REQUEST FOR QUALIFICATIONS

Continuing Architectural and Engineering Services

RFQ No. 12-14-15

PRE-SOLICITATION CONFERENCE
NOT-APPLICABLE

ADDITIONAL INFORMATION & CLARIFICATION DEADLINE
FRIDAY, MARCH 10, 2015 AT 5:00 P.M. (LOCAL TIME)

RESPONSE SUBMISSION DATE AND TIME
TUESDAY, MARCH 24, 2015 AT 3:00 P.M. (LOCAL TIME)

AT
CITY OF NORTH MIAMI
OFFICE OF THE CITY CLERK
CITY HALL, 1ST FLOOR
776 NE 125TH STREET
NORTH MIAMI, FL 33161-4116

The responsibility for submitting a response to this Solicitation at the Office of the City Clerk on or before the stated time and date will be solely and strictly the responsibility of the Respondent. The City of North Miami will in no way be responsible for delays caused by the United States mail delivery or caused by any other occurrence.

Copies of this Solicitation Document may be obtained by contacting DemandStar by Oniva at www.demandstar.com or calling toll free 1-800-711-1712 and request Document No. 12-14-15

Contact Person: Shannon Graham, Purchasing Manager
Email: sgraham@northmiamifl.gov Phone: (305) 895-9886 Fax: (305) 895-1015
The City of North Miami, Florida desires to retain professional consultants to provide services as required under a non-exclusive continuing services contract. Selection of consultants shall be in accordance with Florida Statute 287.055, “Consultants’ Competitive Negotiation Act”. Interested consulting firms or individuals shall be qualified pursuant to law. These selected consultants must be currently licensed to practice in the State of Florida, when required by law.

Projects are to be funded in full or in part by Community Development Block Grant funds, State funds and City funds.

Please submit one (1) original bound Proposal, five (5) complete copies of the original Proposal and five (5) digital compact disk (CD) or USB Flash Drive either by mail or hand delivery in response to this Solicitation. Proposals are to be submitted in a sealed envelope bearing the name of the individual and/or company, and the address as well as the number and title of this Solicitation no later than the date and time specified in the Solicitation Timetable section, where shortly after a public opening will take place in the Council Chambers at which time accepted Proposals will be opened and read. Proposals received after said date and time will not be considered and no time extensions will be permitted. Address your Proposal to City of North Miami, Office of the City Clerk, 776 N E 125th Street, North Miami, Florida 33161. Please clearly mark Proposals:

“IMPORTANT, SOLICITATION ENCLOSED”

Continuing Architectural and Engineering Services
RFQ No. 12-14-15

The City’s tentative schedule for this Solicitation is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement Date:</td>
<td>February 18, 2015</td>
<td></td>
</tr>
<tr>
<td>Non-Mandatory Pre-Solicitation Conference:</td>
<td>Not-Applicable</td>
<td></td>
</tr>
<tr>
<td>Last Date for Receipt of Written Questions:</td>
<td>March 10, 2015</td>
<td>5:00pm</td>
</tr>
<tr>
<td>Opening of Solicitation:</td>
<td>March 24, 2015</td>
<td>3:00pm</td>
</tr>
<tr>
<td>City Council Contract Approval Date:</td>
<td>To Be Determined</td>
<td></td>
</tr>
</tbody>
</table>

(The City reserves the right to delay or modify scheduled dates and will notify Respondents of all changes in scheduled dates.)

Copies of this Solicitation may be obtained by contacting DemandStar via Oniva at [www.demandstar.com](http://www.demandstar.com) or calling toll free 1-800-711-1712 or may be purchased for a non-refundable fee of $25.00 from the Purchasing Department.

**ACCEPTANCE AND REJECTIONS**

The City reserves the right to reject any or all Proposals with or without cause; to waive any or all irregularities with regard to the specifications and to make the award to the Respondent offering the greatest advantage to the City. Please be advised that this Solicitation is issued subject to the City of North Miami Code Section 7-192 prohibiting certain communications with the City as completely specified in the General Conditions contained herein.

We look forward to your active participation in this Solicitation.

Sincerely,

Shannon Graham,

Purchasing Manager
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All of our Contract forms are fill-in able and can be found on our website at:


A-1 Public Entity Crimes Affidavit
A-2 Non-Collusive Certificate
A-3 Local Preference Affidavit
A-5 Acknowledgement of Addenda
A-6 Proposer’s Disclosure of Subcontractors and Suppliers
A-7 Insurance Requirements
A-14 References

Attachment A - Discipline Checklist

Attachment B - Sample City of North Miami Contract
SECTION 1.0
INSTRUCTIONS TO PROPOSERS / GENERAL TERMS AND CONDITIONS

1.1 DEFINITIONS

a) “City” means the City of North Miami.
b) “Contract” means a binding written agreement for the solicited Work and/or Services required by the City, including purchase orders, containing terms and obligations governing the relationship between the City and the Contractor.
c) “Contractor” means the Proposer or Respondent that receives an award of Contract or agreement from the City as a result of this Solicitation.
d) “Department” means a department of the City of North Miami.
e) “Proposal” means the documents timely remitted by Proposer or Respondent, in response to this Solicitation.
f) “Proposer” or “Respondent.” All Contractors, consultants, organizations, Respondents or other entities submitting a response to this RFQ.
g) “Scope of Services” or “Scope of Work” means section 3.0 of this Solicitation, which details the Work or Services to be performed by the Contractor under Contract.
h) “Solicitation” means this Request for Qualifications (RFQ) document, and all associated addenda and attachments.
i) “Subcontractors” or “Subconsultant” to mean any person, Respondent, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, equipment, services, and materials, in connection with the provision of Services to the City, whether directly or indirectly, on behalf of the Contractor.
j) “Work” or “Services” means the provision of Workers’ Compensation Third Party Claims Administration Services for the City’s partially self-insured Workers’ Compensation Program.

1.2 CITY OVERVIEW

North Miami, Florida (pop. 60,000) is a diverse community, ideally located midway between Miami and Fort Lauderdale and encompasses approximately 9.5 square miles. As the fifth largest city of Miami-Dade County, North Miami is committed to growth in its business community, while also focusing on issues such as education, the arts, leisure activities and sustainability to provide a viable future for our residents and preserve the City’s rich history since its incorporation in 1926.

The City currently has 550+ employees and provides a wide range of governmental services including public safety / police services, parks and recreation, public works, water and sewer, planning, building and zoning, code enforcement, and community development to its citizens.

The City is a very large consumer of goods and services and the purchasing decisions of our employees and Contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns with price, performance and availability, we will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

1.3 INVITATION

This invitation is extended to Respondents that can provide the requirement(s) specified herein. The requirements presented in this Solicitation represent the City’s anticipated needs.

