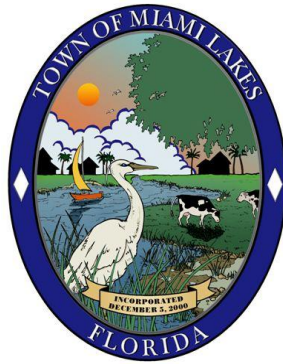


REQUEST FOR QUALIFICATIONS
MISCELLANEOUS CIVIL ENGINEERING
SERVICES

RFQ No. 2011-04



The Town of Miami Lakes Council:

Mayor Michael Pizzi
Vice Mayor Nick Perdomo
Councilmember Mary Collins
Councilmember Timothy Daubert
Councilmember Nelson Hernandez
Councilmember Ceasar Mestre
Councilmember Richard Pulido

Alex Rey, Town Manager
The Town of Miami Lakes
15150 NW 79th Court
Miami Lakes, Florida 33016

DATE ISSUED: NOVEMBER 7, 2011

CLOSING DATE: NOVEMBER 30, 2011

MISCELLANEOUS CIVIL ENGINEERING SERVICES

RFP 2011-04

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SECTION 1
TOWN OF MIAMI LAKES
MISCELLANEOUS CIVIL ENGINEERING
SERVICES
RFQ NO. 2011-04
NOTICE TO PROPOSERS

The Town of Miami Lakes (the "Town") will be accepting sealed Responses for the Town's Miscellaneous Civil Engineering Services. The scope of services will include providing civil engineering services, including but not limited to roadway and traffic analysis, design, construction documents, construction administration, reports and studies on an as needed basis.

Sealed Responses must be received by the Town of Miami Lakes, Town Clerk at 15150 NW 79th Court, Miami Lakes, Florida by 2:00 P.M. on November 30, 2011.

Copies of the RFQ will only be made available on the Town's website. Copies of the RFP, including all related documents can be obtained by visiting the Town's website at www.miamilakes-fl.gov, and selecting "Contractual Opportunities". Most documents will be in .pdf format, with some being fillable .pdf documents.

Any further inquiries regarding this RFP must be directed to Gary Fabrikant, Procurement Manager, via email at fabrikantg@miamilakes-fl.gov.

The Town reserves the right to accept any Responses deemed to be in the best interest of the Town, to waive any minor irregularities, omissions, and/or technicalities in any Responses, or to reject any or all Responses and to re-advertise for new Responses, in accordance with the applicable sections of the Town Code.

This solicitation is subject to the Town's "Cone of Silence" requirements.

SECTION 2 - OVERVIEW

2.1. Invitation

The Town of Miami Lakes (the "Town") invites responses ("Responses") this Request for Qualifications ("RFQ") to provide the services described in Section 3.0: "*Scope of Services.*" This RFQ is being issued pursuant to Florida Statute 287.055: "the Consultants' Competitive Negotiation Act."

2.2. Agreement Terms and Conditions

The Proposer(s) selected to provide the requested service(s) identified herein as the "Successful Proposer(s)" shall be required to execute a Professional Services Agreement ("Agreement") with the Town in substantially the same form as the Agreement included as part of the RFQ.

2.3. Submission of Responses

The Town reserves the right to accept any Responses deemed to be in the best interest of the Town, to waive any minor irregularities, and/or omissions and/or technicalities in any Response, or to reject any or all Responses and to re-advertise for new Responses, in accordance with the applicable sections of the Town Charter and Code and this RFQ.

Sealed written Responses must be received by the Town, Town Clerk's Office, no later than the date, time and at the location indicated in the Notice to Proposers to be responsive. Faxed documents are not acceptable. Proposers are solely responsible to ensure timely delivery of its Response and any Responses received, no matter the reason or cause, after the stated date and time or delivered to a different address or location will not be considered. One (1) original and three (3) copies plus one (1) copy in digital form (on CD-ROM in .pdf format), of your Response and sets of Response forms must be timely received by the Town or your Response may be disqualified.

