



Purchasing Department
201 Westward Drive
Miami Springs, FL 33166-5259
Phone: (305)805-5035
Fax: (305)805-5018
romerot@miamisprings-fl.gov

Tammy Romero
Professional Services Supervisor

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS (RFQ) # 03-13/14

Architectural, Engineering, Planning, Design and Staff Support Services

Sealed Request for Qualifications (RFQ) for the **Architectural, Engineering, Planning, Design and Staff Support Services**, MIAMI SPRINGS, FL will be received until **2:30 P.M. on Thursday, October 2nd, 2014**, via the City Clerk, on the 2nd floor, Miami Springs City Hall, 201 Westward Drive, Miami Springs, Florida 33166.

Responses will then be transferred to the Council Chambers. At time, date, and place noted above, RFQ's will be publicly opened. Any responses received after time and date specified will not be considered and returned to the proposer unopened.

A **Mandatory Pre-Conference** will be held at **9:30 AM on the 16th day of September 2014** at Miami Springs, Council Chambers, 2nd Floor, 201 Westward Drive, Miami Springs, Fl. 33166.

Deadline to request any additional information/clarification will be Friday, September 19th, 2014.

This Request for Qualifications (RFQ) is available upon written/fax request at romerot@miamisprings-fl.gov, (305)805-5018 or the City's Purchasing Department at 201 Westward Drive, 1st floor, Miami Springs, Florida 33166. All requests must be accompanied by name, address, phone and fax number. To verify receipt of request, please contact Tammy Romero at romerot@miamisprings-fl.gov.

The City of Miami Springs reserves the right at any time to modify, waive, or otherwise vary the terms and conditions of this Request for Qualifications including, but not limited to, the deadlines for submission, the submission requirements and the Scope of Work. The City further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Qualifications at any time. The Proposer, who is otherwise competent, and submits the lowest responsive and responsible Response, shall, subject to the conditions, limitations and restrictions previously set forth herein, be awarded the Request for Qualifications, subject to the negotiation of a mutually acceptable Contract with the City.

City of Miami Springs

GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE OR REJECTION OF QUALIFICATIONS The City of Miami Springs reserves the right to waive irregularities or technicalities in Qualifications or to reject all Responses or any part of any RFQ.

ADDITIONAL INFORMATION Each proposer shall examine all parts of the Request for Qualifications documents and shall judge all matters relating to the adequacy and accuracy of such documents. The City of Miami Springs shall not be responsible for oral interpretations given by any city employee, representative, or others. No plea of ignorance, by the proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City of Miami Springs or the compensation to the proposer. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to these specifications should be submitted to:

Tammy Romero
201 Westward Drive
Miami Springs, FL 33166-5259
Telephone: (305) 805-5035
Facsimile: (305) 805-5018

The RFQ title and number should be referenced on all correspondence. Should any questions or responses require revisions to the specifications as originally published, such revisions will be by formal amendment only.

The issuance of a written amendment is the only official method whereby interpretation, clarification or addition information will be given. If any amendments are issued to this Request for Qualifications, the City will attempt to notify all prospective proposers who have secured same; however, it shall be the responsibility of each proposer, prior to submitting their response, to contact the City of Miami Springs to determine if an amendment was issued and make such amendment a part of their response.

RFQ SUBMISSION Original and six copies of this entire document as well as any other pertinent documents should be returned in order for the response to be considered for award. Responses shall be submitted to the Purchasing Agent properly signed in ink, notarized, and submitted in a sealed envelope on which shall be shown the name of the proposer, RFQ opening date, and name and RFQ number of the response.

By submitting a response, the proposer declares that he understands and agrees that this response, specifications, provisions, terms and conditions of same, shall become a valid contract between the City of Miami Springs and the undersigned upon notice of award of contract in writing and/or issuance of Purchase Order by the City of Miami Springs.

ASSIGNMENT The successful proposer(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

PROPOSER CERTIFICATION Submission of a signed response is proposer's certification that the proposer will accept any awards made to him as a result of said submission at the prices and terms contained therein.

RFQ TABULATIONS Proposers desiring a copy of the RFQ tabulation may request same by enclosing a self-addressed stamped envelope with their response.

RFQ WITHDRAWAL No response can be withdrawn after it is filed unless the proposer makes his request in writing to the City prior to the time set for the opening of responses, or unless the City fails to accept it within ninety (90) days after the date fixed for opening responses.

PROPOSER RESPONSIBILITY Before submitting the response, each proposer shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting

the full performance of the contract, and to verify any representations made by the City that the proposer will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful proposer from his obligation to comply in every detail with all provisions and requirements of the contract documents.

DEFAULT Failure or refusal of a proposer to execute a contract upon award, or withdrawal of a response before such award is made, may result in forfeiture of that portion of any response surety required equal to liquidated damages incurred by the City. Where surety is not required, failure to execute a contract as described above may be grounds for removing the proposer from the proposer's list.

DELIVERY All service, materials, and/or equipment are purchased F.O.B. point of delivery in Miami Springs. The successful proposer must prepay all transportation charges to designated point of delivery in Miami Springs. Collect or Freight Due shipments will be refused.

EXCEPTIONS TO SPECIFICATIONS Proposers taking exception to any part or section of these specifications shall indicate such exceptions on their response and prove to the satisfaction of the City that said item is equal to, or better than, the product specified. Responses for alternate items shall be stated in the appropriate brand on the response form, or if the response form does not contain blanks for alternates, proposer **MUST** attach to the specification documents on Company letterhead a statement identifying, but not limited to, the manufacturer, brand name, make, model and/or Catalog Number(s) of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The proposer must indicate any variances to the specification document no matter how insignificant.

The City of Miami Springs reserves the right to approve as an equal, or to reject as not being an equal, any article the proposer proposes to furnish which contains major or minor variations from specification requirements but which may comply substantially therewith. Failure to indicate any exceptions shall be interpreted as the proposer's intent to fully comply with the specifications as written.

Notwithstanding the foregoing, the City reserves the right to prohibit, in advance, any consideration of "or equal" submittals prior to the dissemination of any RFQ specifications.

EXPENSES INCURRED IN PREPARING RFQ The City accepts no responsibility for any expenses incurred in the response preparation, and presentation; such expenses are to be borne exclusively by the proposer.