1.4 PUBLIC ENTITY CRIMES AFFIDAVIT

The Public Entity Crime Affidavit, (Form “A-1”) attached to this Solicitation, includes documentation that shall be executed by an individual authorized to bind the Respondent. If the Public Entity Crime Affidavit is not submitted as part of the Respondent’s Proposal package, is altered in any manner or is not fully completed, the Respondent shall be deemed non-responsive to the Solicitation requirements.

1.5 PUBLIC ENTITY CRIME / DISCRIMINATORY RESPONDENT LIST

Any Respondent, or any of its suppliers, Subcontractors, or consultants who shall perform Work which is intended to benefit the City, shall not be a convicted Respondent or included on the discriminatory Respondent list. If the Respondent or any affiliate of the Respondent has been convicted of a public entity crime or has been placed on the discriminatory Respondent list, a period longer than 36 months must have passed since that person was placed on the convicted Respondent or discriminatory Respondent list. The Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be either voidable or subject to immediate termination by the City. The City in the event in such termination, shall not incur any liability to the Respondent for any Work or materials furnished.

1.6 LOBBYING

All Respondents, their agents and proposed sub consultants or Subcontractors, are hereby placed on notice that neither the City Council Members, any evaluation committee members, employees of the City or employees of any other project sponsoring agencies shall be lobbied either individually or collectively regarding this Solicitation. Respondents, their agents and proposed Subconsultants or Subcontractors are hereby placed on notice that they are prohibited from
contacting any of these individuals for any purpose relating to the Solicitation (e.g., general information, meetings of introduction, meals, etc.). Any Proposal submitted by a Respondent, its agents and potential sub consultants or Subcontractors who violate these guidelines will not be considered for review. The Procurement Manager or Contract Specialist (identified on the cover page of this Solicitation) shall be the only point of contact for questions and/or clarifications concerning the Solicitation, the selection process and the negotiation and award procedures.

1.7 SUSPENSION OF CONTRACTORS FOR MATERIAL BREACH OF CITY CONTRACTS

Pursuant to Sec 7-160 (a), (b) & (c) upon recommendation by the Manager of Procurement, may temporarily or permanently suspend Contractors from doing business with the City whenever a Contractor materially breaches its Contract with the City. Any Proposal submitted by a Respondent, its proposed Subcontractors or sub consultants who are included on the City’s Suspension List shall not be considered for review.

In addition, the principles of any Respondents or its proposed Subcontractors or sub consultants shall not attempt to do business with the City under a different name or form a new legal entity in order to do business with the City while the principals of the Respondent or its proposed Subcontractors or sub consultants remain on the Suspension List. In the event there is any intentional misrepresentation, the Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be subject to immediate termination for default and suspension procedures by the City. The City, in the event of such termination, shall not incur any liability to the Respondent for any Work or material furnished.

1.8 POINTS OF CONTACT TIMETABLE FOR INQUERIES

Respondents shall contact the contract specialist, identified on the cover page of this Solicitation, for all inquiries relating to this Solicitation. All Respondents’ technical inquiries shall be communicated in writing either through the mail, via facsimile transmission or electronic mail.

Technical questions will not be entertained beyond the cut-off date indicated on the cover page so that answers to substantive questions, in the form of written addenda, can be posted on the City’s web site (www.northmiamifl.gov) and Demand Star by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding documents number.

1.9 ORAL REPRESENTATION

No oral representation made by the City staff shall be binding. The contents of this RFQ and any subsequent addenda issued by the City shall govern all aspects of this Solicitation.

1.10 ADDENDA

If any Solicitation revisions become necessary (other than changes to the deadline for response submission), the City will post written addenda on the City web’s site at (www.northmiamifl.gov) and on Demand Star by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number at least seven (7) calendar days before the date scheduled for opening the responses. The City may revise the deadline for response submission at any time prior to the date and time scheduled for opening the responses. It is the responsibility of all Respondents to ascertain whether any addenda have been issued before the Solicitation deadline by either calling or checking the City’s web site (www.northmiamifl.gov) and Demand Star and by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number. All addenda placed on the Demand Star can be down loaded.

1.11 CANCELLATION OF THE SOLICITATION

The City reserves the right to cancel this Solicitation and/or re-advertise and re-solicit the requirements at any time when determined to be in the best interest of the City.

1.12 PROTEST

If a potential Respondent protests any provisions of the Request for Proposal documents, a written protest must be filed with the City Clerk within five (5) business days (excluding weekends and City observed holidays) prior to date set for opening of the Proposals. A written protest is considered filed when received by the City Clerk.

Any Proposer who files a formal written protest pursuant to Section 7-158, City Code, shall post with the city at the time of filing the formal written protest with the city at the time of filing the formal written protest a filing fee in an amount equal to one percent (1%) of the amount of the bid or proposed Contract, or one thousand dollars ($1,000), whichever is less. Failure to file a notice of protest within the time prescribed in Section 7-158, City Code, or failure to post the filing fee within the time allowed, shall constitute a waiver of such Proposer’s right to file a protest.

Notice of written protest along with the filing fee, shall be timely filed with the City Clerk of the City North Miami at 776 NE 125th Street, 1st Floor North Miami, FL 33161. The City will not accept receipt of any formal written protests filed at any location other than the City’s Clerk’s Office

1.13 CONTRACT

The selected Respondent understands that this Solicitation or the response shall not constitute a contract with the City. No contract is binding or official until responses are reviewed and accepted by
appointed City Staff, approved by the appropriate level of authority within the City and an official contract is duly executed by the parties. The selected Respondent shall be required to sign a Contract which the city determines to be fair, competitive and reasonable.

1.14 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this Solicitation. All information in the response shall be provided at no cost to the City.

1.15 TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

1.16 RESPONSE SUBMISSION AND OPENING

All response shall be submitted in a sealed envelope by the deadline indicated on the cover page of this Solicitation. The response shall identify the Solicitation number and title specified on the cover page of this Solicitation. Reference information shall also be marked on the outside of the sealed envelope, including the Respondent’s return address. The City assumes no responsibility for responses not properly marked.

The City will not accept responses delivered after the established deadline. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.

Receipts of a response by any City office, receptionist or personal other than the Clerk’s Office will not constitute “delivery” as required by this Solicitation. The City will not accept or consider responses submitted via facsimile transmission. The public is welcome to attend the Solicitation opening.

1.17 ASSIGNMENT OF RESPONSE

A Respondent shall not transfer or assign its response to a third party following submission of a Proposal to the City.

1.18 WITHDRAWAL OF RESPONSE

Respondents shall withdraw their submitted Proposal by notifying the City either in writing or in person through an authorized representative at any time prior to the submission deadline. Individuals making the withdrawal shall provide evidence of serving as an authorized representative of the Respondent. Responses, once received, become the property of the City, and will not be returned to Respondents even when they are withdrawn from consideration.

Responses, once opened, shall not be withdrawn or modified except to the extent agreed to by the City during subsequent Contract negotiation.

