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SECTION 0100 **INSTRUCTIONS TO RESPONDENTS**

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.

Prospective Proposers that have obtained this solicitation in any manner other than via *BidSync* (www.bidsync.com) are advised that the City utilizes *BidSync* (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 *BidSync* must register immediately with *BidSync* to assure it receives any addendum issued to this RFQ. Failure to receive an addendum may result in disqualification of proposal submitted.

2. PURPOSE. The City's navigational waterways are used extensively by recreational boaters. A number of areas have accumulated sediment over time and require dredging in order to restore navigation. By means of this RFQ the City is seeking to retain the services of a diverse, comprehensive, and multi-disciplined professional engineering consulting team to assist the City administration with the planning, permitting and design for the dredging of City's waterways. Anticipated work is expected to include, but not be limited to: planning, design, management and representation; cost estimating; easement configurations; technical assistance and coordination services; provide environmental surveying and permitting; bid document preparation; contractor evaluation services; facilitation and coordination of project, including construction inspection services and mitigation; project as-builts; and any other required engineering or supplemental services, including but not limited to surveying, geotechnical and other related work.

The selected team must have a proven track record of success on projects/programs of this specific scope, from planning to implementation. The selected consultant shall be precluded from participating in any work resulting from the services performed under this RFQ and resulting agreement.

THIS RFQ, AND ANY RESULTING CONTRACT, IS ISSUED AND GOVERNED BY SECTION 287.055, FLORIDA STATUTES

3. STATEMENT OF WORK REQUIRED. The City is seeking to retain a qualified civil/environmental firm with waterway dredging permitting and design experience. Qualified consultant will assist with developing a dredging prioritization list and provide permitting and design services for selected prioritized areas of navigational concern. In order to consider a contract for these services, the City is seeking qualified firms of a diverse, comprehensive, and multi-disciplined professional engineering consulting team to facilitate, coordinate, and provide technical assistance for waterway dredging design, permitting, and mitigation plan development.

The intent of the City is to select one applicant firm capable of providing the engineering services specified herein to the city's navigable waterways (Appendix B) which include but are not limited to the areas listed below. The City may add or remove waterway areas and segments as deemed necessary upon approval of the City Manager.

1. Tatum Waterway
2. Normandy Waterway
3. Biscayne Point
4. Biscayne Waterway
5. Surprise Lake
6. Surprise Waterway
7. Flamingo Waterway
8. Sunset Lake
9. Sunset Islands Canals
10. Collins Canal
11. Waters of Biscayne Bay

The firm selected to enter into a contract with the City will provide the City with the required staff, resources, sub consultants and professional marine, civil and environmental expertise, as are required to effectively perform and complete the project.

This RFQ provides for the engagement of a civil/environmental professional engineering consultant and sub consultant(s) to obtain all necessary permits for dredging, mitigation, performing all requisite tests, samplings & surveys, and preparing contract documents to enable the City to go out for bid for the dredging work.

3.1. Specifications.

PHASE 1 – Develop Prioritized List

- Collect all data necessary to develop a prioritized list for areas of navigational concern
- Consultant will develop a step-by-step action plan detailing the steps to design, permit, and dredge the City waterways.

PHASE 2 - Obtain Conceptual Mitigation and Dredging Permits:

- Collect all data necessary to develop a prioritized list, obtain all required permits from the appropriate regulatory agencies for mitigation and dredging of selected projects, and if applicable provide consulting services to the City on various matters which do not result in drawings or specifications.
- Review of past and current project documents, technical memorandums, meeting minutes, and the conceptual mitigation plan. Develop plans and reports in 30%, 60%, and 100% phases to obtain the necessary conceptual permits.
- Interface and provide associated coordination with Florida Inland Navigation District (FIND), U.S. Army Corps of Engineers (USACE), National Marine Fisheries (NMFS), Florida Department of Environmental Protection (FDEP), including governing board approval, Miami-Dade County Division of Environmental Resources Management (DERM) and other agencies necessary for successful completion of the task to obtain all necessary permits.
- Prepare all permit applications and submittals to obtain all required permits on City's behalf.
- Pay all permits application fees (reimbursed by City through task order capped reimbursable)
- Provide a sampling plan as needed.
- Perform soil and water sample testing and analysis as needed.
- Perform associated geotechnical soil investigations to determine soil types, depths of sediments for selected project areas.
- Provide associated avoidance and minimization of impacts plan to comply with permitting requirements by the regulatory agencies.
- Determine the lateral extent of sediments or lateral extents of area of proposed dredging in project areas.
- Estimate cubic yards of sediment to be removed from the project areas and provide certified engineering cost estimate as required.