INDEMNIFICATION The Contractor shall indemnify and save harmless forever the City, and all the City's agents, officers and employees from and against all charges or claims resulting from any bodily injury, loss of life, or damage to property from any act, omission or neglect, by Proposer or its employees; the Contractor shall become defendant in every suit brought for any of such causes of action against the City or the City's Officials, agents and employees; the Contractor shall further indemnify City as to all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claims and any resulting investigation.

INSURANCE Proposer, shall furnish evidence of insurance to the Procurement and Purchasing Department. Submitted evidence of coverage shall demonstrate strict compliance to all requirements. The City of Miami Springs shall be listed as an "Additional Insured". Issuance of a purchase order is contingent upon the proper insurance documents. All insurance shall be maintained until work has been completed and accepted by the City.

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form where a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability Insurance - covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 per occurrence for Bodily Injury and Property Damage combined.

Worker's Compensation Insurance - as required by Chapter 440, Florida Statutes.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength. The company must be rated no less than "B" as to management and no less than Class "V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the Finance Director.

Certificates of Insurance acceptable to the City shall be filed with the City prior to the commencement of the work. These policies described above, and any certificates shall specifically name the City of Miami Springs as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the City of Miami Springs.

Contractors shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

Cancellation clauses for each policy should read as follows: Should any of

the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

INSPECTION All articles, materials, and supplies purchased are subject to inspection on arrival at destination. The City of Miami Springs reserves the right to return for full credit at the risk and expense of the successful proposer, all or part of the articles, materials, or supplies furnished contrary to specifications and instructions.

LATE RFQ REJECTION The City of Miami Springs is not responsible for the delivery of any response. All responses received by the Purchasing Agent after the time stated in the Request for Qualifications, shall be returned unopened and will not be considered for award.

LAWS AND REGULATIONS It shall be understood and agreed that any and all services, materials and equipment shall comply fully with all Local, State and Federal laws and regulations. Lack of knowledge by the proposer will in no way be a cause for relief from responsibility. Non-compliance with all federal state and local orders and laws may be considered grounds for termination of contract(s).

LICENSES AND REGISTRATIONS The contractor shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Dade County, the City of Miami Springs, or the State of Florida. Every vendor submitting a response on this Request for Qualification should include a copy of the company's occupational license or a written statement on letterhead indicating the reason no license exists. Miami Springs, Florida-based businesses are required to purchase an Occupational License to conduct business within the City. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Miami Springs, may also be required to obtain such a license by their own local government

entity or by Miami Springs. For information specific to Miami Springs occupational licenses call (305) 805-5030.

METHOD OF AWARD The City of Miami Springs reserves the right to make the award on a total or package basis or on a unit basis, whichever is deemed in the best interests of the City.

METHOD OF PAYMENT The City has implemented a purchasing card program through Sun Trust Bank, using the VISA network. Contractors with purchasing card capability will receive payment from the VISA purchasing card in the same manner as other Visa purchases. Accordingly, respondents with present purchasing card capability should have the ability to accept VISA or take whatever steps are necessary to implement such capability before the start of the agreement term. The City can only accept VISA, however, the purchasing card is not the exclusive method of payment. Please indicate your ability to accept Visa purchasing card on Response Form.

PATENTS AND ROYALTIES The proposer, without exception, shall indemnify and save harmless the City of Miami Springs, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Miami Springs, Florida. If the proposer uses any design, device or materials covered by letters, patent, or copyright, it is agreed that the response prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

QUALIFICATION OF PROPOSERS Each proposer may be required, before the award of any contract, to show to the complete satisfaction of the City of Miami Springs that he has the necessary facilities, ability, and financial resources, to furnish the service/product as specified herein in a satisfactory manner, and he may also be required to show past history and

reference which will enable the City to satisfy itself as to the proposer's qualifications. Failure to qualify according to the foregoing requirements may justify the City in rejecting his response.

PUBLIC ENTITY CRIMES A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit responses on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

RELATION OF CITY It is the intent of the parties hereto that the successful proposer shall be legally considered as an independent contractor and that neither he nor his employees shall, under any circumstances, be considered servants or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said successful proposer, his servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

TAXES The City of Miami Springs is exempt from Federal Excise and State of Florida Sales Tax. State Sales Tax and Use Tax Certificate Number is 23-11-324901-54C

TERM CONTRACTS The City's Fiscal year begins October 1 and ends September 30 of the following calendar year. When a Contract's term extends beyond the fiscal year in which the Contract commences, the City will issue a Purchase Order to cover its needs for the balance of that fiscal year. At the beginning of each fiscal year

thereafter, a purchase order will be issued to correspond with that year. In the final year of the contract, a purchase order will be issued for the remaining months of the contract. Issuance of a new purchase order shall be subject to the availability of budgeted funds. If funds are not appropriated for continuance of a term contract to completion, cancellation may be effected upon thirty (30) days notice.

WARRANTY All material herein specified shall be fully guaranteed by the proposer against factory defects. Any defects which may occur as the result of either faulty material or workmanship within the period of the manufacturer's standard warranty will be corrected by the proposer at no expense to the City of Miami Springs.



City of Miami Springs
 201 Westward Drive
 Miami Springs, Florida 33166-5259

**REQUEST FOR Qualifications # 03-13/14
 Architectural, Engineering, Planning, Design and Staff
 Support Services**

RFQ's to be opened in the Council Chambers, 201 Westward Dr., Miami Springs, FL 33166
 at 2:30 P.M. on Thursday, October 2nd, 2014

Vendor Name:	Federal Identification or Social Security Number:
Vendor Mailing Address:	Payment Terms: Bi-Weekly The City of Miami Springs' faster and preferred method of payment is by way of Visa (P-card). Do you accept this form of payment: Yes <input type="checkbox"/> No <input type="checkbox"/>
City - State - Zip Code:	Delivery in Days After Receipt of Purchase Order:
(Area Code) Telephone Number:	(Area Code) Facsimile Number:
E-Mail Address:	Initial appropriate box to acknowledge amendment(s), if necessary. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Amendment #1 Amendment #2 Amendment #3
I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFQ and certify that I am authorized to sign for, and commit, the vendor.	_____ Authorized Signature (Manual) _____ Authorized Signature (Typed or Printed Title)
STATE OF: _____ COUNTY OF: _____ BEFORE ME, the undersigned authority, this document was acknowledged by _____ who: <input type="checkbox"/> is personally known to me, or <input type="checkbox"/> produced identification _____ who, after being duly sworn by me, states that he/she has executed this document for the purposes herein expressed. SWORN TO AND SUBSCRIBED before me this ____ day of _____, 2014. MY COMMISSION EXPIRES: _____ NOTARY PUBLIC, State of Florida At Large _____ Printed Name	