Only one (1) Response from an individual, firm, partnership, corporation or joint venture will be considered in response to this RFQ. Subconsultants may be included in more than one Response submitted by more than one Proposer. A firm, partnership, corporation or joint venture that submits a Response may not be a subconsultant on another Response submitted under this RFQ.

Proposals from joint venture firms will not be accepted in response to this RFQ.

2.4. Submission Requirements

Proposers should carefully review the submission requirements for this RFQ. The RFQ requires the submission of specific information, the use of specific forms, and specific formatting of a Response. Should a Proposer fail to comply with the requirement of the RFP the Response may be deemed non-responsive.

Throughout this RFQ, the phrases “must” and “shall” will denote mandatory requirements. Any Response that does not meet the mandatory requirements is subject to immediate disqualification.

Responses must be signed by an official authorized to bind the Proposer to the provisions given in the Response. Responses are to remain valid **for at least 120 days**. Upon award of an Agreement, the contents of the Proposal of the Successful Proposer(s) will be included as part of the Agreement, at the Town’s discretion.

Responses shall be submitted in a sealed envelope or package with the RFQ number, title and due date clearly noted on the outside of the envelope.

2.5. Cone of Silence

Pursuant to subsection (t) “Cone of Silence” of Section 2-11.1 “Conflict of Interest and Code of Ethics Ordinance” of Miami Dade County, public notice is hereby given that a “Cone of Silence” is imposed concerning this RFQ.

2.6. Additional Information or Clarification

Requests for additional information or clarifications must be made in writing. Proposers may fax or e-mail their requests for additional information or clarifications to the attention of Gary Fabrikant at fabrikantg@miamilakes-fl.gov or 305-558-8511 (fax). Facsimiles must have a cover sheet that includes the Proposer’s name, the RFQ number and title, and the number of pages transmitted. Any request for additional information or clarification must be received in writing no later than ten (10) calendar days before the Response Submission Date. Late or mis-delivered requests will not receive a reply.

The Town will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Response Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ or in any written addendum to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

It is the Proposer's sole responsibility to ensure receipt and acknowledgement of all addenda. Prior to submitting the Response, the Proposer should check the Town of Miami, Capital Improvements’ webpage, where all addenda will be posted. The webpage is located at www.miamilakes-fl.gov.

2.7 Award of an Agreement

An Agreement may be awarded to the Successful Proposer for future work by the Town Manager or Town Council, as applicable, based upon the qualification requirements reflected herein. The Town reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer when it is determined to be in the Town’s best interests. The award and execution of the Agreement shall comply with the Consultants’ Competitive Negotiation Act, Florida Statute §287.055, as amended, The Town reserves the right in its best interest, to determine if an award will be made and the number of awards made under this RFQ

2.8 Execution of Agreement

By submitting a Response, the Proposers agree to be bound to and execute the Agreement for Miscellaneous Civil Engineering Services. Without diminishing the foregoing, the Proposer may request clarification and submit comments concerning the Agreement for Town's consideration. Only comments and proposed revisions included within the Response will be considered by the Town. Any comments identified after the Response has been received need not be considered by the Town. Furthermore, any requests to negotiate provisions of the Agreement not identified in the Response after the Response has been received may be grounds for removal from further consideration for award. None of the foregoing shall preclude the Town, at its option, from seeking to negotiate changes to the Agreement during the negotiation process.

The Town shall require the successful Proposer to provide, for itself, and any Subconsultant(s) any or all of the following documentation to support the submission of a fee proposal as a condition precedent to execution of an Agreement.

- Current audited financial statement(s) for the most recently completed fiscal year clearly showing the costs (not percentage) of direct labor, indirect labor, fringe benefits, general administrative costs and overhead and a statement of profit or operating margin requested.
- Raw labor rates by labor or professional classification certified as accurate by an officer of the company.
- Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours.
- Updated information reflecting information resulting from negotiation of the Agreement.

The Town may require specific forms for submission of portions of the information contained above and if such forms are required they will be available on the Town's website. Where the Town does not provide specific forms to be utilized, the Proposer shall provide the information in a format acceptable to the Town.

