



Conducting Business with the City of Miami's Capital Improvements Program

Construction Related
Professional Services

Capital Improvements Program
444 SW 2nd Avenue, 8th Floor
Miami, Florida 33130

www.miamigov.com/capitalimprovements

Agenda

- | | | |
|-------|-----------------------------------|----------------------|
| I. | Introduction | Ola O. Aluko |
| II. | Competitive Selection/RFQ Process | Gary Fabrikant |
| III. | Evaluation of Proposals Process | Gary Fabrikant |
| IV. | Negotiating Agreements | Gary Fabrikant |
| V. | Invoicing Payment Process | Pilar Saenz Gonzalez |
| VI. | Existing Agreements | Gary Fabrikant |
| i. | Work order Process | Gary Fabrikant |
| VII. | Design Requirements Process | David Mendez |
| VIII. | Q & A | Gary Fabrikant |



Capital Improvements Program

Centralized responsibility for capital construction and construction related services, including but not limited to:

- Architectural & Engineering Services
- Construction Observation Services
- Surveying
- Geotechnical Testing
- Testing Services
- Construction



Professional Services Contracts

Opportunities are to professional service consultants on either a prime or subconsultant basis. The following are examples of the types of services the City utilizes on either basis

Prime

- Architectural
 - Civil
 - Environmental
 - Construction Observation
 - Surveying
 - Testing Services
 - Design Criteria Professional
- Capital Improvements Program

Subconsultant

- Landscape Architectural
- Structural Engineering
- MEP
- Sustainable design
- Transportation
- Marine / Coastal
- Estimating

Types of Professional Services Agreements

- Project Specific
 - A solicitation is issued for a specific project(s) and an agreement is entered into solely for the project
- Miscellaneous Services
 - A solicitation is issued to establish a pool of consultants under contract for a specific discipline or a specific lead discipline.



Competitive Selection Process

Selection of firms to provide professional services is done through a Request for Qualification solicitation process in accordance with Florida Statute §287.055

Selection of firm(s) to provide services is based solely on qualifications without the initial consideration of cost.



Selection Process Overview

- Request for Qualifications Drafted
- Request for Qualifications Issued
- Advertised in four publications
 - Diario Las Americas
 - Le Libre
 - Miami Business Review
 - The Miami Times
- Only available for download from
<http://www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/Default.asp>
- Responses submitted
- Responses reviewed for compliance with RFQ Requirements (Responsiveness)
- Responses evaluated by Selection Committee (Committee)
- City Manager Approves Committee recommendation
- CIP Negotiates Agreement(s)
- Award



RFQ Documents

- Samples of typical one-time and miscellaneous RFQs will be posted on CIP's webpage

<http://www.miamigov.com/CapitalImprovements/pages/>

- Samples will include
 - Minimum qualification requirements
 - Submittal requirements including forms to be completed
 - Specific format for submission
 - Due date time and location



Date, Time & Location for Submission

- Responses must be submitted at the specified location
- Responses must be submitted prior to the stipulated date and time

Do not wait until the last minute to submit

Late submission will be accepted by the City Clerk but will not be considered by the Evaluation Committee as they will be rejected as non-responsive



Late Submissions

- CIP's Top Ten
 - Caught in traffic
 - Could not find parking
 - Traffic accident
 - Delay in the City Hall security line
 - Long line at the City Clerk's Office
 - City Clerk was too slow
 - Delivery Service was late
 - Thought it was due at the MRC
 - Got lost
 - My watch said I was on time



RFQ Document

**SUBSTANTIAL CHANGES HAVE BEEN MADE IN THE
RFQ, ESPECIALLY IN THE AREA OF SUBMISSION
REQUIREMENTS**



Section 1

Introduction to RFQ

- **Section 1.3 – Submission Requirements**
 - 1 original & 7 hard copies
 - 1 digital media copy on CD-ROM in .pdf format
- **Section 1.4 - Cone of Silence**
 - Starts when RFQ issued and ends with City Manager's written recommendation of award
 - All request for information must be submitted in writing to the individual identified in this Article
 - Failure to comply may result in the disqualification of the response