- Delineate all resource jurisdictions including but not limited to USACE, FDEP, city, or private control.
- Perform associated environmental assessments, benthic surveys, including possible impacts to aquatic organisms from dredging operations.
- Conduct all associated surveying work (hydrographic survey, drafting legal description and sketches of the State of Florida Sovereign Submerge Lands Lease (SSL) and related easements).
- Prepare, submit and obtain all necessary legal approvals on behalf of the City required to be in place prior to construction activity occurring.
- Provide all cost estimates and schedules necessary during permitting phase.
- Respond and address all permitting agencies' Requests for Additional Information (RAIs) for the project as well as coordinate all efforts necessary with Florida Inland Navigation District (FIND) during the permitting phase of the project (includes all necessary certifications).
- Assist City staff with the preparation of documents related to grant funding requirements set by the appropriate grant agencies.

PHASE 3 - Provide 100% Construction Plans & Specifications for 100% construction bid documents:

- Based on the permitted conceptual design obtained in Phase 2 the selected consultant will develop 100% construction plans and specifications (in 30%, 60%, and 100% phases) and will obtain all necessary construction permits as required by permitting agencies to allow the City to go out for construction bid of the project.
- The construction plans shall identify and make necessary provisions for any regulatory restrictions governing the proposed work as required by all permit regulatory agencies.
- Provide all cost estimates and schedules necessary during the design and permitting phase.
- Provide associated coordination with Florida Inland Navigation District (FIND), U.S. Army Corps of Engineers (USACE), Florida Department of Environmental Protection (FDEP), including governing board approval, Miami-Dade County Environmental Resources Management Department (DERM) and other agencies necessary for successful completion of the task to obtain all necessary permits.
- Respond and address all permitting agencies' Requests for Additional Information (RAIs) for the project as well as coordinate all efforts necessary with the Florida Inland Navigation District's (FIND) during the design and construction phases of the project (includes all necessary certifications).
- Provide turbidity control plan, containment methodology, water quality protection measures, dredge material disposal plan, and related schedule plan of all construction activities associated to the mitigation and dredge work.
- The method of dredging specified shall be proven to be the most efficient and economical based on current industry standards.
- Provide associated compensatory mitigation assessments, monitoring plan, long-term management plan, adaptive management plan and financial assurances as needed by the regulatory agencies.

- Provide associated environmental resources avoidance and minimization of impacts plan as required by the regulatory agencies.
- Prepare bid contract documents to enable the City to go out for bid for the dredging work, including assistance to City staff as needed such as answering bidders' questions or preparing addendums.
- Coordinate all work provided by sub-consultants or sub-contractors to meet the scope of services required in this RFQ.
- Assist city staff with the preparation of documents in relation to grant funding requirements as required by the appropriate grant agencies.

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

RFQ Issued	May 15, 2020
Pre-Proposal Meeting	May 27, 2020 at 2:00 p.m. ET
Deadline for Receipt of Questions	June 9, 2020 at 5:00 p.m. ET
Responses Due	June 29, 2020 at 3:00 p.m. ET
Evaluation Committee Review	TBD
Proposer Presentations	TBD
Tentative Commission Approval Authorizing Negotiations	TBD
Contract Negotiations	Following Commission Approval

5. 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, 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 0100-4. All responses to questions/clarifications will be sent to all prospective Proposers in the form of an addendum.

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

- (1) Dial the TELEPHONE NUMBER: 1- 877-873-8018 (Toll-free North America)
- (2) Enter the MEETING NUMBER: 6312925

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

7. PRE-PROPOSAL INTERPRETATIONS. Oral information or responses to questions received by prospective Proposers are not binding on the City and will be without legal effect, including any information received at pre-submittal meeting or site visit(s). The City by means of Addenda will issue interpretations or written addenda clarifications considered necessary by the City in response to questions. Only questions answered by written addenda will be binding and may supersede terms noted in this solicitation. Addendum will be released through *BidSync*. Any prospective proposer who has received this RFQ by any means other than through *BidSync* must register immediately with BidSync 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.