2.9 Unauthorized Work

The Successful Proposer(s) shall not begin work until the Town issues a Notice to Proceed. Such Notice to Proceed shall constitute the Town's authorization to begin work. Any unauthorized work performed by the Successful Proposer(s) shall be deemed non-compensable by the Town and Proposer will not have any recourse against the Town for performing unauthorized work.

2.10. Changes/Alterations

Proposer may change or withdraw a Response at any time **prior to** the Response Submission Deadline. All changes or withdrawals shall be made in writing to the point of contact specified in Article 1.5, "Additional Information and Clarifications". Oral/Verbal modifications will not be considered. Written modifications will not be accepted after the Response Submission Date. Any

changes or withdrawal must be made by an individual authorized to make changes or revisions. Written proof of such authority must be submitted with such request. Proposers shall not assign or otherwise transfer their Response.

2.11. Subconsultant(s)

A Subconsultant is an individual or firm who has a contract with the Proposer or Proposer's firm to assist in the performance of services required under this RFQ. A Subconsultant shall be paid through Proposer or Proposer's firm and not paid directly by the Town. Subconsultants are allowed by the Town in the performance of the proposed services under this RFQ. Proposer must clearly reflect in its Response the major Subconsultants to be utilized in the performance of required services. Any and all liabilities regarding the use of a Subconsultant shall be borne solely by the Successful Proposer(s) and insurance for each Subconsultant must be maintained in good standing and approved by the Town throughout the duration of the Agreement. Neither the Successful Proposer(s) nor any of its Subconsultants are considered to be employees or agents of the Town. Failure to list all major Subconsultants and provide the required information may disqualify any proposed Subconsultants from performing work under this RFQ.

Proposers are expressly prohibited from substituting Subconsultant contained in the Response. Such substitution, for any reason, after receipt of the Response, and prior to award by the Town, shall result in disqualification of the Response from further consideration for award.

2.12. Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the RFQ or addenda, if any, should be reported in writing to the individual identified in Article 1.5 of the RFQ. Should it be necessary, the Town will issue a written addendum to the RFQ clarifying such conflicts or ambiguities.

2.13. Disqualification

This RFQ requires the use and submission of specific Town Forms. In addition, the RFQ requires the submission of additional documents and information. These are must type requirements for being considered responsive. Failure to utilize the Town Forms and submit the required documents will result in the rejection of the Response as non-responsive and it will not be considered for award.

The Town reserves the right to disqualify Responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Response; to reject any or all Responses in whole or in part, or to reissue a Request for Qualifications.

Any Response submitted by a Proposer who is in arrears, e.g., money owed or otherwise in debt by failing to deliver goods or services to the Town, or where the Town has an open or liquidated claim against a Proposer for monies owed the Town at the time of Response submission, or if a Proposer has been declared in default or abandoned a prior Town contract

or agreement, or has been debarred by an federal, State of Florida, or local public entity within the past five (5) years will be rejected as non-responsive and shall not be considered for award.

Any Proposer who submits in its Response any information that is determined by the Town, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of the Agreement.

The Town reserves the right to reject Responses submitted by limited liability corporations.

2.14. Proposer's Expenditures

Proposers understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the Town in connection with the Responses in response to this RFQ are exclusively at the expense of the Proposers. The Town shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response and/or anticipation of an award of a contract and/or to maintain the approved status of the Successful Proposer(s) if an Agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process.

2.15 Execution of Proposal

The Proposal must be manually and duly signed, in blue ink, by an authorized corporate officer, principal, or partner (as applicable) with a signature in full. When a firm is the Proposer, the Proposal shall be signed in the name of the firm by one or more of the partners. Anyone signing the Response as an agent for the Proposer must file with the Response legal evidence of signature authority. Proposers who are nonresident corporations shall furnish to the Town a duly certified copy of their permit to transact business in the State of Florida with the Response. Failure to promptly documents may result in the rejection of the Response as non-responsive.