Section 1

(Continued)

- **Section 1.6 – Additional Information or Clarifications**
 - All changes will be issued in writing as an addendum
 - All addenda are posted on the CIP webpage previously noted
 - It is the sole responsibility of the Proposer to ensure they obtain any addendum.
- **Section 1.7 – Award of an Agreement**
 - City is under no obligation to make an award
 - City may award more than one Agreement under Miscellaneous Service RFQs



Section 1

(Continued)

- **Section 1.8-Agreement Execution**

- By submitting a Response, Proposer agrees to be bound by and execute the Professional Services Agreement (Agreement) included as part of the RFQ
 - Proposer can submit proposed comments, requested changes, or request for clarification to the Agreement with its response for consideration by the City
 - The City will not consider any requests that are not included in the Response
 - Comments that the Agreement will be subject to negotiation will not be considered
 - The City reserves the right to revise the proposed Agreement at its sole discretion

Negotiation of Agreements will be addressed later in the presentation



Section 1

(Continued)

- **Section 1.10 Submittal Instructions**
 - Responses must be submitted in a sealed envelope or package with the RFQ number, title and opening date & time noted on the outside
 - Failure to do so may result in the Response not being considered
 - CIP in its sole discretion may require the submission of additional documentation that CIP determines is necessary to complete the evaluation process.
 - Samples of the types of information are included in the RFQ



Section 1

(Continued)

- **Section 1.13 – Key Personnel**

- Key Personnel must be identified in the Response
 - Only identify the Key Personnel
 - Key Personnel are those individuals employed by the Proposer or Subconsultant who will play a key role in the performance of the Work.
 - Key Personnel do not include interns, CADD, any admin positions, 2nd tier architects & engineers, principals or anyone else who will not be involved in the Project
- Key Personnel cannot be changed prior to execution of the Agreement, unless they are no longer employed by the Proposer
 - Change of Key Personnel even under this circumstance may result in the rejection of the Response prior to execution of an agreement



Section 1

(Continued)

THIS IS A MAJOR CHANGE

- **Section 1.15 – Review of Responses for Responsiveness**
 - Each bid will be reviewed to determine if it is “responsive”. This includes but is not limited to:
 - Confirming date & time submitted
 - All required copies submitted
 - Response is properly executed
 - Proposers acknowledges receipt of any addendum
 - All required City Forms and other required documents have been submitted
 - Response is submitted in the required format
 - Proposer meets the minimum qualification requirements of the RFQ

Failure to comply will result in the rejection of a Response as “Non-Responsive” and it will not be considered



Section 1

(Continued)

- **Section 1.16 – Disqualification**
 - Appearance of collusion will result in the disqualification of a Response pending clarification to substantiate that collusion does not exist
 - Responses from Proposers in arrears to the City will result in an automatic determination of “Non-Responsible” and the Response will not be considered
 - The City, at its sole discretion may reject Responses from Proposers who have filed a lawsuit against the City
 - Where the City determines that information provided is substantially inaccurate, misleading, exaggerated, or incorrect the Response will be rejected.



Section 3

RFQ General Conditions

- **Section 3.5-Minimum Qualification Requirements**
 - Typically Proposers must have a minimum of five years experience under its current name and ownership.
 - City may consider Responses from Proposers where the firm has undergone a name change within the last five years

Critical to review this section for each RFQ the City issues. The Minimum requirements may be changed on an RFQ by RFQ basis

Do not submit a Response if you do not meet the minimum qualification as the Response will be rejected