STATEMENT OF NO RESPONSE

Some recipients of this solicitation may elect not to respond for a variety of reasons. The City of Miami Springs is very interested in learning whether certain conditions exist with our solicitation process which may discourage responses. Accordingly, if you elect not to respond with an offer to this solicitation, we ask that you indicate the reason below and either fax this form to 305-805-5018 or mail the form to:

City of Miami Springs
Finance Department
201 Westward Drive
Miami Springs, FL 33166-5259

- We do not offer this product/service or an equivalent.
- Our schedule would not permit us to perform
- Insufficient time to respond to solicitation.
- Unable to meet specifications.
- Specifications not clear.
- Unable to meet bond and/or insurance requirements.
- Solicitation addressed incorrectly.
- Specifications "too tight"
(i.e. geared to specific brand or manufacturer).

If an explanation is appropriate, you may include it below or in an attached letter.

Due to the large number of companies listed on the City's vendor list and the cost of mailing, it is necessary to delete the names of persons or businesses who fail to respond to three (3) consecutive solicitations without giving a reason or requesting retention on our vendor list.

Do you desire future solicitations? Yes No

Name: _____ Title: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

SPECIAL CONDITIONS

SCOPE The intent of these specifications is to set forth and convey to prospective proposers the **Architectural, Engineering, Planning, Design and Staff Support Services** as desired by the City of Miami Springs.

TERM OF CONTRACT This contract will be in effect for a two (2) year period effective from date of award and the prices quoted hereunder shall be firm to the City of Miami Springs for the duration of the contract. Prior to, or upon completion, of that initial term, the City of Miami Springs shall have the option to renew this contract for an additional three (3) one (1) year periods on a year-to-year basis. The renewals are contingent upon satisfactory performance by the contractor and availability of funds.

Indicate your acceptance or rejection of the City's renewal options by initialing the appropriate box for each option year below.

Accept	Reject
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- Option Year #1 _____
- Option Year #2 _____
- Option Year #3 _____

TERMINATION OF CONTRACT The City of Miami Springs reserves the right to terminate this contract if the successful proposer fails to perform satisfactorily in all areas of service, availability, delivery, quality and any other area covered by these specifications. In the event of such cancellation, the City additionally reserves the right to make the award for the balance of the contract period to the next higher proposer.

FAILURE TO COMPLY Any failure on the part of a responder to provide the documentation set forth in the Request for Qualifications specifications could, in and of itself, constitute a determination that the Request for Qualifications is non-responsive and therefore disqualified.

PROPOSERS STANDARD CHECKLIST:

Did you remember to include/complete the following (Mark N/A if not applicable)?

- _____ 1 Original and 6 copies of Request for Qualifications submittal
- _____ Copy of current licenses
- _____ Proof of current insurances
- _____ Sign for Amendment receipts

Although the foregoing is intended to provide a complete list of all requirements and submittals, the City's failure to include any requirements or submittals therein, shall not constitute a waiver of any RFQ requirements for any proposer.

Architectural, Engineering, Planning, Design and Staff Support Services

1. PURPOSE:

The City of Miami Springs is currently soliciting Request for Qualifications (RFQ's) to obtain professional Architectural, Engineering, Planning, Design, and staff support services on a continuing contract "as needed basis". However, any agreements entered into shall be on a non-exclusive basis, but it is likely that only projects in excess of \$10,000.00 will be subject to independent quotes, proposals or bids.

The scope of work is intended to include a broad range of services and activities that will be performed over a number of years on an "as needed basis" for the CITY OF MIAMI SPRINGS. Work is at City's discretion in order to meet the needs of implementing city projects and assisting in the evaluation of projects proposed for development in the city.

Interested firm(s) or individual(s) must be currently licensed to practice in the State of Florida and shall be qualified pursuant to law in accordance with Florida Statue 287-055, "Consultants' Competitive Negotiation Act".

Selection of the most highly qualified respondent(s) will be made based on demonstrated competence and qualifications as determined by the CITY OF MIAMI SPRINGS based on the Qualifications submitted in response to this RFQ.

This RFQ is a means of establishing qualifications only. The respondent(s) are responsible for the accuracy of the information submitted but incurs no further obligation to enter into a contract as a result of the submittal. The CITY OF MIAMI SPRINGS will utilize the material submitted as an aid in the selection of prospective consulting firm(s) or individual(s) and may or may not result in an award of one or more agreements.

In any agreement awarded pursuant to this RFQ process, the City reserves the right, on a project by project basis, to solicit alternative professional services and receive the same should the quoted cost of services be determined unacceptable to the city. The City further reserves the right and flexibility to include or exclude services and issue separate contracts pursuant to this RFQ. Any services required by the City that exceed the cost of \$10,000.00 may be separately priced out and subjected to requests for quotes, proposals or bids, at its discretion.

The services required will vary from project to project but will always fall within the requested parameters of this RFQ. Each project requested will be independently evaluated and projects may be divided to meet the needs of the city. The city is primarily interested in firm(s) or individual(s) that provide multiple services from within their organization. However, smaller firm(s) or individual(s) may also be considered for award if the city is not required to execute multiple agreements. Subcontracting is not prohibited so long as the City's awarded firm remains solely responsible for the services rendered by, and payments made to, the subcontracting firms for any specific project.

2. SELECTION PROCESS:

The CITY OF MIAMI SPRINGS may select two or more consultants based on the qualifications of each discipline area. Proposer(s) shall designate which discipline(s) they are proposing for and submit a response with their responses. Each selected consulting firm(s) or individual(s) shall be required to enter into a multi-year contract with the City. As each project is identified, the selected consulting firm(s) or individual(s) for that discipline will be called upon. The City and the selected consulting firm(s) or individual(s) will then negotiate project terms and costs. Following the execution of a project agreement, a Purchase order will be issued for the project. If the consultant and city are unable to agree upon any individual contract, the city reserves the right to solicit a quote, proposal or bid for any such project.

The City shall receive submission of qualifications for Architectural, Engineering, Planning, Design, and staff support services on a continuing contract "as needed basis". The submissions will be evaluated and ranked by the city's Professional Services Supervisor. The evaluation and ranking will be presented to the City Council. Council will then determine whether or not to receive oral presentations from one or more of the proposers or to request additional information from any proposer prior to any such presentations. The City shall notify Proposers prior to the date of the required oral presentations.