2.16 Certification of Accuracy of Proposal

Proposer by signing and submitting its Response certifies and attest that all Forms, Affidavits and documents related thereto that it has included in its Response, in support of its Response are true and accurate.

Any Proposer who submits in its Response any information that is determined by the Town, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of an Agreement.

SECTION 3 – SCOPE OF SERVICES

3.1. Purpose

The Town of Miami is seeking to procure the services of a qualified and experienced team(s) to provide civil engineering services for miscellaneous projects, on an as needed basis. The Proposer and its Subconsultants must be able to perform every element of the scope of services as outlined below and in Attachment A, the Agreement.

3.2. Services to be Provided

Consultant shall be capable of providing roadway and traffic analysis, design, construction documents, construction administration, reports, and studies on an as needed basis, and as more fully detailed in Attachment A. The Scope of Services also includes obtain all required permits from applicable regulatory agencies.

3.3. Project Scope(s) of Work

The Agreement details the typical deliverable that will be required of the Consultant. A detailed scope of work will be developed for each work order issued.

It is anticipated that the Proposer's Team, at a minimum, should consist of the following disciplines:

- Surveying
- Geotechnical testing
- Landscape Architect

SECTION 4- GENERAL CONDITIONS

4.1 Acceptance/Rejection

The Town reserves the right to accept or reject any or all Responses or to select the Proposer(s) that, in the opinion of the Town, is/are in its best interest(s). The Town also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the Town, and who is not in a position to perform the requirements defined in this RFQ. Further, the Town may waive informalities, technicalities, minor irregularities, and/or request new Responses for the services specified in this RFQ and may, at its discretion, withdraw and/or re-advertise the RFQ.

A. Legal Requirements

This RFQ is subject to all applicable federal, state, county, and Town laws, codes, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility for compliance with these requirements.

4.3 Non-Appropriation of Funds

In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable in any fiscal period for this Project, then the Town, shall have the unqualified right to terminate the Work Order(s), or Agreement upon written notice to the Consultant, without any penalty or expense to the Town. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).

4.4 Business Tax Receipt

Proposer(s) shall meet the Town and Miami-Dade County's Business Tax Receipt requirements. Proposer(s) with a business location outside the Town shall meet the applicable local Business Tax Receipt/Occupational License requirements. A copy of the license should be submitted with the Response. The Town may, at its sole option allow the Proposer to submit a copy of the after the Response Submission Deadline.

4.5 Minimum Qualification Requirements

The Proposer(s) must have a minimum of five (5) years' experience under its current name providing the required professional services as stipulated in Florida Statute 287.055, as amended ("CCNA"). The Town will consider a Proposal as responsive where a Proposer has less than the stipulated minimum number of years of experience solely where the Proposer has undergone a name change and such change of name has been filed with the State of Florida or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. The Proposer must have a proven record of successfully completing projects.

The Project Team must be capable of designing and obtaining approval of LEED or Green Globe certifications.

A minimum of five (5) references from Owner’s of the project(s) of a similar, size, scope, and complexity, which are typical to a public entity, are to be included in the Response and based on a maximum construction value of approximately \$2,000,000.. This based on the fact that Projects typically awarded under these Agreements will range up to \$2,000,000. The Proposer must utilize Form RFQ-PP-R for these references and the form must be signed by the Owner of the project. Failure to submit the reference forms may result in the Response being deemed non-responsive.

Each Proposer interested in responding to this RFQ must provide the information and forms required by Section 4.0 “Instructions for Submitting a Response. Responses that do not completely adhere to all requirements may be considered non-responsive and eliminated from the process. Additional minimum qualifications may be stated in Section 4.0, “Instructions for Submitting a Response.

4.6. Local Preference

This RFQ is subject to the Local Business Preference as specified in Ordinance 115 of the Town Code.

4.7 Review of Responses For Responsiveness

Each Response will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A “responsive” Response is one which meets the requirements of the RFQ and is submitted in the format outlined in the RFQ, is of timely submission, can be evaluated in accordance with the Evaluation Criteria, and has appropriate signatures/attachments as required. Failure of the Proposer to provide the information as required under Section 4 of the RFQ may result in a rejection of the Response as non-responsive.