1.19 PUBLIC RECORDS AND EXEMPTIONS

Upon receipt, responses become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Respondents shall invoke the exemptions to disclosure provided by law, in response to the Solicitation, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Responses will be made available for public inspection at the time the City posts notice of its decision or intended decision concerning contract awards, or ten (10) days after the response opening, whichever is earlier.

1.20 REJECTION OF RESPONSES

Pursuant to Section 7-136, City Code, the City reserves the right to reject any and all Proposals for reasons including, but not limited to, the following:

(1) When such rejection is in the interests of the City;
(2) If such Proposal is deemed non-responsive;
(3) If the Respondent is deemed non-responsible; or
(4) If the Proposal contains any materials irregularities. Minor irregularities contained in response will be waived by the City. A minor irregularity is a variation from the Solicitation that does not affect the price of the Contract nor does it give a Respondent an advantage or benefit not enjoyed by other Respondents and does not adversely impact the City.

1.21 WRITTEN PROPOSAL EVALUATION / ORAL PRESENTATIONS

The selection committee members will independently score the Proposal on the basis of their qualifications and technical merit in accordance with the evaluation criteria included in Part 4 of this Solicitation. Following the submission and evaluation of the written Proposals, the City may request the highest ranked Respondents to provide oral presentation explaining and/or demonstrating each Proposal. All oral presentation will be scheduled and publicly noticed by the City. Following the completion of oral presentations, the selection committee members will score each presentation. Final ranking after oral presentations will be based on the summary of raw scores from the oral discussions for each Respondent.

1.22 REVIEW OF PROPOSAL FOR RESPONSIVE

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the RFQ. A responsive Proposal is one which follows the requirements of the RFQ, includes all documentation, is of timely submission, and has the appropriate signature as required on each document. Failure to comply with these requirements may result in a Proposal being deemed non-responsive.
1.23 CITY COUNCIL REVIEW

The Purchasing Manager will report the result of this RFQ to the City Council for final approval in accordance with the City’s Procurement Ordinance to enter into contract Negotiation. The City reserves the right to reject all Proposals.

1.24 THE CITY OPTIONS

The City may, at its sole and absolute discretion, reject any or all responses, re-advertise this Solicitation, postpone or cancel this Solicitation process at any time, or waive any irregularities in this Solicitation or in the responses received as a result of this Solicitation.

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a Contract award, or whether an award shall ever be made as a result of this Solicitation, shall be the sole and absolute discretion of the City.

In no event will any successful challenger of these determinations or decisions be automatically entitled to the award of this Solicitation.

The submittal of a Proposal will be considered by the City as constituting an offer by the Respondent to provide the Services described in this Solicitation.

1.25 CONTRACT AWARD

The City anticipates the award of one Contract, but reserves the right not to make any award whatsoever, if determined to be in the interest of the City.

Prior to Contract award, the Contractor shall submit documentation reflecting any required insurance coverage. The Contract number shall be included on the insurance documentation submitted to the City at the time of award execution and for all subsequent updates to the insurance coverage throughout the Contract period. Failure to execute the Contract and/or to provide evidence of any required insurance coverage shall be just cause for the termination of the award.

1.26 PROPOSAL SUBMITTAL/ADDENDUMS

All Proposals submitted shall include the completed Bid Form and all required product information and any other items as indicated on the Bid Form. Proposals will be considered “Non-Responsive” if the required information is not submitted by the date and time specified.

Before submitting a Proposal, each Respondent shall make all investigations and examinations necessary to ascertain if any addendums were issued by the Purchasing Agent.

1.27 NON-RESPONSIVE PROPOSALS

Responses found to be non-responsive shall not be considered. Responses may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A Response may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional responses, incomplete responses, indefinite or ambiguous responses, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of Proposals include evidence of collusion among Respondents, obvious lack of experience or expertise to perform the required Work, submission of more than one Proposal for the same Work from an individual, Respondent, joint venture, or corporation under the same or a different name (also included for Design-Build Projects are those Proposals wherein the same Engineer is identified in more than one Proposal), failure to perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, Respondent, partnership, or corporation is on the United States Comptroller General’s List of Ineligible Design-Builder for Federally Financed or Ineligible Projects.

Proposals will also be rejected if not delivered or received on or before the date and time specified as the due date for submission.

1.28 CONE OF SILENCE

This RFQ is issued pursuant to the City of North Miami Section 7-193, City Code, which prohibits certain types of communications: (a) A Cone of Silence shall be imposed upon each RFQ, RFP or IFB after the advertisement of said RFQ, RFP or IFB. At the time of imposition of the cone of silence, the Manager of the Purchasing Department or designee shall provide for public notice of the cone of silence. The Manager of the Purchasing Department shall issue a written notice thereof to the affected Departments, file a copy of such a notice with the city clerk, with the copy thereof to each city council member, and shall include in any public Solicitation for supplies or services a statement disclosing the requirements of this ordinance. Notwithstanding any other provision of this section, the imposition of a cone of silence on a particular RFQ, RFP or IFB shall not preclude Purchasing staff from obtaining industry comment or performing market research provided all communication related thereto with a potential offeror, service provider, bidder, lobbyist, or consultant are in writing or are made at a duly noticed public meeting.

The ordinance does not apply to oral communications at pre-Proposal 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 Council unless specifically prohibited by the applicable RFQ, RFP, or bid documents. A copy of all written communications must be filed with the City Clerk.
1.29 RESPONDENT’S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS

This RFQ shall require that the Respondent submits with its Proposal a listing of all first-tier Subcontractors or sub consultants who will perform any part of the Contract Work and all workers who will supply materials for the Contract Work direct to the selected Respondent. Failure to comply with this requirement shall render the Proposal non-responsive. In addition, the selected Respondent shall not change or substitute Subcontractors or suppliers from those listed in the Proposal except upon written approval of the City (See "Form A-6").

1.30 BUSINESS ENTITY / RESPONDENT REGISTRATION

The City of North Miami requires business entities to complete registration application before doing business with the City. Respondents need not register with the City to Present a Proposal; however, the selected Respondent(s) must register prior to award of a Contract as failure to register may result in the rejection of the Proposal. To register, contact the Purchasing Department at (305) 895-9886 or you may download the application (revised 7/09) from our website at www.northmiamifl.gov It is the responsibility of the business entity to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this RFQ.

1.31 EXCEPTION TO THE RFQ

Respondents may take exceptions to any of the terms of this RFQ unless the RFQ specifically states where exceptions may not be taken. Should a Respondent take exception where none is permitted, the Proposal will be rejected as non-responsive. All exceptions taken must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank Proposals, and the cost implications of the exception (if any). Where exceptions are taken, the City shall determine the acceptability of the proposed exceptions. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may insist that the Respondent furnish the Services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this RFQ. However, the City is under no obligation to accept any exceptions. If no exception is stated, the City will assume that the Respondent will accept all terms and conditions.

1.32 PROPRIETARY / CONFIDENTIAL INFORMATION

Respondents are hereby notified that all information submitted as part of, or in support of, Proposals will be available for public inspection after opening of Proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Records Law.”