If the City Council decides to receive oral presentations, a final ranking of proposers shall be established following all presentations. The city Administration will then begin negotiations with the top ranked firm(s) or individual(s) in one or more categories in an attempt to enter into an agreement with the most qualified proposer(s). If the City is unable to negotiate a satisfactory agreement with the highest ranked Proposer(s), negotiations shall be formally terminated and negotiations will begin with the second highest ranked and most qualified Proposer(s). If these negotiations also prove unsatisfactory, negotiations shall again be terminated and the City will negotiate, in turn, with the third most qualified. When the list of qualified firm(s) or individual(s) is exhausted, the City may select additional firm(s) or individual(s) with which to attempt to negotiate.

3. TYPES OF CITY PROJECTS/ CATEGORY RESPONSIBILITIES:

Listed below are the disciplines/categories covered by this Request for Qualifications. Responses shall indicate each category for which the respondent wishes to be considered. The services required may include, but are not limited to, the responsibilities from one or more discipline(s) below:

- **GENERAL**- Demographics/Population Analysis and Research; Real Estate Research and Economic Analysis; Housing and Community Development Block Grants and Planning; Parks and Recreational Facilities Planning; Master Planning (stormwater, roadway, sidewalk); appraisers; cost estimating; energy savings/management; materials testing.
- **ARCHITECTS** – Services shall include, but shall not be limited to: study phase, design, plan review, cost estimating, interior design, landscape planning and design, site planning, facade improvements, space planning and constructions phase

services for miscellaneous renovations, additions, and new construction projects, interior/exterior renovations and repairs.

- **CONSTRUCTION ENGINEERING INSPECTIONS** - including LAP Projects; and Construction Administration
- **WASTEWATER ENGINEERS**- Services shall include, but shall not be limited to: study phase, design, and construction phase services relating to wastewater infrastructure improvements, along with drainage projects, and related work, Stormwater Engineering to include culverts, open channels, drainage, pump stations, well injections .
- **CIVIL/STRUCTURAL ENGINEERS**- Services shall include, but shall not be limited to design, structural inspections, and recommendations, Project Management; Aquatic Engineering; services for both renovation and new construction, Building Structural Design and repairs to include bridges Bridge (e.g. pedestrian bridges, vehicular two way lane); Street Light Design; Geotechnical (sub-surface soil investigation); historical preservation; recreational and athletic facilities.
- **CIVIL/TRAFFIC & TRANSPORTATION ENGINEERS**- Services shall include, but shall not be limited to: traffic study, design, master planning and construction services relating to roadway, drainage, street calming and streetscape projects.
- **ENVIRONMENTAL ENGINEERS**- Services shall include, but shall not be limited to: study phase, design, and construction phase services relating to environmental impact studies, environmental audits, hydrocarbon and hazardous materials abatement, geological and groundwater studies, soil analysis, and related work.
- **MECHANICAL, PLUMBING, AND ELECTRICAL ENGINEERS (HVAC)**- Services shall include, but shall not be limited to: study phase, planning, design, and construction phase services relating to mechanical working drawings, HVAC working drawings, and plumbing drawings, construction drawings, plumbing & fire and related miscellaneous work including improvements and upgrades.
- **PLANNING AND ZONING**- Services shall include, but shall not be limited to: general planning services, urban planning and design, comprehensive planning, neighborhood planning, transportation planning, and traffic planning, community redevelopment planning.
- **SURVEYORS**- Services shall include, but shall not be limited to: design survey services relating to meets and bounds, topography, elevation certificates, GPS data collection and related work. Work may also include: Land Surveying; Plats; Property; Legal Descriptions; Aerial Surveying & Photogrammetric.
- **GIS CONSULTANT** -Data Collection, updating existing GIS system of the City's Infrastructure and Asset Inventory.

Consulting firm(s) or individual(s) interested in performing these services must demonstrate relevant experience with these types of work and should emphasize both experience and capability to meet the particular discipline. **If any sub-consultants are required by the firm(s) or individual(s) to complete the discipline, it must be clearly identified within the response who will be the sub actually performing the work.**

4. GENERAL SCOPE OF SERVICES AND DUTIES:

The required professional services may include, on a case by case basis, research, planning, development, site analysis, pre-design, design, construction administration and post construction services.

The Proposers shall be responsible for the professional quality, technical accuracy and coordination of all design, drawings, specifications, and other services provided under any agreement with the city.

The City of Miami Springs reserves the right to reject any or all responses for any reason it may determine, and to waive any irregularities therein.

To be eligible for consideration, proposer must be licensed in the State of Florida.

NOTE: ALL FIRM(S) OR INDIVIDUAL(S) SUBMITTING UNDER THIS RFQ *SHALL NOT SUBMIT, OR COMMUNICATE IN ANY FORM TO ANY AGENCY, ANY INFORMATION ON FEES, PRICE (HOURLY RATES), MAN-HOURS OR ANY OTHER ASSOCIATED COST INFORMATION. THIS IS A REQUEST FOR QUALIFICATIONS (RFQ) ONLY.*

The selected Respondent(s) shall provide the following services or duties:

- Will work cooperatively as a member of the CITY OF MIAMI SPRINGS team in the design and construction activities necessary to complete each assigned project. Other members of the team will include City staff, contractors performing the construction of the new improvements, and other entities as determined by the CITY OF MIAMI SPRINGS.
- Will work cooperatively with the CITY OF MIAMI SPRINGS, identify work scopes for individual(s) projects, identify dependencies and constraints between projects, develop project budgets, develop project design schedules, and establish key milestones.
- Will use design guidelines and standards established by the CITY OF MIAMI SPRINGS in the design of all projects, will develop detailed, comprehensive work scopes for individual(s) projects, and will assist in the development of project staging and phasing plans for each project.
- Will be responsible for producing construction documents for the various projects that will allow the CITY OF MIAMI SPRINGS to solicit competitive bids for construction.
- Will participate in design and constructability reviews, and will document the results of such reviews.
- Will participate in presentation meetings as requested by the CITY OF MIAMI SPRINGS.