4.7 Public Entity Crimes

Proposers must be in compliance with Section 287.133, Florida Statutes. Proposers shall submit Form PEC with their Response.

4.8. Collusion

The Proposer shall certify that its Response is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Response for the same services, or with any Town department. The Proposer certifies that its Response is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws. The Town will investigate all situations where collusion may have occurred and the Town reserves the right to reject any and all Responses where collusion may have occurred.

The Proposer shall include in its Response, in the applicable section of its Response, the Non-Collusive Affidavit, included in this RFP as Form NCA. Failure by the Proposer to submit this

affidavit will result in the Response being deemed non-responsive. Should the Proposer fail to include the affidavit with its Response the Town may, at its sole discretion, allow a Proposer a specified period of time to submit the affidavit to the Town, after which time the Response the will be deemed non-responsive.

4.9. Clarifications

The Town reserves the right to request clarifications of information submitted and to request any necessary supporting documentation or information of one or more Proposers after the deadline for submission of Responses.

4.10. Key Personnel

Subsequent to submission of a Response and prior to award of an Agreement any Key Personnel identified in the response shall not be changed. Any changes in Key Personnel will result in the Response being rejected and not considered for award.

4.11. Audit Rights and Records Retention

The Successful Proposer agrees to provide access at all reasonable times to the Town, or to any of its duly authorized representatives, to any books, documents, papers, and records of Proposer which are directly pertinent to this RFQ, for the purpose of audit, examination, excerpts, and transcriptions. The Successful Proposer shall maintain and retain any and all of the books, documents, papers and records pertinent to the Agreement for three (3) years after the Town makes final payment and all other pending matters are closed. Proposer's failure to or refusal to comply with this condition shall result in the immediate termination of the Agreement (if awarded) by the Town.

4.12. Public Records

Proposer understands that the public shall have access, at all reasonable times, to all documents and information pertaining to Town contracts, subject to the provisions of Chapter 119, Florida Statutes, and Town of Miami Code, Section 18, Article III, and agrees to allow access by the Town and the public to all documents subject to disclosure under applicable law. Proposer's failure or refusal to comply with the provision of this section shall result in the immediate cancellation of the Agreement (if awarded) by the Town.

4.13. Conflict Of Interest

Proposers, by responding to this RFQ, certify that to the best of their knowledge or belief, no elected/appointed official or employee of the Town is financially interested, directly or indirectly, in the purchase of goods/services specified in this RFQ. Any such interests on the part of the Proposer or its employees must be disclosed in writing to the Town. Further, Proposers must disclose the name of any Town employee who owns, directly or indirectly, an interest of five percent (5%) or more of the total assets of capital stock in the Proposer firm

Failure by the Proposer to disclose this information will result in the Response being deemed non-responsive.

4.14. Debarred/Suspended Vendors

An entity or affiliate who has been placed on the State of Florida debarred or suspended vendor list may not submit a response on a contract to provide 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 response on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. Any Proposer who submits a Response that includes such an entity or affiliate shall be deemed non-responsible and the Response will not be considered.

4.15. Nondiscrimination

Proposer agrees that it shall not discriminate as to race, sex, color, age, religion, national origin, marital status, or disability in connection with its performance under this RFP. Furthermore, Proposer agrees that no otherwise qualified individual shall solely by reason of his/her race, sex, color, age, religion, national origin, marital status or disability be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity.

4.16. Conflict Of Interest, And Unethical Business Practice Prohibitions

Proposer represents and warrants to the Town that it has not employed or retained any person or company employed by the Town to solicit or secure the award of the Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award of the Agreement. Proposer shall complete and submit Form AK with its Response.

4.17. Contingent Fees

Proposer represents and warrants to the Town that it has not employed or retained any person or company, to solicit or secure the award of a contract, and that it has not offered to pay, paid, or agreed to pay any person, company, corporation, or firm any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award or making of an contract.