1.33 LOCAL PREFERENCE / 10% TOTAL WORKFORCE CONSISTING OF NORTH MIAMI RESIDENTS / SUBCONTRACT WITH LOCAL PROPOSERS

The evaluation of competitive Solicitations is subject to Section 7-151, City Code which, except where contrary to federal and state law, provides that preference be given to local businesses. To satisfy this requirement, the Respondent shall Respondent in writing its compliance with either of the following objective criteria as of the bid or Proposal submission date stated in the Solicitation. A local business shall be defined as:

a) A business that has a valid local business tax receipt, issued by City of North Miami at least one year prior to bid or Proposal submission, that is appropriate for the goods, services or construction to be purchased; or

b) A business that has a physical business address located within the limits of the City of North Miami from which the Respondent operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; or A business has at least ten percent (10%) of its total workforce residing in the city prior to the city’s issuance of the Solicitation for supplies or services; or

c) The local preference may be applied to Respondents that subcontract at least ten percent (10%) of the contractual amount of a City project to Subcontractor who is physically located within the City of North Miami (Must complete Form A-3a & A-3b)

The preference used to evaluate the submittals received from Respondents are assigned point totals, a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price, shall be given to the local business. (See Form A-3)

1.34 RULES, REGULATED AND LICENSING REQUIREMENTS

The Respondent shall comply with all laws; ordinances and regulations applicable to the Services contemplated herein, especially those applicable to conflict of interest and collusion. Respondent are presumed to be familiar with all Federal, State and Local laws, ordinances, codes, rules and regulations that may in any way affect the goods or Services offered.

1.35 COMMUNITY BENEFITS PLAN

The Contractor will be required to submit, a Community Benefits Plan for approval by the City Manager. The Community Benefit plan shall be exclusive of the City of North Miami’s Local Preference requirement, under Section 7-151 of the City Code.

The Contractor will be required to document their experience and track record in delivering to a
municipality, county or other local government agency a Community Benefits Plan. The Contractor shall be required to demonstrate and provide to the City a proposed Community Benefit Plan which has identifiable and observable benefit to the community within the City. Proposers are encouraged to be creative in the development of a Community Benefit Plan and the types of benefits their plan is designed to provide. The City Manager, as the City's Chief Executive Officer, shall approve the final Community Benefits Plan proposed by the Contractor, as a precondition to the execution of any agreement. The Contractor’s Community Benefits Plan shall be incorporated into and shall become a part of the agreement entered into between the City and the selected Proposer.

1.36 MODIFICATIONS OF PROPOSAL

No unsolicited modifications to Proposals will be permitted after the date and hour of the Proposal opening.

1.37 TRUTH IN NEGOTIATION STATEMENT

The Contractor must provide at the time for Contract execution a written statement stating that “wage rates and other factual unit cost supporting the compensation are accurate, complete and current at the time of contracting”.

1.38 REVIEW OF SOLICITATIONS

The City will not allow any request for documents or reviews of submittals until thirty days after Proposals are received or after an award is announced. After said time, Respondents may request documents or make an appointment to review submittals and presentations.

1.39 LATE SUBMISSIONS

The City will not accept Proposals received after opening time and encourages early submittal.

1.40 SOLICITATION OPENING

This Solicitation will not be based solely on price. Therefore, the Cost Proposals will NOT be read aloud. However, properly received Proposals will be announced at the Proposal Opening. Proposal will be read in the Council Chambers located on the 2nd floor of City Hall 776 NE 125th Street North Miami, FL 33161. A list of Respondents shall be placed on the City’s website.

1.41 ATTORNEYS’ FEES

In the event of any dispute arising under or related to the Agreement, the prevailing party shall be entitled to recover all actual attorney fees, costs and expenses incurred by it in connection with that dispute and/or the enforcement of the Agreement, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

1.42 CONFLICTS OF INTEREST

The City’s Conflict of Interest guidelines, provided under Article XI, of the City Code, as amended, shall apply to this Solicitation and Contract. Respondents should be aware, that if awarded a Contract, no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Solicitation has any personal financial interest, directly or indirectly, with contractors or Respondents providing professional Services on Work assigned to the Contractor, except as fully disclosed and approved by the City. Contractor shall further be aware that if awarded, in the performance of this Solicitation no person having such conflicting interest shall be employed.

1.43 CONTRACTOR OBLIGATIONS

The Contractor warrants that any and all Work, materials, Services or equipment that may reasonably be inferred from the Contract Documents as being required to produce the intended result, will be supplied by the Contractor at its own cost, whether or not specifically called for.

The Contractor warrants and accepts that any and all Work, materials, Services or equipment necessitated by the Inspections of City and/or County agencies, or other regulatory agencies as are applicable, to bring the Work into conformity with the Contract Documents and all applicable laws, codes, regulations, procedures, or considered inside the contemplation of the Contract Documents, shall be deemed the responsibility of the Contractor at no additional cost to the City.

END OF SECTION
SECTION 2.0
SPECIAL CONDITIONS

2.1 PURPOSE

The City of North Miami desires to retain professional consultants to provide services as required under a non-exclusive continuing services contract. Selection of consultants shall be in accordance with Florida Statute 287.055, “Consultants’ Competitive Negotiation Act”.

2.2 TERM OF CONTRACT

Award and/or Contract will commence succeeding the approval of the Award and/or Contract by the City Council, unless otherwise stipulated in the Notice of Award letter, which is distributed by the City’s Purchasing Department and contingent upon the completion and submittal of all required Solicitation documents.

The term of the Contract shall have no time limitation, unless otherwise terminated earlier by the City.

2.3 OPTION TO RENEW

The City shall be given at least one hundred and twenty (120) days notice of cancellation or non-renewal of Contract and at least one hundred and twenty (120) days notice of any increase in premiums after the initial Contract period. Changes in cost shall occur no more frequently than on an annual basis.

The City shall have the option of terminating the Contract by giving the Contractor sixty (60) days written notice.

2.4 METHOD OF AWARD

See Section 4 for method of evaluation and award.

2.5 MINIMUM QUALIFICATION

To be eligible to respond to this Solicitation, the Respondent must demonstrate that the firm, has sufficient capabilities, resources and experience to provide the Services under this Solicitation. Any Respondent that fails to meet all the following minimum qualification requirements may be noted as “NON-RESPONSIVE”. Those qualifications are as follows:

2.5.1 LICENSING REQUIREMENTS:

In order to be considered a responsible and responsive bidder for the scope of work set forth in these bid documents, the bidder shall possess one of the following licenses, depending on the discipline firm is qualifying for, to be included in the RFQ:

State of Florida Professional Engineer’s license, and Certificate of Authorization for Engineering (in accordance with Florida Statutes Chapter 471); or

State of Florida Architect’s license, and Certificate of Authorization for Architect Business (in accordance with Florida Statutes Chapter 481); or

State of Florida Registered Landscape Architect license; and Certificate of Authorization for Landscape Architecture Business (in accordance with Florida Statutes Chapter 481);
Note: All professional services shall be performed under the direction of a professional registered with the State of Florida and qualified in the specific field (i.e. Professional Architect [PA], etc.).

