mailto: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 Periscope S2G 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).

**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.

<b>TAB 1</b>	<b>Cover Letter &amp; Table of Contents</b>
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<p><b>Cover Letter and Table of Contents.</b> The cover letter must indicate Proposer and Proposer Primary Contact for the purposes of this solicitation. The table of contents should indicate the tabs, sections with tabs, and page numbers to facilitate the evaluation committee's review.</p>
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**TAB 2****Experience & Qualifications of the Firm and Team****SUBMIT THE BELOW REQUESTED INFORMATION UTILIZING THE ENCLOSED STANDARD FORM 330 (APPENDIX D) – ARCHITECT-ENGINEER QUALIFICATIONS.**

**2.1 Qualifications of Proposing Firm.** Utilizing the enclosed Standard Form 330 (Appendix B) – Architect Engineer Qualifications, submit detailed information regarding the relevant experience and proven track record of the firm 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, with emphasis on the following areas of expertise:

**Submit (preferably at least three) projects relevant to each area of expertise performed within the last ten (10) years as evidence of the requested experience. Projects must be submitted in the order indicated below. Bidders are not limited to the ten (10) project maximum noted on the Standard Form 330 (Appendix B).**

- a. Urban road design with experience in elevating roads and sidewalks and harmonizing private properties due to the grade differential created by elevating the right of way.
- b. Urban stormwater design that includes trunk lines of 60 inches in diameter or larger.
- c. Design and permitting of stormwater water quality systems.
- d. Water mains and sanitary sewer design, including gravity and pressurized mains. Experience must include the urban design of a 20-inch or larger water main and a 30-inch force main or larger.
- e. Stormwater hydraulic modeling utilizing ICPR4 software.
- f. Experience in public outreach.

**2.2 Qualifications of Proposer Team.** Provide an organizational chart of all the proposer's personnel, each team members' qualifications and the role that each team member will play in providing the services detailed herein. A resume of each individual, including education, licensure, relevant experience, and any other pertinent information, shall be included for each respondent team member to be assigned to this contract.

**2.2.1 Project Experience.** Submit detailed information regarding the relevant experience and proven track record of each team member in providing the scope of services similar as identified in this solicitation, including experience in providing similar scope of services to public sector agencies, with emphasis on the following areas of expertise:

**Submit (preferably at least three) projects relevant to each area of expertise, performed within the last ten (10) years as evidence of the requested experience. Projects must be submitted in the order indicated below. Bidders are not limited to the ten (10) project maximum noted on the Standard Form 330 (Appendix B).**

- a. Urban road design with experience in elevating roads and sidewalks and harmonizing private properties due to the grade differential created by elevating the right of way.
- b. Urban stormwater design that includes trunk lines of 60 inches in diameter or larger.
- c. Design and permitting of stormwater water quality systems.
- d. Water mains and sanitary sewer design including gravity and pressurized mains. Experience must include urban design of a 30-inch or larger water main of and a 30-inch force main or larger.
- e. Stormwater hydraulic modeling utilizing ICPR4 software.
- f. Experience in Public Outreach.

**2.3 Previous Collaborative Experience of Bidder and Other Key Team Member Firms.** Provide a list of projects that the Bidder and the key team member firms have completed jointly (as a team). For each project, include project name; project details; name of owner/client entity (specify whether public or private); and the entity's project representative and contact information. This information should not be submitted on the Form 330.

**TAB 3****Approach and Methodology**

Submit detailed information on the proposed approach and methodology. Include information on the approach and methodology that the Proposer and its team have successfully utilized on previous engagements to accomplish a similar scope of work. The information to be provided within this tab should address, but need to be limited to the following areas:

**1. Project Initiation and Planning:**

- a. Understanding the project's scope, objectives, and constraints, including budget, timeline, and regulatory requirements as described herein.
- b. Understanding of pertinent City planning documents mentioned in the Background Section of this RFQ; and how proposer will incorporate and coordinate these with the design.
- c. Conducting a thorough review of all available data and documents with information regarding the existing infrastructure, including water and sewer utilities, drainage, and all other pertinent infrastructure.
- d. Availability of proposed key staff.