- Will serve as the CITY OF MIAMI SPRINGS professional representative in reviewing, evaluating, and modifying designated civil engineering projects and furnish consultation and advice on those projects to the CITY OF MIAMI SPRINGS.
- May require construction administration services. These services may include attending pre-bid and preconstruction conferences, responding to contractors' requests for information and clarification, reviewing shop drawings for conformance with design intent, performing on-site observations, making field design changes as may be required, participating in punch list inspections, and producing final record drawings from contractors' certified red-lined record drawing documents.
- May be responsible for selecting other architectural, engineering, and other specialty design firm(s) or individual(s) as required to accomplish all required elements of the consulting services.
- Will be responsible to schedule, coordinate, and integrate all design and engineering functions and activities. All design and engineering work will be accomplished in the manner set forth in the agreement with City, and using generally accepted architectural and engineering practices and standards. All design and engineering work will be in compliance with applicable building codes, regulations, and State requirements.
- For each required project, will develop a detailed design services scope of work that will define the project's design objectives, limitations, and criteria; design standards and guidelines to be followed by the design team in preparing construction documents; gross area and space requirements; spatial relationships; needs for flexibility or expandability; construction phasing and staging requirements; special requirements and systems; site requirements including all necessary utilities; schedule requirements for design and construction including key milestones; and budgetary requirements.
- Will be responsible to prepare a design report, construction management plan and a final engineer's report that document the above items for each required project. These reports will be submitted to the CITY OF MIAMI SPRINGS.

5. ADDITIONAL SCOPE OF SERVICES AND DUTIES:

This RFQ contemplates that the selected Consulting firm(s) and individual(s) along with their selected sub-consultants will perform a full range of architectural or engineering services for the implementation of each assigned project.

The selected Respondent(s) will be responsible for detailed planning and preparing construction documents (drawings and design, provide specifications, construction cost estimates and project reports) for bidding; assist in permitting; bid phase which shall include but not be limited to review of and assisting with responding to City issued addendums; evaluations of bids and project budgeting; and construction administration functions as defined herein, necessary to construct the required improvements, but may not be limited to, the following:

A. Prepare a detailed design schedule that includes at a minimum;

- 1) Duration of all major design tasks;
- 2) Design milestones for submittals; and
- 3) Major decisions and/or input from CITY OF MIAMI SPRINGS.
- 4) Prepare a monthly status report that documents the status of all design projects and that identifies critical issues to be resolved during the upcoming month.

B. Prepare a Design Management Plan specific to the selected Respondent's projects and organization. The Design Management Plan shall identify organizational structure, and roles and responsibilities of key team members. The Plan shall include the selected Respondent's staffing plan, and a project schedule for each project describing deliverables, design phase service activities, the selected Respondent's quality assurance process, and internal document control procedures.

C. Meet with, at CITY OF MIAMI SPRINGS request, all required parties including but not limited to CITY OF MIAMI SPRINGS staff, representatives, government officials, utility companies, etc. to properly define project requirements and work scope.

D. Provide topographic surveys as needed for development of required designs. Surveys are to be performed and stamped by a surveyor licensed in the State of Florida. Provide a copy of all survey data, maps and reports to CITY OF MIAMI SPRINGS at the completion of the survey work.

E. Provide all technical designs including geotechnical, architectural, civil, structural, plumbing, mechanical, electrical, fire protection and other disciplines as necessary for all improvements to be constructed. CITY OF MIAMI SPRINGS will provide to the selected Respondent geotechnical information as required for each assigned project.

F. Make on-site observations and surveys to determine conditions of existing facilities as necessary to coordinate and integrate all construction and demolition for each assigned project.

G. Prepare all drawings, technical specifications, and contract documents necessary to publicly advertise and solicit competitive bids for construction of the required improvements. CITY OF MIAMI SPRINGS will print and distribute the bidding documents. CITY OF MIAMI SPRINGS will provide the cover sheet for the plans and the "boiler plate"

for the project manuals including the general provisions, special provisions, instructions to bidders, proposal, agreement, bond forms, etc. All written documents and work products will be prepared using Microsoft Word 2003 or later.

Four (4) original sets of final hard documents, one (1) reproducible computer file on CD ROM disks or Flash Drive and AutoCad version, will be provided to CITY OF MIAMI SPRINGS, or other approved digital media. Prepare detailed drawings of all required improvements. All drawings shall be submitted in AutoCAD 2002 Release 3 or later. Drawing format shall be as follows, unless otherwise approved by CITY OF MIAMI SPRINGS. Exceptions are on a case by case basis and will need to be approved for each individual(s) project.

- Drawings are to be scaled in a format that allows for half size reduction.
- Sheets sizes are to be 24" x 36" full-sized and 11" x 17" half size.
- Utility plans are to be in plan over profile format with a plan view and horizontal scale of 1"=20', and vertical 1"=2'.
- Pavement plan and profile sheet are required to be in plan over profile format and can be up to 1"=40' for plan view and horizontal scale, and 1/10th or 1/20th vertical scale.
- A CAD coordination meeting will be required between the selected Respondent and CITY OF MIAMI SPRINGS at the beginning of each design.
- Details supplied by CITY OF MIAMI SPRINGS are not to be used by the selected Respondent on non CITY OF MIAMI SPRINGS projects. CITY OF MIAMI SPRINGS does reserve the right to incorporate the selected Respondent work into CITY OF MIAMI SPRINGS standards.

Final design drawings and record drawings shall be plotted and submitted on original reproducible media and on CD-ROM compact disks, or other approved digital media.

H. Prepare construction staging/phasing plans and schedules that identify the sequence of construction activities to minimize impacts to existing operations.

I. Deliver documents to CITY OF MIAMI SPRINGS for review and participate in review meetings as design progresses. Formal review meetings will be held at the schematic design and when the construction documents are at approximately 50%, 90%, and 100% complete. The 50% design review shall include an outline specification. The 90% and 100% reviews shall include complete specifications. Four (4) original sets of final hard documents, one (1) reproducible computer file on CD ROM disks or Flash Drive and AutoCad version shall be provided to CITY OF MIAMI SPRINGS a minimum of ten (10) working days prior to each scheduled review meeting. Bidding documents shall be delivered to CITY OF MIAMI SPRINGS in accordance with the task order design, bid and award schedule.

For bidding purposes on each project, provide a complete set of original reproducible drawings stamped by a Professional Engineer licensed in the State of Florida and a complete set of project manual originals including conditions of the contract for construction and technical specifications.

J. The selected Respondent shall provide four (4) itemized estimates of probable construction cost to CITY OF MIAMI SPRINGS at the times designated by CITY OF MIAMI SPRINGS. The first estimate of probable construction cost shall be provided during the schematic design phase and shall also include an itemized estimate of construction cost.