2.5.2 The successful firms must be properly registered and in compliance with the State of Florida in addition to being licensed and registered with the Department of Business and Professional Regulation to practice their profession in the State of Florida.

2.5.3 The successful firm must have a minimum of five (5) years business experience in their respective discipline(s).

2.5.4 Respondents must submit a complete Standard Form 330 and provide other related documentation that demonstrates their ability to satisfy all of the minimum qualifications.

2.5.5 Indicate the firm’s number of years of experience in providing the professional services as it relates specifically to the firm’s discipline/services. Provide all other submittal information as specified herein.

2.5.6 References: At a minimum, Respondent must provide at least three (3) references of business clients and/or governmental agencies to which it has provided said Services. If available, such references should be representatives of Florida jurisdictions to which the Respondent is currently providing, or has provided, Services within the last five (5) years. Only one reference may be used for projects completed for the City of North Miami.

2.6 INSURANCE AND INDEMNIFICATION

Respondents must submit with their responses, proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

2.6.1 COMMERCIAL GENERAL LIABILITY

Minimum limit of $1 Million per occurrence for bodily injury and property damage; this coverage shall also include personal, advertising injury and medical expense.

2.6.2 PROFESSIONAL LIABILITY (Errors and Omissions)

Minimum limit of $1 Million covering any errors or omissions of the Contractor in the performance of professional Services; the Self Insured Retention shall not exceed $25,000. If the self-insured retention (SIR) or deductible exceeds $25,000, the City reserves the right, but not the obligation, to review and request a copy of Contractor’s most recent annual report or audited financial statement. Policies written on a “Claims-Made” basis shall include a Retroactive Date equal to or preceding the effective date of this Contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, Contractor shall purchase a SERP with a minimum reporting period of not less than three (3) years. The requirement to purchase a SERP shall not relieve the Contractor of the obligation to provide replacement coverage. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an “occurrence” or “claims - made” form. If coverage is provided on a “claims - made” form the Certificate of Insurance must also clearly indicate the “retroactive date” of coverage.
2.6.3 **COMMERCIAL AUTOMOBILE LIABILITY**

Minimum limit of $1 Million, covering any auto including owned, non-owned, hired or leased. In the event Contractor owns no automobiles, the Commercial Auto Liability requirement shall be amended allowing Contractor to maintain only Hired & Non-Owned Auto Liability. If vehicles are acquired throughout the term of the contract, Contractor agrees to purchase “Owned Auto” coverage as of the date of acquisition. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or a separate Commercial Auto coverage form.

2.6.4 **WORKER’S COMPENSATION**

As required by the State of Florida and in accordance to F.S.440, with statutory limits, and Employer’s Liability with a minimum limit of $1,000,000 per accident for bodily injury or disease.

2.6.5 **THIRD PARTY COMMERCIAL FIDELITY (CRIME) BOND**

Contractor shall furnish a Commercial Fidelity Bond or its equivalent for Employee Dishonesty, written on a Blanket Basis with a minimum limit of $100,000. The bond shall be endorsed to cover “Third-Party” liability including a third-party beneficiary clause in favor of “City of North Miami”, a Political Subdivision of the State of Florida, its Officers, Employees and Agents. The bond shall include a minimum twelve (12) month “Discovery Period” when written on a Loss Sustained basis. In lieu of a Fidelity Bond, the City will accept Crime Insurance including Employee Dishonesty (Fidelity) Coverage on a blanket basis.

Both Commercial General and Automobile Liability insurance policies shall name the City of North Miami as “additional insured”. All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.

Insurance policies required by Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of B+ rating based on the latest rating publication for Property and Casualty Insurers such as A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of Florida. Required insurance coverage must be approved by the City’s Risk Manager prior to signing of Contract. Contractor may produce any insurance under a “blanket” or “umbrella” insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other projects undertaken by Contractor.

Contractor must submit, prior to signing of Contract, Certificates of Insurance evidencing all coverage requested in this RFQ. Additional insured designation in favor of the City shall be included on the Commercial General Liability and Auto Liability Insurance. Contractor shall guarantee all required insurances (including endorsements) remain current and in effect throughout the term of Contract. Failure to maintain the required insurance shall be considered default of the Contract. The requirements contained herein, as well as the City’s review or acceptance of insurance maintained by the successful Contractor, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the successful Contractor under the Contract.
Contractor shall indemnify and hold harmless the City of North Miami and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys’ fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney’s fees which may ensue thereon.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

The Contractor must submit, no later than ten (10) days after award and prior to execution of Contract, a Certificate of Insurance evidencing all required coverage and naming the City of North Miami as additional insured where applicable.

2.7 SAMPLE FORM CONTRACT:

The City’s Form Contract is attached as part of this solicitation. Submission of an RFQ response without identifying variances expressly acknowledges and formally evidences acceptance of all terms and conditions of the form Contract. Any and all variances must be submitted in writing by the Proposer. (Attachment B)

2.8 FAILURE TO PERFORM

If in the opinion of the City's representative, the Contractor refuses to execute contractual obligations as outlined in the Contract, produces an unsatisfactory performance, or neglects or refuses to address the deficit to provide a suitable resolution that meets the City’s expectations, then City's representative may notify the Contractor that the City will terminate the contract.

If at any time the City's representative shall be of the opinion that service delivery is unnecessarily delayed and will not be completed within the prescribed time, then City's representative may notify the Contractor to discontinue all Work under Contract. The Contractor shall immediately respect said notice and cease said Work and shall forfeit the Contract.

The City may there-upon look to the next lowest and responsive and responsible Respondent to complete the Work or re-advertise for Proposals and let a contract for the uncompleted Work in the same manner as was followed in the letting of the Contract and charge the cost thereof to the original Respondent under Contract. Any excess cost arising therefore over and above the original Contract Price shall be charged to the Respondent.

2.9 FEDERAL AND STATE REGULATIONS

The Contractor shall comply with all applicable federal, state and local rules and regulations regarding the provision of Services.
2.10 **ACCEPTANCE OF SERVICES BY THE CITY**

The Services to be provided hereunder shall be in full compliance with the specifications and requirements set forth in the Contract Documents.

2.11 **NOTICE TO PROCEED**

The Contractor shall neither commence any Work, nor enter a City Work premise, until a written Notice to Award (“NTA”) and Purchase Order is issued by the City to Contractor directing the commencement of Work.

2.12 **LABOR, MATERIALS AND EQUIPMENT SHALL BE SUPPLIED BY THE CONTRACTOR**

Unless otherwise provided in this Solicitation the Contractor shall furnish the labor, materials, equipment, and coordination of services for satisfactory Contract performance.