4.18 Assignment; Non-Transferability of Response

A Response shall not be assigned, transferred, purchased, or conveyed. A Proposer who is, purchased by or merged with any other corporate entity during any stage of the Proposal process, through, to and including awarding of and execution of a contract, shall have its Response deemed non-responsive and shall not be considered or further considered for award.

Exhibit B contains specific language as to the assignment, transfer, sale or conveyance of the Contract after it has been executed and any such action after execution may result in the termination of said Contract, unless it meets the specific applicable provisions of the Contract.

SECTION 5 - SUBMITTING A RESPONSE

5.1 Submission Requirements

Submit the following information and documents with Proposer's Response to this RFQ. Failure to do so may deem your Response non-responsive. Non-responsive submittals will receive no further consideration.

Each Response must contain the following documents and form required by Sections 5.1A, each fully completed, and signed as required. Proposers shall prepare their Responses utilizing the same format outlined below in Section 5.1B. Each section of the Response as stipulated in 5.1B shall be separated by a tabbed divider identifying the corresponding section number. Proposers are not to submit any information in response to this RFQ that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. Proposers are not to include any documents including, but not limited to; media and public relations literature, annual reports, pictures, etc. unless specifically requested herein. Such documentation will not be considered and will be redacted from the copies provided to the Evaluation Committee. The submission of such documentation may adversely affect the evaluation of the Response by the Evaluation Committee. Page limitations have been established for some of the Town Forms, as well as other documents. Any pages submitted in excess of the page limitations will be redacted or removed and not provided to the Evaluation Committee for consideration during the evaluation process. The font size and type for Town Forms are set and cannot be changed. Proposer shall use the font style Calibri, Times New Roman, or Arial, with a font size of 11 or 12 for any other information or documents to be submitted.

Hard cover binders and not be used in the submission of the Response. Only heavy stock paper, not exceeding 100#, is to be used for the front and back covers as well as the required section dividers. Proposers should also make every effort to utilize recycled paper in preparing its proposal. Double sided printing is permitted provided that the Response complies with the format set forth in 5.1B.

A. Contents of Qualification Statement:

1. Proposal Letter (maximum 1 page)

Proposer shall complete and submit Form RFQ-PL for this section of the Response.

2. Narrative (maximum 1 page)

Proposer shall complete and submit Form RFQ-N for this section of its Response. Provide a brief overview of the Proposer's firm and why the Proposer should be selected.

3. Qualifications of the Proposer

- a. Firm shall complete and submit Form RFQ-QP for this section of its Response.
- b. Table of Organization of the Proposer reflecting the reporting structure and inclusive of names & titles of the Proposer's staff it anticipates utilizing if an Agreement is awarded.
- c. Resume of the principal-in-charge if an Agreement is awarded. (Maximum 1 page).
- d. Copy of business licenses, including Occupation, and Florida Registration. (Submit company certification, not personal certifications unless the personal certification or licenses is being utilized to qualify the Proposer)
- e. Copy of State Corporate or other proof from the State of Florida that the Proposer is authorized to perform work in the State of Florida.
- f. Form RFQ-WC.

4. Qualifications of the Proposer's Team

- a. Firm shall complete and submit Form RFQ-QT for this section of its Response.
- b. A resume shall be included for each of the key personnel the Proposer anticipates utilizing, including Subconsultant personnel, if awarded an Agreement. The resume should include technical qualifications, which includes the number of years working for the Proposer or Subconsultant, the number of years working in the position identified for this Project, Project experience that reflects experience in projects of a similar, size scope and complexity, as defined in the RFQ. In addition, copies of all relevant professional licenses or certifications, including LEED certifications, are to be submitted. (Maximum of 1 page per resume).
- c. Provide a listing of where Key Personnel have worked together previously on projects. Identify the project(s), the names of the personnel, their title, and role in the project, and if the work was performed while working with or for another firm. Provide the project description(s), a brief description of the scope, and the final cost of the Project. (Maximum 1 page)

5. Qualifications of Project Manager

- a. Firm shall complete and submit Form(s) RFQ-PM for the Project Manager for this section of its Response. Where the Proposer intends to utilize a Principal of the firm for its Project Manager Proposer shall provide the information required of this Section for the Principal.
- b. Proposer shall submit Form RFQ-PM-R for each Form RFQ-PM submitted.
- c. A one page resume is required to be submitted that reflects his/her education, experience and qualifications as they relate to the types of work

to be performed. If the resume has been previously included under A3 or A4 above an additional copy is not required.