This estimate will be the basis for making determinations of the final project scope. The second and third cost estimates will be provided at the 50% and 90% design reviews respectively. The fourth cost estimate shall be prepared after completion of the final bidding documents. It is understood that the selected Respondent has no control over the cost of labor, materials, or equipment furnished by others, the selected Respondent's opinion of probable construction costs shall be made on the basis of experience as a professional engineer.

K. Attend the pre-bid meeting and provide clarifications to bidders' requests for information including preparing addenda to the contract documents as required by CITY OF MIAMI SPRINGS. Addenda resulting from design errors or omissions shall not be considered cause for additional compensation.

L. Assist CITY OF MIAMI SPRINGS in the analysis of all bids received and recommend to CITY OF MIAMI SPRINGS for award of the construction contract.

M. Maintain a separate file for all projects and submit separate itemized billing for each project. The project files shall be maintained in an orderly manner so that auditing can be performed at any time.

N. Provide CITY OF MIAMI SPRINGS an executive summary with a copy of all design calculations for pavement design, water, storm drain and sewerage collection system sizing and loading, and any other calculations including quantity take-offs related to the design of a specific project.

6. CONSTRUCTION ADMINISTRATION:

A. Attend the pre-construction meeting and provide clarification to the contractor as requested by CITY OF MIAMI SPRINGS.

B. Review shop drawings and submittals to determine compliance with plans and specifications.

C. During construction, visit the project sites to determine if the construction is being accomplished in accordance with the plans and specifications. These visits shall be not less than twice weekly. Prepare written reports (including photos) documenting the selected Respondent's observations during these visits particularly noting any observed noncompliance with the contract documents. Additionally, attend project meetings required to clarify project requirements or to provide for the proper administration of the projects.

D. Prepare clarification documents that are necessary for changes to the construction contract documents necessitated either by conditions encountered in the field or revisions to the projects requested by CITY OF MIAMI SPRINGS.

E. Participate in a substantial completion inspection of each completed project and prepare lists of deficiencies to be corrected by the contractor. Upon correction of these deficiencies, conduct a final inspection of the project and state in writing to CITY OF MIAMI SPRINGS that the project has been completed in accordance with the plans and specifications and that the contractor should receive final and complete payment.

F. Deliver to CITY OF MIAMI SPRINGS a complete set of reproducible record drawings within 45 calendar days of the receipt of contractor red-line drawings on each project. The record drawings shall be original reproducible drawings, stamped by a Professional Engineer licensed in the State of Florida. A complete set of record drawings shall also be delivered on CD-ROM, or other approved digital format, in AutoCAD and Microsoft Word format. These documents shall be prepared utilizing the final set of certified redline record drawing information furnished by the contractor, as reviewed and approved by the CITY OF MIAMI SPRINGS based on information and documents generated during the course of the project. The original contract documents shall be revised as necessary to incorporate and reflect the changes made during construction. These record drawings shall be prepared based on information provided by other parties which will be assumed reliable.

G. Within 45 calendar days of completion of construction on each project, prepare a project close-out report documenting the construction process. This close-out report shall be prepared in accordance with the guidelines for a Final Construction Report.

H. The selected Respondent shall provide, as needed, construction surveying services to verify that the assigned project has been constructed in accordance with the plans and specifications. These services shall include, at a minimum, detailed reports, survey maps and data on each assigned project. All surveys shall be certified by a Registered Land Surveyor licensed in the State of Florida and become property of CITY OF MIAMI SPRINGS.

7. GENERAL INSTRUCTIONS FOR RFQ SUBMITTALS:

Responses shall be submitted in a sealed envelope clearly marked on the exterior as follows:

RFQ No. 03-13/14 ARCHITECTURAL AND ENGINEERING SERVICES

Proposer Name and Address: _____

Submittal Deadline: **October 2nd, 2014, at 2:30 pm**

Addressed to: **City of Miami Springs**
 Attn: Tammy Romero
 201 Westward Drive, 2nd floor (City Clerk's Office)
 Miami Springs, FL 33166

No responsibility will be attached to the Procurement Office for the premature opening of a Response not properly addressed and identified. All Responses submitted become the exclusive property of the City of Miami Springs.

Each RFQ Response shall be prepared simply and economically, providing a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of the RFQ. The emphasis in each Response must be on completeness and clarity of content. In order to expedite the evaluation of responses, it is essential that Proposers follow the format and instructions contained herein. RFQ Submission Requirements as listed herein must be followed. Any attachments must be clearly identified. To receive consideration, Responses must be submitted in accordance with the requirements throughout this RFQ solicitation and must be submitted with all forms completely filled out and executed and each section signed as read and understood. Responses must be typed or printed in ink. Use of erasable ink is not permitted.

Failure to comply with these instructions may result in the disqualification of your response. A complete submittal includes 1 original and 6 copies. The RFQ submittal must include all categories in which you wish to be considered for work. Architectural and Engineering firm(s) or individual(s) that want to be considered for two or more categories are encouraged to submit one submittal listing all categories of interest.

The RFQ shall be submitted double sided, bounded. Do not provide additional sheets unless instructed to do so. Do not reformat pages.

Submittals must be labeled and tabbed as follows:

- First, second and third tabs = Tab A, with sub tabs 1 & 2;
- Fourth, fifth, sixth and seventh tabs = Tab B, with sub tabs 1-3;
- Eighth, ninth and tenth tabs = Tab C with sub tabs 1 & 2;
- Etcetera, etcetera all the way to Tab G

The tabs must include the titles (as bolded below). See below "**Contract-Specific Qualifications**" for complete details.

Firm(s) or individual(s) shall submit to the CITY OF MIAMI SPRINGS all the required information as described below. The basis for selecting the most highly qualified firm(s) or individual(s) will be determined from the material submitted. It will serve as an aid in the selection of prospective consulting firm(s) or individual(s) and may or may not result in an award of more than one agreement.

Contract-Specific Qualifications

Tab A. Contract Information

Sub tab(s):

1. **Title Page**: Name of firm(s) or individual(s), RFQ Title: "**Architectural and Engineering Services**", Opening date: October 2nd, 2014
2. **Category List**: List all the categories regardless if applicable to your firm(s) or individual(s) or not. Keep all the numbers identical to the list below starting with "1". If the category does not apply to your firm(s) or individual(s), you will indicate this with a "X" next to the category name in the Not Applicable column. Be sure that this list coincides with Tab E of your submittal.