2.13 **CONTRACTS OVERLAPPING FISCAL YEARS**

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 new Purchase Order to cover its needs for the balance of the fiscal year and a new purchase order will be issued to correspond with the remaining months of the Contract that extends into the next fiscal year. Issuance of a new Purchase Order shall be subject to the availability of budgeted funds.

2.14 **NO DAMAGES FOR DELAY**

The Contractor shall not be entitled to any claim for damages including, but not limited to, loss of profits, commissions, home office overhead expenses, equipment rental and similar costs, on account of delays in the progress of the Services from any cause whatsoever including an act or neglect of the City, adverse weather conditions, an act of God, strike, war or national disaster or emergency, unusual delay in deliveries, unusual delay in service delivery, unavoidable problems with turnaround, or other causes beyond the Contractor’s control, or by delay authorized by the City, or by other causes which the Contractor determines may justify delay. The Contractor’s sole recovery and sole remedy for any such delay shall be a reasonable extension of time and a revision to the Service Schedule as determined by the City. However, additional costs to the Contractor or delays in the Contractor’s performance caused by improperly timed activities shall not be the basis for granting a time extension. If the Contractor wishes to make a claim for an increase in time of performance, written notice of such claim shall be made to the City within ten (10) working days after the occurrence of the event, or the first appearance of the condition giving rise to such claim. The City’s representative shall determine whether or not the Contractor is entitled to a time extension for the delay. The failure of the Contractor to give such notice shall constitute a waiver of any claim under this section.

2.15 **COUNCIL MEETING**

Contractor must be available to attend City Council meetings when required. Contractor must be prepared to answer any questions and/or provide oral presentations (using presentation board, PowerPoint or handouts) if requested by City Council and/or an authorized City representative.

2.16 **SOLICITATION CLARIFICATION AND INQUIRIES**

Any questions or clarifications regarding this Solicitation shall be submitted in writing to Purchasing Agent, Shannon Graham via email at sgraham@northmiamifl.gov. Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in writing.
The Solicitation number and title shall be referenced on all correspondence; be sure to include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly. All questions must be received no later than the time and date specified in the Solicitation Timetable section. All responses to questions/clarifications will be sent to all prospective Respondents in the form of an addendum. **NO QUESTIONS WILL BE RECEIVED VERBALLY OR AFTER SAID DEADLINE.** Addendum(s) will be made available on the City’s webpage and it is the Respondent’s sole responsibility to assure receipt of all (if any) addenda(s).

2.17 **ACCEPTANCE/REJECTION/MODIFICATION TO PROPOSALS:**

The City reserves the right to reject any and all proposals, and to waive minor irregularities in the procedure.

2.18 **CONDITIONS OF PROPOSALS**

2.18.1 Late Proposals – Proposals received by the City after time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery at the location designated for receipt of proposals.

2.18.2 Completeness – All information required by this RFQ must be supplied to constitute an acceptable proposal.

2.18.3 Public Opening – All proposals will be publicly opened at the time and place specified.

2.18.4 Award – The Selection Committee will make recommendations based upon the most responsive and responsible bidder(s) whose qualifications conforms to the RFQ and is most advantageous to the City. The City Manager will present to City Council for acceptance and final award, or reject all proposals, within one hundred and fifty (150) calendar days from the date of opening of proposals. Several Contractors may be designated as approved Qualified Vendor(s) for the delivery of material and/or services from this contract through the effective period of the award. Successful qualified contractors shall be notified in writing of award.

2.18.5 Contract - A Contract (the “Agreement”) will be awarded in accordance with City Commission approval, and Florida Statues, by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Consultant(s) that is determined to be in the City’s best interests. The Agreement is provided herein as an attachment to this RFQ. The City reserves the right to award a contract to more than one Consultant as is in the City’s best interest.

END OF SECTION
SECTION 3.0  
SCOPE OF SERVICES  
TECHNICAL SPECIFICATIONS

3.1 SCOPE OF SERVICES
In accordance with Florida Statute 287.055, Consultants’ Competitive Negotiations Act (CCNA) the City of North Miami seeks to identify firms with substantial experience and capabilities to perform continuing professional architectural and engineering consulting services on an open-end continuing services basis.

Firms will not be limited to one professional category. Respondents must designate which professional category is being proposed (see attached Discipline Form). Any professional services awarded through this RFQ will be for projects that do not exceed $2,000,000 in basic construction cost and for study activity if the fee for professional services for each individual study does not exceed $200,000. These threshold requirements are pursuant to Florida Statute 287.055. City is soliciting proposals on behalf of the various North Miami Departments, on an as-needed basis, to obtain the services of qualified firms for Continuing Professional Architectural and Engineering Services for the following disciplines/sub-disciplines: 1. Landscape Architecture/Interior Design; 2. Water and Wastewater Engineering; 3. Urban Planning & Design; 4. Roadway, Traffic & Transportation Engineering & Consulting; 5. Water Resources/Stormwater Design; and 6. Environmental Engineering.

The City shall select firms for each professional service. Firms will not be limited to one discipline. Each selected firm may enter into a multi-year contract with the City. After award of contract as each project is identified, the awarded firm within the required discipline(s) will be requested to submit cost.

No guarantee is expressed or implied as to the total services to be purchased under this RFQ. Award of a consultant does not guarantee any future work to be awarded. No services are to become due unless procedures listed in Section 3.3 are followed.

In the event a firm is selected for a specific project, the selected firm will be required to negotiate and execute an agreement with the City, which agreement may require City Council approval by Resolution.

The Using Department will contact the Purchasing Department to evaluate the credentials of the approved Consultants to determine which Consultant is most qualified to perform the desired services requested by the Using Department.

3.2 SELECTION OF CONSULTANT FOR CONSULTING SERVICES: All awarded firms shall be placed on a rotating list for the discipline awarded. The City, at its discretion, shall use the rotating list to select a consultant to place an order for the particular services required.

A. Effective with the award and establishment of this Qualification, a rotating list shall be established listing all of the qualified consultants in an order to be determined by a drawing of lots.
B. When a particular Consultant service is required, as determined in the sole discretion of the City, said order shall be offered to the first Consultant on the rotating list which offers the services.
C. If the selected Consultant, does not accept the order, including requirements, or if the City in its sole discretion determines the Consultant cannot perform the work, or is not the most qualified, the next Consultant shall be offered the order, and this process shall be repeated until an order is accepted.
D. Once all Consultants on the rotating list have been offered or accepted an order, the next Consultant will be the first Consultant offered on the rotating list with the least dollar value awarded, for service on this contract.
E. This process will be repeated to equalize the dollar values awarded among all Consultants awarded under each discipline.
3.3 **CODE REQUIREMENTS:**
The Consultant and his or her sub-consultants (if applicable) on this project must be familiar with all applicable Federal, State, County, City and Local Laws, Regulations or Codes and be governed accordingly as they will apply to this project and the actions or operations of those engaged in the work or concerning materials used. Consultant shall ask for and receive any required inspections.