**2. Data Gathering:**

- a. Obtaining topographic surveys, geotechnical reports, and other relevant site data.
- b. Collecting data on traffic volume, patterns, and congestion during different times of the day and week and using traffic modeling as needed to evaluate how the proposed changes will impact traffic flow, safety, and congestion and to support the proposed typical section for this road.

**3. Stakeholder Engagement:**

- a. Identifying and developing engagement plan with stakeholders, such as local government agencies, community representatives, and utility companies.
- b. Seeking input and feedback from the public to understand their concerns and expectations.
- c. Developing a communications plan to keep the public and stakeholders informed about the progress of the project and any changes to the design or construction schedule, gathering stakeholder feedback, as well as being able to demonstrate and articulate the reduction in flood risk for the community.

**4. Preliminary Design:**

- a. Developing conceptual design options and drainage models that address the project's objectives.
- b. Prepare a utility plan depicting all existing utilities.
- c. Considering phasing options.

**5. Detailed Design:**

- a. Selecting the most feasible and cost-effective design options based on stakeholder analysis and input.
- b. Preparing detailed construction plans, including specifications, materials, and construction techniques.
- c. Developing comprehensive shutdown/bypass strategies for the force main interconnect.
- d. Developing a comprehensive traffic management plan to minimize disruptions during construction.
- e. Application of quality control procedures, best practices and design standards.
- f. Coordinating with external utility companies to relocate or adjust any utilities that might be affected by the project.

**6. Cost Estimation & Timeline:**

- a. Preparing detailed cost estimates at each phase of design.
- b. Considering construction costs, utility relocations, and ongoing maintenance.
- c. Strategies to meet schedule and budget requirements without compromising quality, considering both design and construction phases; provide a preliminary schedule for the design, permitting, construction procurement, and construction phases.

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7. Permitting and Regulatory Compliance:

- a. Ensuring the design complies with local, state, and federal regulations, including zoning, environmental, and safety standards.
- b. Assisting with permitting the project through all the necessary regulatory agencies.

8. Supplier Diversity. Describe how the proposer will make efforts to include participation by small/disadvantaged business enterprises, LGBT businesses, and veteran-owned businesses.

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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 requiring presentations. 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 City Manager will utilize the results to take one of the following actions:

- 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; or
- b. The City Manager may recommend that the City Commission authorize negotiations or award a contract to one or more firms in accordance with Section 0100, Sub-section 12; or
- c. The City Manager may Recommend that the City Commission short-list one or more firms for further consideration by the Evaluation Committee; or
- d. The City Manager may recommend to the City Commission that all firms, if more than one (1) responsive submittal is received, be rejected.

**2. PRESENTATIONS BY SHORT-LISTED FIRMS.** If a short-listing of firms responding to this RFQ is approved, the short-listed firms may be required to make presentations to and be interviewed by the Evaluation Committee. In further considering the short-listed firms, the Evaluation Committee will utilize the criteria set forth in Sub-section 4 below.

**3. TECHNICAL ADVISORS.** The City, at its discretion, may utilize technical or other advisers to assist the evaluation committee or the City Manager in evaluating proposals.

**4. EVALUATION CRITERIA.** Responsive, responsible proposals will be evaluated in accordance with the following criteria:

<b>Qualitative Criteria</b>		<b>Maximum Points</b>
(Points Assigned by Evaluation Committee)		
Experience and Qualifications of the Proposing Firm & Team		70
Approach and Methodology		30
<b>TOTAL AVAILABLE POINTS for Qualitative Criteria</b>		<b>100</b>
<b>Quantitative Criteria</b>		<b>Maximum Points</b>
(Points Assigned by Procurement Department)		
Veterans Preference		5
Prime Proposer Volume of Work (0-5 Points). Points awarded to the proposer for volume of work awarded by the City in the last three (3) years in accordance with the following table:		5
Less than \$250,000	5	

