

Request for Qualifications (RFQ)  
2024-167-DF  
Survey and Mapping 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 (formerly 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**

On March 13, 2019, the Mayor and City Commission approved the award of Contract RFQ 2019-016-KB for survey and mapping services. The Agreement was signed on September 10, 2019, with a contract term of three (3) years with the City option to renew for two (2) additional one (1) year periods, currently scheduled to expire September 9, 2024. The City's estimated yearly expenditure for this Contract is approximately \$75,000.00.

**3. PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to retain qualified professionals for Architectural and Engineering Design Criteria Professional Services for topographic and as-built surveys, geographical information system (GIS) databases, and related data sets or other services typically performed by a mapper or surveyor. Additionally, the terms "FIRM," "PROPOSER," "CONSULTANT," "PRIME PROPOSER," and "CONTRACTOR" are used interchangeably and shall refer to the firm that will contract with the City for the performance consultant services and work for the project. In order to consider a contract for these services, the City is seeking proposals from qualified firms that comply with the Standards of Practice for Professional Surveyors and Mappers in the State of Florida for work in commercial/high-risk areas and any applicable state laws, regulations, or other requirements.

**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 7. All proposals will be evaluated in accordance with the criteria found in Section 0400.

**4. STATEMENT OF WORK REQUIRED.**

The required services include without limitation topographic and as-built surveys, Geographical Information System (GIS) databases, and data sets for City projects. All field data will be collected digitally (Point Clouds, XYZ Coordinates, GPS (Global Positioning System), Total Station, Leveling, HD Scan, etc.), and control points will be referenced and recorded in field books. The digital data shall be post-processed and delivered to the City as specified herein. All surveying work shall be conducted under the supervision of a Professional Surveyor and Mapper licensed in the State of Florida. The Surveyor or their designee shall furnish and maintain, at his own expense, stakes and other such material, including qualified helpers during field survey activities.

Additional scope of services is made available in Appendix A of this RFQ.

**This RFQ is issued pursuant to Chapter 287.055, Florida Statutes, the Consultants Competitive Negotiations Act (CCNA).**

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

RFQ Issued	February 5, 2024
Pre-Proposal Meeting	February 20, 2024 at 11:00 am ET

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Deadline for Receipt of Questions	March 8, 2024 at 5:00 pm ET
Responses Due	March 20, 2024 at 3:00 pm ET
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:

Danny Flores

Telephone:

(305)673-7000, Ext. 26652

Email:

[dannyflores@miamibeachfl.gov](mailto:dannyflores@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: 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](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 (FORMERLY 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/>.

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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.

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**

**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 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 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.

<b>TAB 1</b>	<b>Cover Letter, Table of Contents, and Minimum Qualification Requirement</b>
<b>1.1 Cover Letter and Table of Contents.</b>	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 minimum qualifications requirements established in Appendix A, Minimum Requirements and Specifications.

**TAB 2 Experience and Qualifications**

**2.1 Organizational Chart:** An organizational chart depicting the structure and lines of authority and communication for all firms (including sub-consultant(s)/sub-contractor(s)), 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.

2.2.1 Detail the firm and assigned team members' years of experience in providing Topographical Surveying and Mapping Services for diversified projects for public agencies and private clients.

2.2.2 Detail and list all completed projects comparable in design, scope, size, and complexity undertaken in the past five (5) years. Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to the respondent's activities in relation to the project.

**2.3 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 term of the engagement.

2.3.1 Detail the sub-consultant/sub-contractor and assigned team members' years of experience in providing Topographical Surveying and Mapping Services for diversified projects for public agencies and private clients.

2.3.2 Detail and list all completed projects comparable in design, scope, size, and complexity undertaken in the past five (5) years. Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to the respondent's activities in relation to the project.

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

- f. project name and scope of services provided;
- g. name of individuals that worked on the referenced project that have been included in Section



- 2.1 above.
- h. client;
- i. client project manager and contact information;
- j. costs of the services provided; and term of the engagement.