3.4 **REQUIREMENT OF CONSULTANT**

A. Consultant shall perform all work identified in any Contract issued under this RFQ. The parties agree that the scope of services for any Contract is a description of Consultant’s obligations and responsibilities and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Consultant impractical, illogical, or unconscionable.

B. Consultant and City acknowledge that the Scope of Services does not delineate every detail and minor work task required to be performed by Consultant to complete the Project. If, during the course of the performance of the services included in the Contract, Consultant determines that work should be performed to complete the Project which is in the Consultant’s opinion outside the level of effort originally anticipated, whether or not the Scope of Services identifies the work items, Consultant shall notify Contract Administrator in writing in a timely manner before proceeding with the work. If Consultant proceeds with said work without notifying the Contract Administrator, said work shall be deemed to be within the original level of effort, whether or not specifically addressed in the Scope of Services. Notice to Contract Administrator does not constitute authorization or approval by City to perform the work. Performance of work by Consultant outside the originally anticipated level of effort without prior written City approval is at Consultant’s sole risk.

C. Consultant acknowledges and agrees that services under this RFQ are to be requested by City on an as-needed basis only, and no representation or guarantee is made by City to Consultant that City will utilize Consultant’s services exclusively or at all.

D. Consultants interested in performing these services must exhibit considerable relevant experience with this type of work, and should emphasize both experience and capability of particular personnel who will actually perform the work. Consultants should indicate any sub-consultants proposed to be utilized in work for the City.

E. The selected firm(s) will be responsible for reviewing existing Miami-Dade County, City of North Miami Codes, Resolutions and Ordinances and State of Florida Building Codes and for incorporating data into complete construction documents including final construction plans (working drawings), technical specifications, construction estimates, and related bid documents necessary for the bidding and construction of the projects.

F. The selected firm(s) will be responsible for obtaining all Federal, State and local permits and/or approvals from Miami-Dade Water and Sewer, DERM, Environmental, HRS, Miami-Dade Public Works, South Florida Water Management District (SFWMD) the Florida Department of Transportation (FDOT) as necessary and all City of North Miami Building permits necessary for the construction of the projects. Firms may also be required to provide consulting services to the City on various matters which do not result in drawings, specifications or construction documents.

G. The respondent shall agree to indemnify and hold harmless and pay on behalf of the City, for any liability and/or legal costs arising out of any claims and litigation related to the services provided, including any actions that may arise from allegations regarding determination of appropriateness or inappropriateness of care or any acts, errors or omissions related to the service provided.
The services sought by the City may include, whether in part or in whole, but not limited to:

A. **Architecture/Landscape Architecture/Interior Design**

Activities may include, but shall not be limited to:

- Provide drawings and specifications for projects
- Site master planning, analysis and design
- Urban design plans/concept diagrams
- Open space planning, analysis and design
- Community planning, analysis and design
- Natural resource planning, analysis and design
- Design guidelines
- Streetscape planning, analysis and design
- Feasibility analysis
- Peer review analysis
- Renderings/Modeling
- Assist in preparation of construction documents and specifications
- Park Design
- Median Design
- Landscape design in conjunction with the installation of North Miami entrance signs
- Xeriscape Concepts
- Local drought tolerant plants
- Cost estimates for above work
- Attend meetings with City staff and presentations to City Council
- Provide plans developed on AutoCAD’s latest version, and copies of a reproducible hard copy and CD and/or thumbprint drive of plans in the requested format shall be provided to the City.

B. **Water/Wastewater Engineering**

Activities shall include, but not limited to:

- Water Plant design
- Water distribution and sanitary sewer system designs
- Wastewater System Plan and Program Development (sewer overflow response plan, information management system program, GIS implementation, sewer system asset management program, gravity sewer system O&M program, pump station O&M and assessment/rehabilitation program, force main O&M and assessment/rehabilitation program, force main criticality assessment and prioritization program, force main rehabilitation and replacement program, capacity, management O&M program (CMOM))
- Project programming / Conceptual design
- Preparation of waster distribution models
- Preparation of sanitary sewer system models
- Raw water well analysis
- Raw water pump station analysis
- Preparation of construction contract drawings and specifications complying with the requirements of the authorities having jurisdiction
- Development of schedules for design and construction
- Preparation of estimated quantities, costs and bid forms
- Construction support services
- Sanitary Sewer Pump Station Evaluation and Design
- Water distribution / Sanitary Sewer Master planning
- Grant Assistance and writing
- Project Management
- Evaluation of bids as compared to project budget
- Respond to RFIs
- Attend meetings with City staff and presentations to City Council

C. **Urban Planning & Design**

The work is defined as town planning and urban design of neighborhoods with an emphasis on new urbanism principles and the public process. Services include the design of master plans, housing prototypes and regulations that emphasize human scale, historic context, public open spaces and the pedestrian realm for neighborhoods in the City of North Miami and also have the capabilities to perform grant writing for FEMA, SFWMD, Miami-Dade County and the State of Florida.

Activities may include, but shall not be limited to:

- Feasibility studies
- Planning studies for operational facilities
- Urban design plans/concept diagrams
- Surveys
- Inspections and evaluations
- Collection of data
- Engineering and economic feasibility reports and studies
- Cost estimates and economic analysis
- Attend meetings with City staff and presentations to City Council
- Community Outreach and Visioning
- Community Redevelopment Planning
- Corridor Planning
- GIS Mapping and 3-D Animation
- Comprehensive Plans and Evaluation and Appraisal Reports
- Zoning and Land Development Regulations with an emphasis on Form Based Codes
- Housing studies including affordability studies and Consolidated Plans
- Downtown Master Planning

D. **Roadway, Traffic & Transportation Engineering & Consulting**

Activities shall include, but not limited to:

- Consulting services, including reports, traffic studies, coordination with community organizations, construction plans & specs, estimating and project management
- Expertise and experience in traffic engineering, transportation planning, street and highway design, traffic calming design, transit planning, traffic studies, general engineering, coordination with Miami Dade Transit (MDT), Metropolitan Planning Organization (MPO), the County, and planning capabilities.
- Attend meetings with City staff and presentations to City Council
- Provide plans developed on AutoCAD’s latest version, and copies of a reproducible hard copy and diskette of plans in the requested format shall be provided to the City
- Transportation Planning and Traffic Engineering
- Parking Studies
- Roadway Design: Detailed engineering for the construction of roadways within State, County or Local rights-of-way and similar facilities. These services may include any aspect of project programming and preparation of conceptual designs
E. **Water Resources / Stormwater Design**

Activities shall include, but are not limited to:

- Project Programming/Conceptual Design
- Preparation of stormwater models
- Groundwater modeling
- NPDES permitting
- Floodplain management
- Design of stormwater systems
- Preparation of construction contract drawings and specifications
- Development of schedules for design and construction
- Evaluation of bids as compared to project budget
- Estimated quantities and cost
- Construction support services
- Project Management
- Detailed engineering for modifications to or construction of water control structures, canals, pump stations and similar facilities
- Respond to RFIs
- Attend meetings with City staff and presentations to City Council