Section 4

Instructions for Submitting a Response

- **Section 4.1 – Submission Requirements**
 - Responses must contain the documents & forms required by Section 4.1A
 - Responses must be submitted in the format contained in Section 4.1B
 - Do not submit any information not requested
 - They will not be considered and will not be provided to the Evaluation Committee
 - May adversely impact the evaluation of the Response



Section 4

(continued)

- **Section 4.1 – Submission Requirements** (continued)
 - Response cover, section dividers, & back
 - Use heavy stock paper
 - Not to exceed 100# paper
 - Do not use hard covers such as 3 ring binders
 - Double sided printing is permitted provided that the Response complies with the format set forth in Section 4.1B



Section 4.1A

Contents of Qualification Statement



RFQ-PL (Proposal Letter)

Provide brief overview of the Proposer's firm & why it should be selected

***Request for Qualifications
Proposal Cover Letter***

RFP TITLE: _____

RFQ No. : _____

Proposer: _____

Name: _____

Address: _____

FEIN #: _____ Florida Corporation No.: _____

Proposer's Contact Person: _____

Name: _____

Title: _____

Telephone #: _____ E-Mail: _____

Certification of Compliance with Minimum Qualification Requirement(s)
By signing below the Proposer certifies that it meets the minimum requirements set forth in the RFQ.

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

Form RFQ-PL



Form RFQ-N (Narrative)

*Request for Qualifications
Proposal Narrative Form*

RFQ Title: _____

RFQ Number: _____

Name of Proposer: _____

In the space provided below respond to the requirements for Section 4.1 A. 2. of the RFQ.

RFQ-N



RFQ-QP Qualifications of the Firm



Request for Qualifications Qualifications of Proposer

Instructions

This form is to be completed and submitted in accordance with the requirements of the RFQ to which your firm is responding. Do not leave any blanks or fail to provide any information or details that are required. Failure to submit this form or the use of any other form will result in the rejection of a proposal as non-responsive. The failure to provide the information or details required by the form may result in the rejection of a Response a non-responsive.

RFQ Solicitation No.: _____ RFQ Title: _____

Name of Proposer: _____

Primary types of services provided (residential, residential high-rise, mixed use, offices, park facilities, gov't offices, etc.): _____

Type of Firm: Corporation LLC Partnership Sole Proprietor Joint Venture Other

Certified Small or Minority Owned Business: Yes No Issued By (name): _____

Type of Ownership Certification(s): _____

Is this the Proposer's Office its main office? Yes No If No, main office location: _____

Will Proposer rely on any other branch or subsidiary office to perform the work? Yes No

If yes, location of these offices: _____

Number of years in business under current name: _____. If firm has undergone a name change in the past 5 years, provide prior name & number of years in business under this name (not a result of a sale of the firm): _____

Type and number of projects completed in the past 5 years:

Design-Bid Build: _____ Design/Build: _____ CM@Risk : _____ N/A

Private Sector: _____ Federal Gov't: _____ State/County/Municipal: _____

City of Miami: _____ Name of Projects: _____

Residential/Residential High-rise: _____ Office: _____ Mixed Use: _____

Retail: _____ LEED or Green Globe Certified Projects: _____

Other (specify): _____

Request for Qualifications Qualifications of Proposer Form RFQ-QP

Number of Employees: _____ Licensed Architects: _____ Licensed Engineers _____
LEED-AP Professionals _____ Licensed General Contractors _____ Licensed Surveyors _____
CTQP Licensed Inspectors _____ Other(list) _____

List, explain and provide the status of all claims, lawsuits, and judgments pending or settled within the last 5 years: (add additional pages if necessary)

Brief History of the Firm:

In the remaining space on this page provide a brief history of the Proposer's Firm:



RFQ-QT Qualifications of the Team

A 1 page resume is required for each of the key personnel

Request for Qualifications Qualifications of Proposer's Team

Instructions

This form is to be completed and submitted RFQ in accordance with the requirements to which your firm is responding. Do not leave any blanks or fail to provide any information or details that are required. Failure to submit this form or the use of any other form will result in the rejection of a proposal as non-responsive. The failure to provide the information or details required by the form may result in the rejection of a Response a non-responsive.