**TAB 3**

**Approach and Methodology**

3.1 Submit detailed information on the approach and methodology that the Proposer and its team has utilized on previous engagements to accomplish a similar scope of work, including detailed information, as applicable, which addresses, but need not be limited to:

1. Engineering/Construction Surveys
2. Right-of-way or Boundary Surveys
3. Specific purpose surveys
4. Topographical surveys
5. General land and aerial photography surveying services
6. Mean high water line
7. Submerged/filled lands
8. GPS Mapping (global positioning system)
9. GPR (ground penetration radar) surveys
10. Elevation certificates
11. Subsurface utility engineering (SUE) process

3.2 Supplier Diversity. Describe how proposer will include certified women or minority owned firms as stipulated in Section 287.055, Florida Statutes.

Responses shall be in sufficient detail and include supporting documentation, as applicable, which will allow the Evaluation Committee to complete a fully review and score the proposed 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 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>
<b>(Points Assigned by Evaluation Committee)</b>		
Experience & Qualifications (Tab 1)		70
Approach & Methodology (Tab 2)		30
<b>TOTAL AVAILABLE POINTS for Qualitative Criteria</b>		<b>100</b>
<b>Quantitative Criteria</b>		<b>Maximum Points</b>
<b>(Points Assigned by Procurement Department)</b>		
Veteran's Preference Points		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
	\$250,000.01 – \$2,000,000	3

Greater than \$2,000,000	0	
<b>TOTAL AVAILABLE POINTS for Qualitative and Quantitative</b>		<b>105</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	10	5	0
	Total	92	79	80
	Rank	1	3	2
<b>Committee Member 2</b>	Qualitative Points	82	85	72
	Quantitative Points	10	5	0
	Total	92	90	72
	Rank	1	2	3
<b>Committee Member 2</b>	Qualitative Points	90	74	66
	Quantitative Points	10	5	0
	Total	100	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.

APPENDIX A

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## Minimum Requirements and Specifications

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2024-167-DF  
Survey and Mapping Services

**C1. Minimum Eligibility Requirements.** The Minimum Eligibility Requirements for this solicitation are listed below.

1. The Prime Proposer shall hold a Certificate of Authorization or have an Engineering Business Registration by the State of Florida, Division of Business and Professional Regulations, as applicable.

**C2. Statement of Work Required.**

The City must have a current survey, which includes but is not limited to topographic and as-built surveys, Geographical Information System (GIS) databases, and data sets for the projects in the Public Works Department and Capital Improvement Projects.

In order to consider a contract for these services, the City is seeking proposals from qualified firms that shall comply with the Standards of Practice for Professional Surveyors and Mappers in the State of Florida for work in commercial/high-risk areas and any applicable state laws, regulations, or other requirements. All field data is to be collected in digital form (Point Clouds, XYZ Coordinates, GPS (Global Positioning System), Total Station, Leveling, HD Scan, etc.), and control points referenced and recorded in field books. The digital data shall be post-processed and delivered to the City as specified herein. All surveying work shall be conducted under the supervision of a Professional Surveyor and Mapper licensed in the State of Florida. The Surveyor or his designee shall furnish and maintain, at his own expense, stakes and other such material, including qualified helpers during field survey activities.

The City of Miami Beach intends to select a firm(s) under this RFQ to provide comprehensive survey and mapping services within neighborhoods in the City of Miami Beach listed below. The City may add or remove neighborhoods as deemed necessary upon approval of the City Manager.

1. South Beach
2. Mid Beach
3. North Beach
4. Allison Island
5. Bayshore
6. Biscayne Beach
7. Biscayne Point
8. City Center
9. Flamingo/Lummus
10. Fisher Island, Miami Beach
11. La Gorce Island
12. Lakeview
13. Lower North Bay Rd
14. Nautilus
15. Normandy Isles
16. Normandy Shores
17. North Shore
18. Oceanfront
19. Palm, Hibiscus, Star, and Terminal Islands