8. 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

9. 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).

10. 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.

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

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

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

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

SECTION 0200

GENERAL CONDITIONS

TERMS & CONDITIONS –SERVICES. By virtue of submitting a proposal in response to this solicitation, proposer agrees to be bound by and in compliance with the Terms and Conditions for Services (dated April 3, 2020), incorporated herein, which may be found at the following link:

<https://www.miamibeachfl.gov/wp-content/uploads/2020/04/Terms-Conditions-Services-General-4.3.2020.pdf>

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SECTION 0300 PROPOSAL SUBMITTAL INSTRUCTIONS AND FORMAT

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

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

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

1. Bid Submittal Questionnaire (submitted electronically).

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

4. ELECTRONIC PROPOSAL FORMAT. In order to maintain comparability, facilitate the review process and assist the Evaluation Committee in review of proposals, it is strongly recommended that proposals be organized and tabbed in accordance with the tabs, and sections as specified below. The electronic submittal should be tabbed as enumerated below and contain a table of contents with page references. The electronic proposal shall be submitted through the "Line Items" attachment tab in BidSync.

TAB 1	Cover Letter & Table of Contents
<p>1.1 Cover Letter and Table of Contents. 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>	

TAB 2	Experience & Qualifications of the Firm
<p>2.1 Qualifications of Proposing Firm. 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:</p> <ul style="list-style-type: none"> ▪ marine surveying; and ▪ coastal engineering and environmental permitting services for waterway maintenance dredging or marina maintenance dredging; <p>For each project that the Proposer submits as evidence of similar experience for the firm and/or any principal, the following is required: project description, agency name, agency contact, contact telephone & email, and year(s) and term of engagement. For each project, identify whether the experience is for the firm or for a principal (include name of principal).</p>	

TAB 3**Experience & Qualifications of the Team**

3.1 Qualifications of Proposer Team. Provide an organizational chart of all the prime 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. with emphasis on the following areas of expertise:

- marine surveying; and
- coastal engineering and environmental permitting services for waterway maintenance dredging or marina maintenance dredging;

For each project submitted as evidence of experience for the team members, the following information is to be included: project description, proposer's role in the project (with specificity); agency name, agency contact, contact telephone & email, and year(s) and term of engagement.

3.2 Project Manager. Submit the name of the project manager that shall be the primary representative to the City. Include a resume of the project manager, including education, licensure, relevant experience, and any other pertinent information, and why the proposer believes this individual is best suited to serve as project manager for this engagement.

TAB 4**Approach and Methodology**

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, its approach and methodology to the following areas of work:

- the permitting and design services related to waterway dredging;
- evaluation of the city's waterways and identification of dredging priorities based on navigational constraints;
- obtaining all necessary environmental permits; and
- overseeing construction and mitigation activities.

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 in accordance with the following criteria.

Qualitative Criteria	Maximum Points
Experience and Qualifications of the Proposing Firm	30
Experience and Qualifications of the Team	30
Approach and Methodology	40
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						
Veteran 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:							
<table border="1"><tbody><tr><td>Less than \$250,000</td><td>5</td></tr><tr><td>\$250,000.01 – \$2,000,000</td><td>3</td></tr><tr><td>Greater than \$2,000,000</td><td>0</td></tr></tbody></table>	Less than \$250,000	5	\$250,000.01 – \$2,000,000	3	Greater than \$2,000,000	0	5
Less than \$250,000	5						
\$250,000.01 – \$2,000,000	3						
Greater than \$2,000,000	0						
TOTAL AVAILABLE STEP 2 POINTS	10						

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

MIAMI BEACH

Special Conditions

2020-161-ND
PROFESSIONAL COASTAL
ENGINEERING SERVICES FOR
WATERWAY DREDGING

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

1. **Term of Contract.** It is expected that any resulting agreement shall be valid for a term of three (3) years from the effective date. The contract could be extended for an additional two (2), three (3) year terms, at the sole discretion of the City Manager.
2. **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.
3. **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).
4. **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.
5. **Licensure.** Consultant shall hold an “Engineering Business” certification from State of Florida, Division of Business and Professional Regulations and any other applicable license or certification.