RFQ Solicitation No.: _____ RFQ Title: _____

Name of Proposer: _____

Subconsultants:

Name of Firm	Office Location: City/State	Discipline(s) to be provided	License No.	LEED Certified Staff	
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Request for Qualifications Qualifications of Proposer's Team

Key Personnel


Only include personnel who will play a key role in the Work. Do not include personnel for positions such as CADD Technicians, Inter or Associate level staff, and other similar support personnel. As stipulated in the RFQ a 1 page resume is to be included for each of the key personnel. For Miscellaneous Services Agreements the Project Manager will be the lead point of contact for the City.

Name	Role	Name of Firm	License No.	Years Experience	Years with Firm	LEED Certified
_____	<u>Project Manager</u>	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>



Form RFQ-WC Workload Capacity

- Must be completed for each of the Key Personnel identified on Form RFQ-QT



***Request for Qualifications
Qualifications of Proposer
Key Personnel Workload Capacity***

Instructions: This form is to be completed for each of the Key Personnel identified in Form RFQ-QT. Month 1 is to be calculated starting the 3rd month after the month the RFQ is due. (If the RFQ is due in March then Month 1 would be June).

RFQ Title: _____ RFQ Solicitation No.: _____

Name of Key Personnel: _____

Name of Project	Owner of Project	Value of Project	Role in Project	Status of Project

Availability based on % of time per month

Month 1 _____	Month 2 _____	Month 3 _____
Month 4 _____	Month 5 _____	Month 6 _____
Month 7 _____	Month 8 _____	Month 9 _____
Month 10 _____	Month 11 _____	Month 12 _____

Status Abbreviations:

PD= Pre-Design	P=Permitting
SD = Schematic Design	CA=Construction Administration
DD = Design Development	PC- Post Construction
CD = Construction Documents	

Form RFQ-WC 02/18/09



Form RFQ-DPP

Design Philosophy & Process

Provide brief explanation of the Proposers Design Philosophy & Process as it relates to this Project(s)

Request for Qualifications
Proposal Design Philosophy & Process

RFQ Title: _____
RFQ Number: _____
Name of Proposer: _____

In the space provided below respond to the requirements from the applicable section of the RFQ for Design Philosophy & Process.

RFQ-DPP



Form RFQ-T (Technical Capabilities)

Address issues relating to Quality Control, Value Engineering, and Coordination as stated in RFQ

***Request for Qualifications
Technical Capabilities***

RFQ Title: _____
RFQ Number: _____
Name of Proposer: _____

In the space provided below respond to the requirements for Design & Construction Approach & Process, Section 4.1 A. 8. of the RFQ.

RFQ-T



Form RFQ-PM

Experience of Project Manager

This is in addition to information provided on Form RFQ-QT

Request for Qualifications
Qualifications of Proposer Project Manager

Instructions (one page per project)

For the Project Manager provide the following information for completed projects within the past five (5) years, where the individual served as the Project Manager for the stated project. Each project submitted should be of equal or greater scope, size, and complexity. Complete all required information and submit this Form as required by the RFQ. Failure to submit this Form or complete the Form may result in the Response being rejected as non-responsive. List no more than 5 projects: Reference form RPQ-PM-R must be submitted for each Form RFQ-PM that is submitted.