20. Parkview
21. South Pointe
22. Sunset Harbor
23. Sunset Islands
24. Venetian Islands

### **C3. Specifications.**

- All Surveys shall be performed by a Professional Surveyor and Mapper licensed in the State of Florida pursuant to Chapter 5J-17 and shall meet the Standards of Practice for Professional Surveying and Mapping as identified in Rule 5J-17.050 through 5J-17.052 of the Florida Administrative Code and the additional requirements as follows.
- Calculate a centerline Baseline with 100-foot stations along the baseline with horizontal control monumentation as required by Rule 5J-17.052(3). The baseline of the survey shall be tied to right-of-way and monuments. Each Surveyor will be responsible for obtaining right-of-way information from the most recent records.
- The Surveyor will set Benchmarks at convenient locations along the corridor to be used during the design, construction, and completion of the project. Permanent Benchmarks shall have a maximum of 1,100 feet between existent or established Benchmarks along the alignment. The Surveyor shall tie-in at least two existing Government-published Benchmarks to the vertical circuit and take cross sections at 50-foot intervals along the entire project corridor. Site benchmarks and elevations shall be derived from existing government Benchmarks and carried into the proposed site using Second Order, Class II procedures. A full listing of Benchmark locations shall accompany the survey data.
- Cross-section elevations shall define all grade breaks such as intersections, swale, edge of pavement, pavement centerline, curb and gutter, edges of sidewalk, driveway connections, right-of-way line, edge of the 25-foot right-of-way offset, Encroachments (both natural and built-in), etc.
- The Surveyor shall obtain elevations of the lowest finished floor of all buildings adjacent to the project corridor.
- The Surveyor shall locate and identify all visible surface improvements and Topographic features that exist along the width of the corridor, such as the following:
  - Existing valve boxes, water / electrical meter boxes, electrical pull boxes, telephone/cable risers, fences, hydrants, etc.
  - Above-ground and underground utilities, invert elevations of accessible underground utilities, wood / concrete utility poles, culverts, guardrails, pavement limits, headwalls, end-walls, manholes, vaults, mailboxes, driveways, side streets, trees, landscaping, traffic signage, and any other noted improvements. Note that the survey will identify fence material/height, landscaping plant material limits,

driveway construction materials, and private property Encroachments (i.e., landscaping, overhangs, improvements, etc.)

- The Surveyor shall coordinate with each utility agency and/or by other means to identify the location of all existing underground utilities and the interconnectivity of the underground utilities.
- Survey limits shall include the entire right-of-way and an additional 25 feet on either side of the right-of-way.
- Survey data will indicate the geometry of perimeter private property plats (inclusive of fences, landscaping, and driveways).
- All Horizontal control and locations shall be tied to the Florida State Plane Coordinate System, East Zone (NAD 83/90).
- All Vertical control and elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD1988).
- The Surveyor shall be responsible for the location of existing and/or establishing Vertical and Horizontal Survey Control Points.
- The digital submission of surveys shall be prepared in compliance with the City of Miami Beach Public Works Manual SECTION F. Electronic Media Standards and Requirements relative to previously described Horizontal and Vertical Datum.
- Hard Copy (paper) submittal of (2) 22" x34" and (2) 11" x17" Hard Copy (paper) with original Signature and Seal, and PDF copy of signed originals.
- Preparation of legal descriptions and signed and sealed surveys.
- The use of drones is permitted. The awarded Bidder(s) must be licensed and follow Part 107 of the Federal Aviation Administration (FAA).
- Certain surveys may necessitate prioritization, and the Surveyor commits to delivering a signed and sealed survey report within a maximum period of three (3) weeks from the date of assignment in adherence to the agreed-upon timelines stipulated in this Contract. Failure to meet this deadline without prior written consent from the City shall constitute a breach of contractual obligations and may result in termination of the Contract.

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## APPENDIX B

# MIAMI BEACH

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## Special Conditions

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2024-167-DF  
Survey and Mapping Services

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



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 one (1) two-year renewal term or two (2) one-year renewal terms at the City Manager's sole discretion. The successful contractor 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 contractor.
3. **COST ADJUSTMENTS.** On or about the anniversary of each contract year, the contractor 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 Contractor'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. **COMPETITIVE SPECIFICATIONS.** It is the goal of the City to maximize competition for the project among suppliers & contractors. Consultant shall endeavor to prepare all documents, plans & specifications that are in accordance with this goal. Under no condition shall Consultant include means & methods or product specifications that are considered "sole source" or restricted without prior written approval of the City.
5. **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).
6. **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.

# APPENDIX C

# MIAMI BEACH

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## Sample Contract

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2024-167-DF  
Survey and Mapping

**BY VIRTUE OF SUBMITTING A PROPOSAL THE FIRM HEREBY TAKES NO EXCEPTIONS TO THE TERM AND CONDITIONS NOTED IN THIS SAMPLE CONTRACT**

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# APPENDIX D

## MIAMI BEACH

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### INSURANCE REQUIREMENTS

(To be determined during negotiations)

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Survey and Mapping Services

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