6. Design Philosophy and Process (maximum 2 pages)

Firm shall complete and submit Form RFQ-DPP for this section of its Response. Provide a brief explanation of the Proposer's design philosophy and process as it specifically relates to how the Proposer will provide its professional services under the RFQ to the Town. The explanation should detail why the Proposer's Design Philosophy and Process is the best for the Town.

7. Technical Capabilities (maximum 3 pages)

Firm shall complete and submit Form RFQ-T for this section of its Response.

- Sustainable design – Describe approach to minimizing the daily and long term operational and maintenance cost, including the application of “green” design.
- Value engineering – Describe approach to reducing overall project costs and minimizing project schedule. Describe the operational, material quality, technical and/or cost benefit to incorporating value engineered items.
- Quality control, coordination policies & procedures – Detail the policies, procedures and plans to minimize errors and omission and ensure coordination between design disciplines, compliance with specific project requirements, professional/industry standards, and conformance with all applicable code requirements.
- Coordination with Permitting Entities & the Public – Explain the processes for minimizing the impact for multiple reviews by regulatory agencies and how issues with adjacent property owners will be addressed.

9. Proposer's Project Experience Past Five (5) Years

Proposer shall complete and submit Form RFQ-PP for this section of its Response. For each Form RFQ-PP submitted Form RFQ-PP-R must also be submitted with the Response. Proposer shall only include projects that have been completed and are comparable to the types of projects to be awarded under the Agreement. For purposes of evaluation of Responses only, and not placing any limitations on the use of any Agreement issued based on this RFQ Proposers comparable projects should not exceed \$2,000,000.

Proposer may include two pictures for each project identified on Form RFQ-PP.

10. Agreement Provisions

Provide comments on, and exceptions to the attached Agreement terms and conditions. Proposed changes to the Agreement must be returned to the Town in

Microsoft Word format with comments reflected by “red-lining” the original document utilizing the tracking feature. The Microsoft Word document must be included in the Response in both printed format and electronically on a CD-ROM. The Town will only consider the identified comments and exceptions during negotiations. Where a proposal is returned without comments it will be deemed that the Proposer has no comments or exceptions to the draft Agreement.

B. Response Submission Format

Responses are to be prepared and submitted in the following format and order. Failure to comply with this format may result in the Response being determined non-responsive.

Section 1

1. RFQ-PL – Proposal Letter
2. RFQ – N – Narrative

Section 2

1. RFQ-QP – Qualifications of Proposer
2. RFQ-QT – Qualifications of Team
3. Form RFQ-WC

Section 3

1. RFQ-DPP – Design Philosophy & Process
2. RFQ-T – Technical Approach

Section 4

1. RFQ-PM – Qualification of Project Manager
2. RFQ-PM-R – Project Manager’s Reference Forms

Section 5

1. RFQ-PP
2. RFQ-PP-R
3. Pictures of projects

Section 6

1. Resume of Principal
2. Resumes of Key Personnel
3. Resume of Project Manager

Section 5

1. RFQ Signature Forms
2. Acknowledgement of Addenda
3. Forms

Section 6

1. Agreement Comments

SECTION 6 - EVALUATION/SELECTION PROCESS

A. Evaluation Procedures

The procedure for response evaluation and selection is as follows:

1. Request for Proposals issued.
2. Receipt of Responses.
3. Opening of Proposals and listing of all Responses received.
4. Review of the Responses by Town staff for compliance with the submission requirements of the RFQ, including verification that each Response includes all required documents.
5. Review by Town Staff to confirm that the Proposer's Team is qualified to render the required services according to State regulations.
6. The Selection Committee, appointed by the Town Manager, shall meet to evaluate each responsive Response in accordance with the requirements of the RFQ. At the Committee's option, the Proposers may be required to attend an interview session. The Selection Committee may, at its sole discretion, shortlist the proposers and may invite only the shortlisted firms to an interview session.
7. Subsequent to completing its evaluation of the Responses the rank the Responses.
8. The Selection Committee forwards its recommendation of the most qualified Proposer to the Town Manager inclusive of the ranking of the Responses.
11. The Town Manager shall review the Selection Committee's recommendation and make a recommendation to the Town Council for award, reject all Responses, or return the recommendation to the Selection Committee for reconsideration.. In the event of a tie the recommendation of the Town Manager shall control. The Town Manager may submit a recommended firm or "short list" of a combination of a recommended firm and the "short list" to the Town Council.
12. The Town Council shall make the final award.
13. The Town Manager shall attempt to negotiate a Contract with the most qualified Proposer.
14. If the Town Manager is unsuccessful in negotiating a Contract with the highest ranked firm the negotiations with the firm will be terminated and the Town Manager will attempt to negotiate a Contract with the next highest ranked firm and so on.

B. EVALUATION CRITERIA

Responses shall be evaluated according to the following criteria and respective weight:

- | | |
|---|-------------------|
| ➤ Proposer's Qualifications | Maximum 35 points |
| ➤ Proposer's Team Qualifications | Maximum 25 points |
| ➤ Project Manager's Qualifications and Experience | Maximum 10 points |
| ➤ Design Philosophy and Process | Maximum 10 points |
| ➤ Technical Capabilities | Maximum 10 points |
| ➤ Proposer's Project Experience | Maximum 10 points |

SECTION 7 – RFQ SIGNATURE FORMS

RFQ NO. 2012-04: **Miscellaneous Civil Engineering Services**

I certify that any and all information contained in this RFQ is true. I certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFQ for the same services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFQ, and certify that I am authorized to sign for the Proposer’s firm. Please print the following and sign your name:

Firm’s Name

Principal Business Address

Telephone

Fax

E-mail address

Name

Title

Authorized Signature

7.2.1

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Board of Directors of the _____

a corporation existing under the laws of the State of _____ , held on
_____ , 20____ , the following resolution was duly passed and adopted:

"RESOLVED, that, as President of the Corporation, be and is hereby authorized to execute the Response dated, _____, 20____, to the Town of Miami Lakes and this Corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____ , day of _____ , 20____ .

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

7.2.2

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the _____

_____ organized and existing under the laws of the State of _____, held on _____, 20 _____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as _____ of the Partnership, be and is hereby authorized to execute the Response dated, _____ 20 _____, to the Town of Miami Lakes and this Partnership and that their execution thereof, attested by the _____ shall be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

7.2.3

**CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Principals of the _____

_____ organized and existing under the laws of the State of _____, held on _____, 20_____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Joint Venture be and is hereby authorized to execute the Response dated, _____ 20_____, to the Town of Miami Lakes official act and deed of this Joint Venture."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20_____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FOR MAY DISQUALIFY YOUR RESPONSE

6.2.4

**CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that as an individual, I _____
(Name of Individual)
and as a d/b/a (doing business as) _____
(if applicable)
_____ exist under the laws of the State of Florida.

"RESOLVED, that, as an individual and/or d/b/a (if applicable), be and is hereby authorized to execute the Response dated, _____, 20____, to the Town of Miami Lakes as an individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the State, shall be the official act and deed of this attestation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Notary Public this _____, day of _____, 20_____.

NOTARY PUBLIC: _____

Commission No.: _____

I personally know the individual/do not know the individual (Please Circle)

Driver's License # _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

END OF SECTION

ADDENDUM ACKNOWLEDGEMENT FORM

Part I: Listed below are the dates of issue for each Addendum received in connection with this RFQ:

Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____

_____ No Addendum issued for this RFQ

Addendum No. _____, Dated _____

Firm's Name: _____

Signature: _____

Printed Name/Title: _____