RFQ Solicitation No.: _____ - RFQ Title: _____

Name of Proposer: _____ Name of Project Manager: _____

Name of Project: _____ Address of Project: _____

Name of Owner: _____ Contact Name: _____

Contact Telephone No. _____ Contact e-mail address: _____

Brief Scope of Project & how project is similar: _____

Value of Design Fees: Awarded: _____ Actual: _____ N/A

Basis for difference in value: _____

Value of Construction: (if applicable): Awarded: _____ Actual: _____ N/A

Basis for difference in value: _____

Project Completion (no. of calendar days): Projected: _____ Actual: _____ N/A

Type of Project: design-bid-build design/build CM@Risk Other (specify): _____

LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____

Was work performed as an employee of the Proposer? Yes No

By: _____

Signature of Authorized Officer

Date

Printed Name

Title

RFQ-PM




Form RFQ-PM-R

Project Manager Reference Letters

Form must be submitted for each Form RFQ-PM submitted

City of Miami



PEDRO G. HERNANDEZ, P.E.
City Manager

To Whom it May Concern

Subject: Reference Letter for Consultant's Project Manager

Name of Proposer: _____ Name of Project Manager: _____

The above referenced Consultant is submitting on a Request for Qualifications that has been issued by the City of Miami. We require that the Proposer provide written references for their Project Manager (PM) with their submission and by providing you with this document the Consultant is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information your feel is pertinent.

Name of Project: _____

Scope of work: _____

Value of project: \$ _____ Value of Design Services: _____

Delivery method: Design-Bid-Build CM@Risk Design-Build Other (_____)

Construction completed on time & within budget: Yes No

If no, did the PM at contribute to the delay(s) or increased cost? Yes No

Quality of Design: Above expectations Average Below Expectations

Errors and Omissions: Above expectations Average Below Expectations
(Above expectations means there were fewer errors & omissions than anticipated)

Did Errors & Omissions result in increased construction cost? Yes No

Was the Project Manager responsive to the Owner & Contractor? Yes No

Was the Project Manger timely with reviews and submittals? Yes No

Did the Project Manger quickly resolve issues as they arose? Yes No

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Gary Fabrikant
Assistant Director

RFQ-PM-R



Form RFQ-PP

Proposer's Project Experience

Only include projects that have been completed that are of a similar size, scope, complexity, and comparable

Request for Qualifications
Qualifications of Proposer Form RFQ-PP

Instructions (one page per project)

Proposer shall complete the following information for completed projects within the past five (5) years, where the Proposer believes the project is of equal or greater scope, size, and complexity that best represents its ability to complete this Project. Complete all required information and submit this Form as required by the RFQ. Failure to submit this Form or complete the Form may result in the Response being rejected as non-responsive. List no more than 5 projects. Reference form RPQ-PP-R must be submitted for each Form RFQ-PP that is submitted.

RFQ Solicitation No.: _____ RFQ Title: _____
Name of Proposer: _____ Name of Project: _____
Address of Project: _____
Name of Owner: _____ Contact Name: _____
Contact Telephone No. _____ Contact e-mail address: _____
Brief Scope of Project & how project is similar: _____

Value of Design Fees: Awarded: _____ Actual: _____ N/A
Basis for difference in value: _____
Value of Construction: (if applicable): Awarded: _____ Actual: _____ N/A
Basis for difference in value: _____
Project Completion (no. of calendar days): Projected: _____ Actual: _____ N/A
Type of Project: design-bid-build design/build CM@Risk Other (specify): _____
LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____
By: _____
Signature of Authorized Officer _____ Date _____

Printed Name _____ Title _____

RFQ-PP




Form RFQ-PP-R

Proposer's Reference Letters

Form must be submitted for each Form RFQ-PP submitted

City of Miami



PEDRO G. HERNANDEZ, P.E.
City Manager

To Whom it May Concern

Subject: Reference Letter for Consultant

Name of Proposer: _____

The above referenced Consultant is submitting on a Request for Qualifications that has been issued by the City of Miami. We require that the Proposer provide written references with their submission and by providing you with this document the Consultant is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information your feel is pertinent.