	Category of Services	Applicable to our response	Not Applicable to our response
1.	A.D.A Engineering		
2.	Aerial Surveying & Photogrammetric		
3.	Appraisers		
4.	Architects/Architecture Design		
5.	Building Interior and Exterior Renovations and Repairs		
6.	Civil Engineers		
7.	Construction Administration		
8.	Cost Estimating		
9.	Drainage Systems/ Storm water/ Underground utilities/water resources		
10.	Energy Savings/Management		
11.	Environmental Engineer		
12.	Electrical		
13.	Geographic Information System (GIS)		
14.	Geotechnical Engineers		
15.	Highway/ Bridge		
16.	Historical Restoration		
17.	HVAC/Plumbing		
18.	Land Development		
19.	Land Surveying/Mapping		
20.	Landscape Architect/ Landscaping Design		
21.	Materials Testing and Inspections		
22.	Mechanical Engineer/Mechanical Upgrades and Replacements		
23.	Multi-disciplinary Engineers		
24.	New Construction		
25.	Project Management		
26.	Public utilities		
27.	Structural Engineers/Structural Repairs		
28.	Threshold Building Inspections		
29.	Traffic/ Roadways		
30.	Transportation Engineers		
31.	Utility Rate Studies/Utility Systems		
32.	Video Services		
33.	Redevelopment Consulting		

Tab B. **Company Information/Contact information**

Sub tab(s):

1. **Principal(s)**: Name of Firm or individual, Name of Principal(s) with their titles, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail), and Address.
2. **Authorized Representative**: Provide name, title and contact information for a representative of the company that the City may contact for additional information. An authorized representative of a joint venture or the prime contractor must sign, date and notarize the acknowledgment form. Signing the acknowledgment form attests that the information provided is current and factual, and that all firm(s) or individual(s) on the proposed team agree to work on the project.
3. **Company Background**: Date of incorporation/organization and the state in which Respondent is incorporated or organized. Indicate the former names, if any, under which Respondent has conducted business and the years of operation under each name. Include information generally describing the size, location of the local office that will work directly with City, number of years in business providing civil engineering services, and Federal tax ID number.

Tab C. **Organizational Chart of Proposed Team/Resources/Personnel**

Sub tab(s):

1. **Key Individual(s)**: List and provide resumes of the key individual(s)s who will be assigned to work with City. Provide information regarding their experience specific to the consulting category in Tab E. Also include the address and telephone number for these individual(s)s.
2. **Organizational Chart**: Submit an organization chart of the anticipated proposed team showing the names and roles of all key personnel and their specific tasks they will perform as listed in Tab D. Also include the branch office they are associated with. Include information of sub-consultants, if any.

Tab D. **Resumes of Key Personnel Proposed for Categories (identified in Tab C from Category list- Tab A)**

Complete this section for each key person who will be actually providing professional services under the contract. Group the personnel by branch office, with principal and management personnel listed first.

Sub tab(s): One tab for each personnel list (Tabs 1-)

1. **Name**: Role, Years Experience, Total years of relevant experience and years of relevant experience, but not necessarily the same branch office.

Branch Location: Name, city and state where the person currently works, which must correspond with one of the branch office, if appropriate) listed in Tab C.

Education: Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

Current Professional Registration: Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia.

Other Professional Qualifications: Provide information on any other professional qualifications relating to this RFQ, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

Relevant Projects: Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this on-call roster. These projects do not necessarily have to be any of the projects presented in Tab E for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Tab E.

Availability: Include the number of personnel available for each category and the % of time they will be made available.

Tab E. **Project Experience By Category**

Sub tab(s):

1. **Demonstrated Project Experience:** List all the categories by number and title in this section regardless if applicable or not. Refer to the list from Tab A. List the categories identically to the numeric order starting with "1". Next to each number and title give a brief description of your ability to perform or demonstrated project experience with this category. Continue numerically down the list. If the category does not apply to you, continue the list in numerical order with number and title but instead of a brief description indicate this category with a "N/A" as your response.

Discuss your overall qualifications and experience, specific to providing these services, in working with clients on projects similar to these categories required to that of the City.

Tab F. **Additional Information, Equipment and Computers**

Sub tab(s):

1. Use this section to provide additional information specifically requested by the agency or to address reasoning of selection for your services. Cover any additional items that you may feel are relevant to your services that have not been covered by the information provided in Tabs A - Tab E.

Include a list of any and all special equipment, computers, etc. relevant to your response.

Tab G. **References:**

List at least Five (5) clients (City/Municipal references preferred) that have utilized the services being proposed to the City within the last 3 years. Please list any City/municipal references first.

1. **Title and Location:** Title and location (address) of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

Year Completed: Enter the year the professional services (such as planning, engineering study, design, or surveying) were completed, and/or the year completed for construction, if applicable. If any of the professional services or the construction projects are not complete, indicate this with "Project not completed yet" and explain the status of the project in a brief description.

Project Owner: Project owner or user, such as a government agency or installation, an institution, a corporation or private individual(s).

Point of Contact Name: Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the performance.

Point of Contact Telephone Number

Relevance: Brief Description of Project, methodology, and indicate scope, size, cost, principal elements and special features of the project. Enter any other information requested by the agency for each example project.

Branch Office Involved with This Project: Indicate which branch offices were involved in the example project, and their roles.

8. **ADDITIONAL INFORMATION/CLARIFICATION:**

For any additional information regarding the Specifications and requirements of this Solicitation, contact Tammy Romero, Procurement Supervisor at romerot@miamisprings-fl.gov.

Any additional information to be submitted as part of the Request for Qualification may be attached behind the Response Forms. Upon request, copies may be obtained from the Procurement Division, Attn: Tammy Romero, 201 Westward Drive, Miami Springs, FL 33166. The RFQ response shall be signed by a representative who is authorized to contractually bind the Response. Responses by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature. Responses by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

One Original and six copies of the final response submittal documentation, as well as any other pertinent documents must be returned in order for the Response to be considered.

Sealed RFQ Responses **must be received by 2:30 P.M. on October 2nd, 2014**, by the City of Miami Springs via the City Clerk, on the 2nd floor, Miami Springs City Hall, 201 Westward Drive, Miami Springs, Florida 33166.

RFQ Responses will then be transferred to the Council Chambers, at time, date, and place noted above, and responses will be publicly opened. Any responses received after time and date specified will not be considered and returned to the Proposer unopened.