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	\$250,000.01 – \$2,000,000	3		
	Greater than \$2,000,000	0		
<b>TOTAL AVAILABLE POINTS for Qualitative, Quantitative and Veteran's Preference Criteria</b>				<b>110</b>

**5. QUALITATIVE CRITERIA.** The Evaluation Committee shall review responsive, responsible proposals and assign points for the qualitative factors only. The Evaluation Committee shall not consider quantitative factors (e.g. veteran's preference) in its review of proposals. The Evaluation Committee shall act solely in an advisory capacity to the City Manager. The results of the Evaluation Committee process do not constitute an award recommendation. The City Manager may utilize, but is not bound by, the results of the Evaluation Committee process, as well as consider any feedback or information provided by staff, consultants or any other third-party in developing an award recommendation in accordance with Section 0100, Sub-section 10. 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 evaluation criteria.

**6. 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. Veterans' Preference points will be assigned in accordance with Section 2-374 of the City Code.

**7. DETERMINATION OF FINAL RANKING.** The sum of the evaluation criteria points will be converted to rankings in accordance with the example below:

		Proposer A	Proposer B	Proposer C
<b>Committee Member 1</b>	Qualitative Points	82	74	80
	Quantitative Points	5	5	0
	Total	87	79	80
	Rank	1	3	2
<b>Committee Member 2</b>	Qualitative Points	82	85	72
	Quantitative Points	5	5	0
	Total	87	90	72
	Rank	1	2	3
<b>Committee Member 2</b>	Qualitative Points	90	74	66
	Quantitative Points	5	5	0
	Total	95	79	66
	Rank	1	2	3
<b>Low Aggregate Score</b>		<b>3</b>	<b>7</b>	<b>8</b>
<b>Final Ranking*</b>		<b>1</b>	<b>2</b>	<b>3</b>

It is important to note that the results of the proposal evaluation process in accordance with Section 0400 does not represent an award recommendation. The City Manager will utilize the results of the proposal evaluation process, and any other information he deems appropriate, to develop an award recommendation to the City Commission, which may differ from the results of the proposal evaluation process and final rankings.

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APPENDIX A

# MIAMIBEACH

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## Special Conditions

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2024-044-ND

Engineering Design Services for Right  
of Way Improvements along 17<sup>th</sup>  
street from Washington Ave to Alton  
Road

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139



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1. **Term of Contract.** The term of the Agreement resulting from this RFQ shall be for an initial term of three (3) years.
2. **Option to Renew.** The City, through its City Manager, will have the option to extend for an additional two (2), one (1) year terms, at the City Manager's sole discretion. The successful consultant shall maintain, for the entirety of any renewal period, the same cost, 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 consultant.
3. **Cost Adjustments.** On or about the anniversary of each contract year, the Consultant may request, and the city manager may approve, a cost adjustment based on documented cost increases for the following contract year. Cost adjustments should be limited to changes in the applicable Bureau of Labor Statistics index for the local region or other verifiable evidence of price increases. The Consultant's adjustment request must substantiate the requested increase. The City of Miami Beach, through its city manager, reserves the right to approve a requested adjustment or may terminate the agreement and readvertise for bids for the goods or services.
4. **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.
5. **Additional Terms or Conditions.** This RFQ, including the attached Contract, contains all the terms and conditions applicable to any service being provided to the City resulting from award of contract. By virtue of submitting a proposal, consultant agrees not to require additional terms and conditions at the time services are requested, either through a separate agreement, work order, letter of engagement or purchase order.
6. **Change of Project Manager.** A change in the Consultant's project manager (as well as any replacement) shall be subject to the prior written approval of the City Manager or his designee (who in this case shall be an Assistant City Manager). Replacement (including reassignment) of an approved project manager or public information officer shall not be made without submitting a resume for the replacement staff person and receiving prior written approval of the City Manager or his designee (i.e. the City project manager).
7. **Sub-Consultants.** The Consultant shall not retain, add, or replace any sub-consultant without the prior written approval of the City Manager, in response to a written request from the Consultant stating the reasons for any proposed substitution. Any approval of a sub-consultant by the City Manager shall not in any way shift the responsibility for the quality and acceptability by the City of the services performed by the sub-consultant from the Consultant to the City. The quality of services and acceptability to the City of the services performed by sub-consultants shall be the sole responsibility of Consultant.
8. **Licensure.** Consultant shall hold a "Certificate of Authorization" by the State of Florida, Division of Business and Professional Regulations, as applicable.