Name of Project: _____

Scope of work: _____

Value of project: \$ _____ Value of Design Services: _____

Delivery method: Design-Bid-Build CM@Risk Design-Build Other (_____)

Design completed on time & within budget: Yes No

If no, was the Consultant at fault or contribute to the delay(s) or increased cost? Yes No

Quality of Design: Above expectations Average Below Expectations

Errors & Omissions: Above expectations Average Below Expectations
(Above expectations means there were fewer errors & omissions than anticipated)

Did Errors & Omissions result in increased construction cost? Yes No

Did Consultant provide Construction Administration services? Yes No limited scope

Was the Consultant responsive to the Owner & Contractor?: Yes No

Was Consultant timely in its reviews and submittals? Yes No

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,
Gary Fabrikant
Assistant Director

RFQ-PP-R



Agreement Provisions

- As stated in Section 1.8 Proposers may submit comments and requests for revisions to the standard Agreement for consideration by the City
 - No response means Proposer has no comments or revisions
 - If Proposer has comments or revisions the Proposer must
 - Include a hard copy of the Agreement that reflects the proposed revisions or comments as part of the Response prepared in MS Word using the Track Changes mode.
 - Include in the required digital copy a copy of the MS-Word document in MS-Word format (not in .pdf format)
 - Failure to comply with these requirements will result in the City not considering any of the comments or recommended revisions



Section 4.1B

Response Submission Format



- **Responses must be submitted in the following format**
- **Responses that do not comply with the format will be rejected as non-responsive and will not be considered.**



Section 1

- RFQ-PL Proposal Letter
- RFQ-N Narrative
- RFQ-QP Qualifications of Proposer
- RFQ-QT Qualifications of Team
- RFQ-PM Qualifications of Project Manager
- RFQ-DPP Design Philosophy and Process
- RFQ-T Technical Approach



Section 2

- RFQ-PM-R Project Manager's Reference Forms



Section 3

- RFQ-PP Proposer's Project Experience
- RFQ-PP-R Proposer's Project Reference Letters



Section 4

- Resumes of Key Personnel
- RFQ-WC Workload Capacity



Submission of Responses

- Responses must be submitted to:

**Ms. Priscilla A. Thompson, City Clerk
City of Miami
Office of the City Clerk
3500 Pan American Drive
First Floor
Miami, Florida 33133**

Proposers can only submit 1 Response & cannot be a subconsultant on another Proposal for the same solicitation



Evaluation Committee

- Appointed by the City Manager
- Typically consists of five individuals
- Meeting(s) are public meetings
- Announcement of meeting is posted on the City Clerk's calendar (which can be accessed on their webpage)
- Interviews of Proposers will be held at the discretion of the Committee
 - All Proposer or just short-listed Proposers may be invited
 - Typically consists of a 2-5 minute introduction by the Proposer followed by a question & answer session
 - No presentations materials can be used and no handouts are permitted
 - Responses are constrained to information contained in the Response



Evaluation Committee (continued)

- Committee will short-list a minimum of three (3) firms as required by CCNA
- Committee Chairperson will submit the Committee's written recommendation to the City Manager for approval
- Subsequent to approval by the City Manager the written recommendation & rankings will be posted on the CIP webpage
 - The Cone of Silence is lifted upon approval of the written recommendation by the City Manager
- Negotiations will be conducted by CIP with the recommended firm(s) based on the ranking



Negotiations

- Selected proposers will be required to provide a price proposal utilizing the forms shown in the following slides
 - Horizontal projects will be negotiated using the City's "Staff Hour & Estimating Guidelines-2009"
- Upon receipt of the price proposal the City will review the documents and either respond in writing with comments & suggested revision or conduct negotiation session(s)
 - The City may request any information it deems necessary to determine if the proposal is fair & reasonable & acceptable to the City
 - Hourly rates are to be "raw rates"
 - City at its sole discretion will either require employee specific rates or average rates



Negotiations (continued)