9. TERMS AND CONDITIONS OF CONTRACT:

This contract will be in effect for two (2) years effective from date of award. Prior to, or upon completion, of that initial term, the City of Miami Springs shall have the option to renew this contract for an additional three (3) one (1) year periods on a year-to-year basis. The renewals are contingent upon satisfactory performance by the contractor and availability of funds.

10. INSURANCE REUQUIREMENTS:

Respondent shall furnish proof of insurance with submittal of this RFQ, including proof of insurance for all subcontractors. Prior to execution of the contract, the City of Miami Springs shall be listed as an "Additional Insured". Proposer, shall furnish evidence of insurance to the Purchasing Department. Submitted evidence of coverage shall demonstrate strict compliance to all requirements. Issuance of a purchase order is contingent upon the proper insurance documents. All insurance shall be maintained until work has been completed and accepted by the City.

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form where a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability Insurance - covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 per occurrence for Bodily Injury and Property Damage combined.

Worker's Compensation Insurance - as required by Chapter 440, Florida Statutes.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength. The company must be rated no less than "B" as to management and no less than Class "V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the Finance Director.

Certificates of Insurance acceptable to the City shall be filed with the City prior to the commencement of the work. These policies described above, and any certificates shall

specifically name the City of Miami Springs as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the City of Miami Springs.

Contractors shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

11. RIGHTS TO AUDIT:

The City reserves the right to require the Contractor to submit to an audit. The Contractor shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the City for three (3) years following expiration of the Agreement unless otherwise indicated. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the City to ensure compliance with applicable accounting and financial standards at no cost to the City.

12. CONE OF SILENCE:

As provided in Miami Dade County Conflict of Interest and Code of Ethics Standards Section 2-11.1, the "Cone of Silence" begins from the time of advertising until the City Council receives recommendation for consideration on the making of an award. There is a prohibition on communication with the City Manager and his staff and Mayor and City Council. The ordinance does not apply to oral communications at pre-bid conference, oral presentations before selection committees, contract negotiations, public presentations made to the City Council during any duly noticed public meeting or communications in writing at any time with any City employee, official or member of the City Council unless specifically prohibited by the applicable RFP, RFQ or bid documents. A copy of all written communications must be filed with the City Clerk.

13. PROJECTED TIMELINE- (Dates are subject to change):

Advertise RFQ	August 18th, 2014
Mandatory Pre-Services Meeting	September 16th, 2014
Question & Clarification submittal deadline	September 19th, 2014
Amendment (pending complexity)	September 22nd, 2014
RFQ Opening	October 2nd, 2014
Ranking of Qualifications	Week of October 6-10th, 2014
Recommendation of Award to City Manager and Council	October 13th, 2014

14. HOLD HARMLESS:

To the fullest extent permitted by law, rule, regulation, or other applicable governmental provisions,

CONTRACTOR “_____” shall indemnify,
(Contractor Name)

defend and hold harmless the City of Miami Springs (“Owner”), and Project Manager, their representatives, officers, officials, and employees (“Indemnities”), from and against all claims, damages, losses, liens, causes of action, suits, judgments, costs or expenses, including but not limited to reasonable attorney’s fees (“Claims”), to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of the Contract.

15. CRITERIA FOR AWARD:

The RFQ responses will be evaluated and ranked on the basis of the criterion below. The weight of each shall be determined by the Professional Services Supervisor and the City staff.

Qualifications and Stability-

This criterion measures the overall qualifications and the stability of the proposer.

Government Experience-

Proposers will be evaluated on their experience working with other government entities. This criterion will require that the proposer provide evidence of prior consulting work and their familiarity with working for a governmental entity.

Deliverable/Responsiveness-

Proposers will be evaluated on their ability to provide the required services at the desired quality level in a timely manner. Proposers will be evaluated on the quality and timeliness of past performance of previous contracts and their plan on how job responsibilities will be handled on this project.

Location/ Availability-

Proposer will be evaluated on the location of the office in relation to the City to assure prompt services at the desired level.

QUALIFICATION'S COVER SHEET- RFQ # 03-13/14

PROPOSER'S NAME (Name of firm(s), individual, entity, or organization):

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

NAME AND TITLE OF PROPOSER'S CONTACT PERSON:

Name: _____ Title: _____

MAILING ADDRESS:

Street Address:

City, State, Zip:

TELEPHONE:

(____) _____

FAX:

(____) _____

PROPOSER'S AUTHORIZED SIGNATURE:

The undersigned hereby certifies that this Request for Qualifications Response is submitted to this Solicitation request.

Signed by: _____ Date: _____

Print name: _____

Title: _____

OFFEROR'S DISCLOSURE OF SUBCONTRACTORS, SUBCONSULTANTS, AND SUPPLIERS

Please list all Subcontractors, Sub-consultants, and Suppliers to be used in connection with performance of the Contract (use additional pages, if necessary):

1. Company Name: _____

Address: _____

City, State, & Zip Code: _____

2. Company Name: _____

Address: _____

City, State, & Zip Code: _____

3. Company Name: _____

Address: _____

City, State, & Zip Code: _____

4. Company Name: _____

Address: _____

City, State, & Zip Code: _____

5. Company Name: _____

Address: _____

City, State, & Zip Code: _____

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein RFQ will be paid to any employees of the City of Miami Springs, its elected officials, and _____ or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm(s) or by an officer of the corporation.

By: _____

Title: _____

Sworn and subscribed before this

_____ day of _____, 20____

Notary Public, State of Florida

(Printed Name)

My commission expires: _____

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM
MAY DEEM YOUR RESPONSE NON-RESPONSIVE**

NON-COLLUSIVE AFFIDAVIT

State of)
) SS:
County of)

_____, being first duly sworn, deposes and says that:

a) He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Offeror that has submitted the attached Offer;

b) He/she is fully informed respecting the preparation and contents of the attached Offer and of all pertinent circumstances respecting such Offer;

c) Such Offer is genuine and is not collusive or a sham Offer;

d) Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Offeror, firm(s), or person to submit a collusive or sham Offer in connection with the Work for which the attached Offer has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Offer or of any other Offeror, or to fix any overhead, profit, or cost elements of the Offer price or the Offer price of any other Offeror, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work.

Signed, sealed and delivered in the presence of:

By: _____
Witness

Witness (Printed Name)

(Title)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM
MAY DEEM YOUR RESPONSE NON-RESPONSIVE**