APPENDIX B

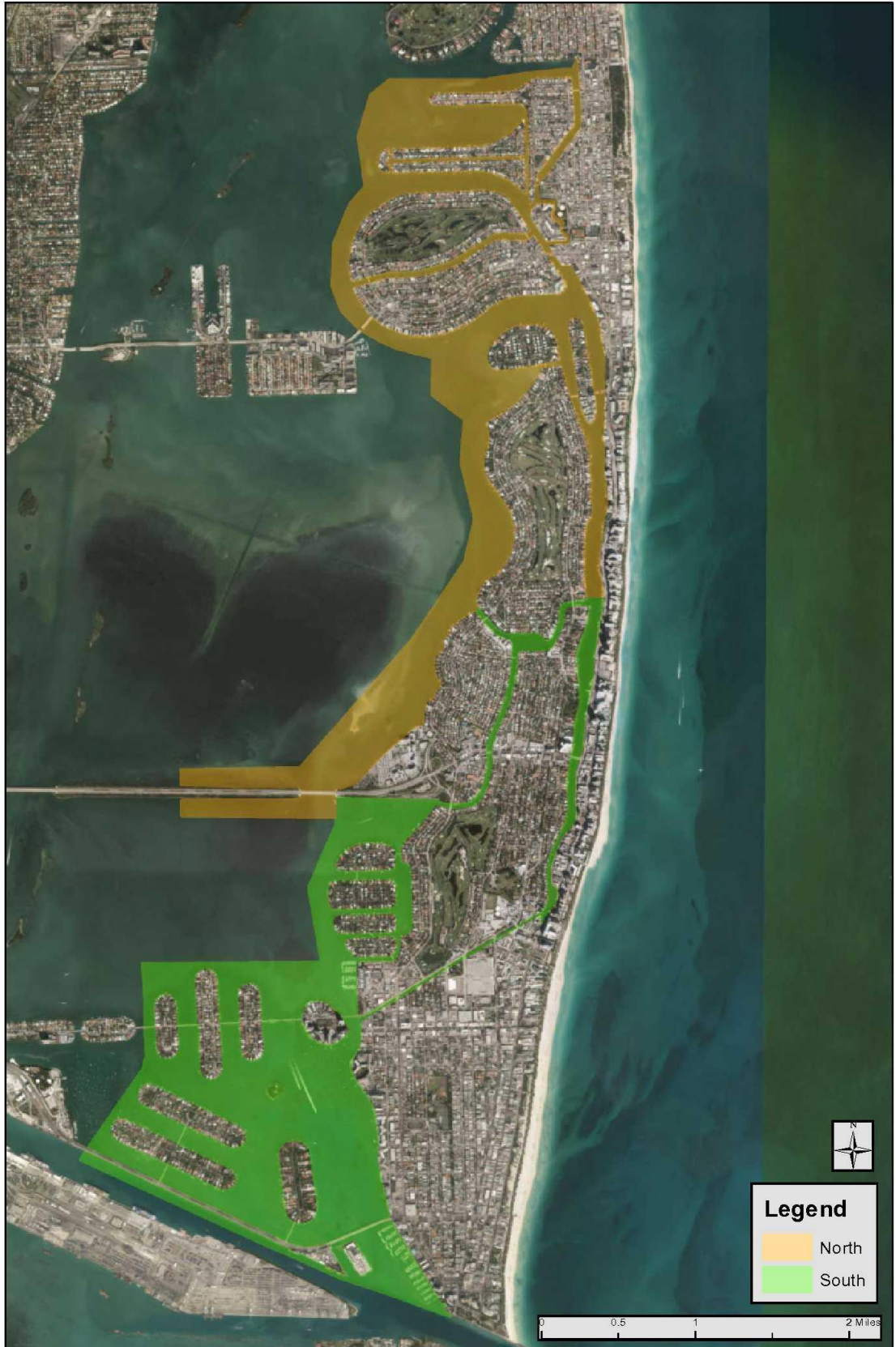
MIAMI BEACH

Waterways Area Map

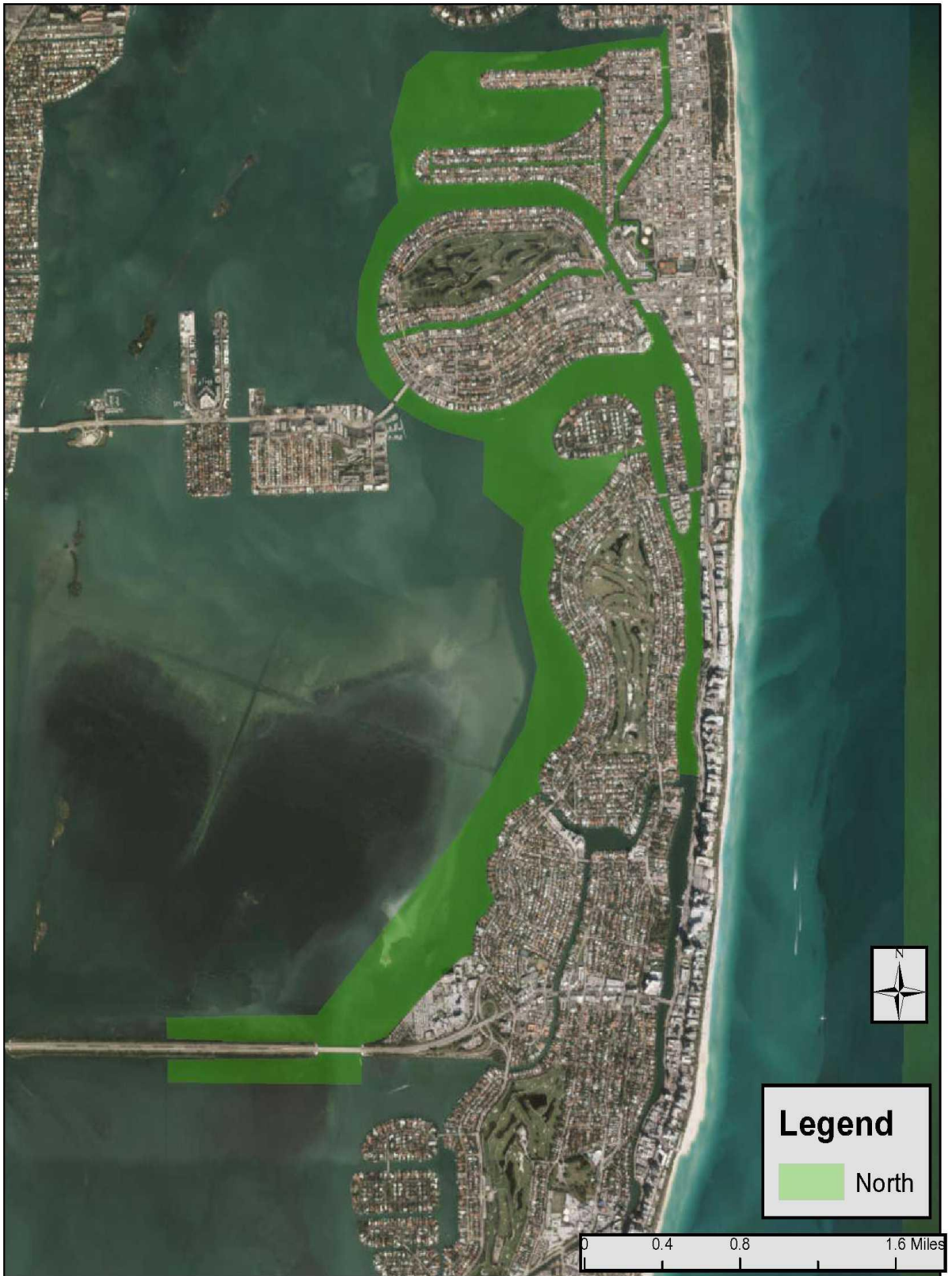
2020-161-ND
PROFESSIONAL COASTAL
ENGINEERING SERVICES FOR
WATERWAY DREDGING

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

Miami Beach Waterways



Miami Beach Waterways (North)



Miami Beach Waterways (South)