- Multiplier
 - The City will base the multiplier based on a multitude of factors including but not limited to:
 - Most recent financial audit
 - FDOT approved factor (Lorraine Odom letter)
 - Maximums the City will pay
 - Office – 2.9
 - Field – 2.4
 - Based on the information furnished the City will approve the lowest multiplier
 - City may request a certified or other financial audit statement to determine
 - Office & field overhead rates as a % & Fixed Capital Cost of Money (FCCM)



Negotiations (continued)

- City will typically not allow administrative salaries as direct expenses as they are typically covered under the multiplier
- City will review and respond to the Agreement comments and proposed revisions submitted with the Response
- As part of the price proposal Consultant must clearly identify specific information
 - Miscellaneous Services Agreements
 - Hourly “raw “ or average rates per position for key personnel
 - Fee spreadsheet is not required
 - Insurance Certificates meeting the Agreement requirements



Negotiations (continued)

- One-Time Agreements
 - Hourly “raw “ or average rates per position for key personnel
 - Deliverables
 - Compensation based on deliverables
 - Timeframe for completion of each deliverable
 - Insurance Certificates meeting the Agreement requirements



Price Proposal Fee Spreadsheet

- Require for Proposer & each Subconsultant

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Project: _____ Consultant Name: Enter name of prime or subconsultant
 Project No.: B- Description: _____ Contract No.: enter consultants proj. number
 Date: 3/3/2009
 Estimator: insert name

Job Classification Staff	STAFF CLASSIFICATION														Staff Hours	Salary	Average			
	Position 1 name		Position 2 name		Position 3 name		Position 4 name		Position 5 name		Position 6 name		Position 7 name					By	Cost By	Rate Per
	Rate:	Man hours	Cost/ Activity	Man hours	Cost/ Activity	Man hours	Cost/ Activity	Man hours	Cost/ Activity	Man hours	Cost/ Activity	Man hours	Cost/ Activity	Activity						
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				
Total Staff Hours																				
Total Staff Cost																				
Total % of Work by Position																				

ESTIMATE OF SURVEY CREW COSTS

3 - man Survey Crew: _____ crew days at _____ / day = \$ _____

4 - man Survey Crew: _____ crew days at _____ / day = \$ _____

Notes:

- This sheet is to be used by Prime Consultant to calculate the Grand Total Fee.
- Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.
- The basis for work activity descriptions shall be the FICE/FDOT Standard Scope and Staff Hour Estimation Handbook.

1 - SUBTOTAL ESTIMATED FEE: (multiplier 2.9) _____

Subconsultant: Enter Name of Sub 1 _____

Subconsultant: Sub 2 _____

Subconsultant: Sub 3 _____

Subconsultant: Sub 4 _____

Subconsultant: Sub 5 _____

2 - SUBTOTAL ESTIMATED FEE: _____

Geotechnical Field and Lab Testing: _____

Survey Fee (or Survey Crew Fee): _____

Other Misc. Fee: Enter Fee Description _____

3 - SUBTOTAL ESTIMATED FEE: _____

Additional Services (Allowance): _____

Reimbursables (Allowance): _____

GRAND TOTAL ESTIMATED FEE: _____

City of Miami, C.I.P. Form 117, Revised 9/15/08



Invoice Process

- Use CIP invoice or payment request forms
- To be processed for payment an invoice, at a minimum must include:
 - Unique Number
 - Consultants who work on multiple contracts or projects cannot repeat an invoice number
 - Invoices numbers are to begin with the B# (i.e., B305028-001)
 - Purchase Order Number
 - Description of items services or item purchased
 - Contact Information
 - Amount due
 - Invoice Date
 - Payee Information
 - Documents required by contract



Payments

- Consultants should submit invoices within 30 days of rendering services
- Finance Department issues all payments
 - City issues payments in accordance with Local Government Prompt Payment Act
 - Accounts Payable issues checks weekly on Tuesdays
 - Checks cannot be picked-up
- Fiscal Year Reconciliation
 - Timely submission of invoices is critical
 - All purchase orders with balances are closed
 - Balances of purchase orders are re-established once budget is fully loaded in City's financial system