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APPENDIX B

# MIAMIBEACH

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## Sample Contract

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2024-044-ND

Engineering Design Services for Right  
of Way Improvements along 17<sup>th</sup>  
street from Washington Ave to Alton  
Road

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139

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APPENDIX C

# MIAMIBEACH

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## Insurance Requirements

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2024-044-ND

Engineering Design Services for Right  
of Way Improvements along 17<sup>th</sup>  
street from Washington Ave to Alton  
Road

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139

## INSURANCE REQUIREMENTS

The Consultant shall maintain the below required insurance in effect prior to awarding the contract and for the duration of the contract. The maintenance of proper insurance coverage is a material element of the contract and failure to maintain or renew coverage may be treated as a material breach of the contract, which could result in withholding of payments or termination of the contract.

- A. Workers' Compensation Insurance for all employees of the Consultant as required by Florida Statute Chapter 440 and Employer Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease. Should the Consultant be exempt from this Statute, the Consultant and each employee shall hold the City harmless from any injury incurred during performance of the Contract. The exempt consultant shall also submit (i) a written statement detailing the number of employees and that they are not required to carry Workers' Compensation insurance and do not anticipate hiring any additional employees during the term of this contract or (ii) a copy of a Certificate of Exemption.
- B. Commercial General Liability Insurance on an occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate.
- C. Automobile Liability Insurance covering any automobile, if Consultant has no owned automobiles, then coverage for hired and non-owned automobiles, with limit no less than \$1,000,000 combined per accident for bodily injury and property damage.
- D. Professional Liability (Errors & Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000.

**Additional Insured** - City of Miami Beach must be included by endorsement as an additional insured with respect to all liability policies (except Professional Liability and Workers' Compensation) arising out of work or operations performed on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired or borrowed in the form of an endorsement to the Consultant's insurance.

**Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the City of Miami Beach c/o EXIGIS Insurance Compliance Services.

**Waiver of Subrogation** – Consultant agrees to obtain any endorsement that may be necessary to affect the waiver of subrogation on the coverages required. However, this provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

**Acceptability of Insurers** – Insurance must be placed with insurers with a current A.M. Best rating

## MIAMI BEACH

of A:VII or higher. If not rated, exceptions may be made for members of the Florida Insurance Funds (i.e. FWCIGA, FAJUA). Carriers may also be considered if they are licensed and authorized to do insurance business in the State of Florida.

**Verification of Coverage** – Consultant shall furnish the City with original certificates and amendatory endorsements, or copies of the applicable insurance language, effecting coverage required by this contract. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

**CERTIFICATE HOLDER MUST READ:**

City of Miami Beach  
c/o Exigis Insurance Compliance Services  
P.O. Box 947 Murrieta, CA 92564

Kindly submit all certificates of insurance, endorsements, exemption letters to our servicing agent, EXIGIS, at:

[Certificates-miamibeach@riskworks.com](mailto:Certificates-miamibeach@riskworks.com)

**Special Risks or Circumstances** - The City of Miami Beach reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Compliance with the foregoing requirements shall not relieve the Consultant of his liability and obligation under this section or under any other section of this agreement.

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APPENDIX D

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# Standard Form 330

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2024-044-ND

Engineering Design Services for Right  
of Way Improvements along 17<sup>th</sup>  
street from Washington Ave to Alton  
Road

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139

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APPENDIX E

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Reference Documents

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2024-044-ND

Engineering Design Services for Right  
of Way Improvements along 17<sup>th</sup>  
street from Washington Ave to Alton  
Road

PROCUREMENT DEPARTMENT  
1755 Meridian Avenue, 3<sup>rd</sup> Floor  
Miami Beach, Florida 33139