Invoice Rejection

- Reasons for rejection
 - Services not complete
 - Invoice not properly completed
 - Insufficient backup documentation includes
 - No release of liens
 - Documentation to substantiate reimbursable expenses
 - Consultant will be notified in writing of basis for rejection
 - Partial payments may be made



ACH/Direct Deposit Authorization

- Forms are available on city website
 - <http://www.miamigov.com/Finance/pages/>
 - Forms must be completed & signed by an authorized representative of the company
- A copy or original bank check marked “void” must be attached
- Return forms to the City’s Finance Department
 - Mail: City of Miami, Finance Dept. 444 SW 2nd Ave, 6th Floor, Miami, Florida 33130
 - Fax: 305-400-5109
 - E-Mail: payables@miamigov.com



Vendor Registration

- All companies conducting business with the City must register
 - Registration is completed through the City's Purchasing Department webpage:
 - <http://www.miamigov.com/Procurement/pages/SupplierCorner/default.asp>
 - 24 hour access to vendor account
 - Vendors are responsible for making sure their information is up to date



Miscellaneous Services Agreements

- Solicitation establishes a pool of Consultants under contract to the City
- City will utilize these agreements as one of its options in obtaining Professional Services
- As projects become available Consultants will be selected
 - Projects are awarded through a work order process
 - Selection is based on several factors
 - Equitable Distribution
 - Past Performance
 - Expertise
 - Workload Capacity



Work Order Process

Note: Instructions and forms are available on the CIP webpage

- Project is identified
- Project Manager contacts selected consultant to submit a Work Order Proposal
 - Forms are those previously shown under Price Proposal Letter and Spreadsheet
 - Proposer should check to make sure insurance certificates are up to date
 - Projects will not be awarded unless insurance is up to date
 - Proposer will be given a timeframe for submission of the Work Order Proposal
 - Rates & personnel must correspond to the Agreement
 - Written requests must be made in advance to add new or change subconsultants
 - City reserves the right to award the project to another Consultant if the requested proposal is not submitted within the timeframe.



Work Order Process

- CIP will review the proposal and provide feedback on the proposal or negotiate revisions to the proposal
 - City reserves the right to award the project to another Consultant if CIP is unable to timely negotiate an agreement
- Upon acceptance of the Work Order Proposal, as may be revised, the Project Manager will prepare a Work Order Form to obtain required City approvals
- After the Work Order Form is approved a Purchase Order will be issued by the Purchasing Department
- Upon issuance of a Purchase Order a Notice to Proceed will be issued



Agreements

- Consultants will be required to perform the services required under the agreement
- Consultant is responsible for the quality and accuracy of its design
- Any Additional Services will be approved through the Work Order Proposal process & procedures
- Reimbursables will only be paid for as stipulated in the Agreement and where sufficient supporting documentation is provided. No mark-up is permitted on reimbursables.
- Consultant must use the City's invoice form available on the CIP webpage
- Consultant can request a maximum increase of 3% in any 1 year



Designs & Specifications

- Plan Notes
 - Do not include any contractual details
 - Notes should only be technical in nature
- Specifications
 - Terms & Conditions are not to be included in the Technical Specifications
 - Do not use CSI 0100
 - Project Manager should provide Consultant with a copy of the City's bid document
 - Consultants need to review the bid document carefully to determine if any additional special conditions are required or if revisions should be made to existing City provisions
 - Consultant should separately submit any proposed additions or revisions to existing City provisions



Pre-Qualification Program

- CIP anticipates establishing a Consultant pre-qualification program before the end of 2009
- Consultants will be required to be pre-qualified to be eligible to seek work from the City
 - Pre-qualifications will need to be renewed most likely every 2 years
 - Consultant solely responsible for maintaining up to date information
- Performance evaluations will impact the ability to receive work from the City