F. **Environmental Engineering**

Activities shall include, but not limited to:

- Landfill closures and operation
- Site Remediation (groundwater remediation systems, deep injection wells)
- Environmental cleanups
- Gas monitoring
- Brownfield site management
- Lakefill permitting
- Wetland preservation
- Project programming and preparation of conceptual designs
- Preparation of construction contract drawings and specifications complying with the requirements of the authorities having jurisdiction
- Development of schedules for design and construction
- Preparation of estimated quantities, costs and bid forms
- Construction support services
- Reports and Analysis for compliance reports to USEPA, FDEP, Miami-Dade, DERM and SFWMD, etc.
- Environmental assessments and testing
- Grant assistance and writing
- Project Management
- Evaluation of bids as compared to project budget
- Respond to RFIs
- Attend meetings with City staff and presentations to City Council
3.5 **MINIMUM QUALIFICATIONS:**
Respondents are required to meet both the minimum qualifications listed below and the mandatory submittal requirements listed in Section 3.0

**A. LANDSCAPE ARCHITECTURE/INTERIOR DESIGN**

- The selected prime firms shall be registered firms licensed with the State of Florida. All professional services shall be performed under the direction of a professional registered with the State of Florida and qualified in the specific field (i.e. Registered Architect [RA], Registered Landscape Architect [RLA], Interior Designer [ID], etc.);
- The selected prime firms shall have been in business and have a minimum of five (5) years experience in providing landscape architectural services in the State of Florida;
- The firm must identify a Team Project Manager who must be licensed in the State of Florida as a Registered Architect, Registered Landscape Architect, Interior Designer and have a minimum of five (5) years experience in respective field and have served as project manager on similar projects on a minimum of three (3) previous occasions within the State of Florida;
- Team members and sub-consultants must be licensed in the State of Florida and have a minimum of five (5) years of experience in providing respective services with a team member accredited in the United States Green Building Council Leadership in Energy and Environmental Design (LEED).

**B. WATER/WASTEWATER ENGINEERING**

- The selected prime firms shall be registered engineering firms licensed with the State of Florida. All professional services shall be performed under the direction of a professional registered with the State of Florida and qualified in the specific field (i.e. Professional Engineer [PE]);
- The selected prime firms shall have been in business and have a minimum of five (5) years experience in providing engineering professional services in the State of Florida;
- The firm must identify a Team Project Manager who must be licensed in the State of Florida as a Professional Engineer and have a minimum of five (5) years experience in engineering and have served as project manager on similar projects on a minimum of three (3) previous occasions within Dade County;
- Team members and sub-consultants must be licensed in the State of Florida and have a minimum of five (5) years of experience in providing engineering services.

**C. URBAN PLANNING & DESIGN**

- The selected prime firms shall be a registered Corporation in good standing with the State of Florida. All professional services shall be performed under the direction of a professional certified Urban Planner accredited with the American Institute of Certified Planners (AICP);
- The selected prime firms shall have been in business and have a minimum of five (5) years experience in providing planning and urban planning, professional services in the State of Florida;
• The firm must identify a Team Project Manager who must be a member of the American Planning Association and have a minimum of five (5) years experience in Urban and Regional Planning preferably American Institute of Certified Planners (AICP) certified and Congress of New Urbanism (CNU-A) accredited, and have served as project manager on similar projects on a minimum of three (3) previous occasions within the State of Florida;

• Team members and sub-consultants must have a minimum of five (5) years of experience in providing urban planning and related services with a team member accredited in the United States Green Building Council Leadership in Energy and Environmental Design (LEED).

D. ROADWAY, TRAFFIC & TRANSPORTATION ENGINEERING & CONSULTING

• The selected prime firms shall be registered engineering firms licensed with the State of Florida. All professional services shall be performed under the direction of a professional registered with the State of Florida and qualified in the specific field (i.e. Professional Engineer);

• The selected prime firms shall have been in business and have a minimum of ten (10) years experience in providing engineering, professional services in the State of Florida and must demonstrate their understanding of FDOT design standards and policies for FDOT roadways and Miami Dade County Standards and policies for traffic calming and street closures;

• The firm must identify a Team Project Manager who must be licensed in the State of Florida as a Professional Engineer and have a minimum of five (5) years experience in architecture and engineering and have served as project manager on similar projects on a minimum of three (3) previous occasions within the South Florida Tri-County area;

• Team members and sub-consultants must be licensed in the State of Florida and have a minimum of five (5) years of experience in providing traffic/transportation services.

E. WATER RESOURCES / STORMWATER DESIGN

• The selected prime firms shall be registered engineering firms licensed with the State of Florida. All professional services shall be performed under the direction of a professional registered with the State of Florida and qualified in the specific field (i.e. Professional Engineer);

• The selected prime firms shall have been in business and have a minimum of five (5) years experience in providing engineering professional services in the State of Florida;

• The firm must identify a Team Project Manager who must be licensed in the State of Florida as a Professional Engineer and have a minimum of five (5) years experience in architecture and engineering and have served as project manager on similar projects on a minimum of three (3) previous occasions;

• Team members and sub-consultants must be licensed in the State of Florida and have a minimum of five (5) years of experience in providing engineering services.

F. ENVIRONMENTAL ENGINEERING

• The selected prime firms shall be registered engineering firms licensed with the State of Florida. All professional services shall be performed under the direction of a professional registered with the State of Florida and qualified in the specific field (i.e. Professional Engineer);
• The selected prime firms shall have been in business and have a minimum of five (5) years experience in providing engineering professional services in the State of Florida;

• The firm must identify a Team Project Manager who must be licensed in the State of Florida as a Professional Engineer and have a minimum of five (5) years experience in architecture and engineering and have served as project manager on similar projects on a minimum of three (3) previous occasions;

• Team members and sub-consultants must be licensed in the State of Florida and have a minimum of five (5) years of experience in providing engineering services.

All work will normally be performed by the consultant at an off-site location (not in the City’s offices). The Consultant will be required to provide its own equipment.

Under extenuating circumstances, the City may require that work scope be performed at City offices: on-site work orders will be determined on a case-by-case basis. In these cases, the consultant will be provided with space at a City office for the duration of the work order. The consultant will use a reduced “on-site” rate when calculating their proposed pricing.

END OF SECTION
SECTION 4.0  
EVALUATION/SELECTION PROCESS

4.1 REVIEW OF PROPOSALS FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract(s) will be awarded to the most responsive proposer whose Proposal best serves the interest of and represents the best values to the City in conformity with Chapter 7, Article III of the City code.

By the submittal of a proposal, each firm acknowledges and agrees to all terms and conditions set forth in this RFQ and agreement by the City of North Miami.

Each firm acknowledges and agrees that due care and diligence was exercised in the preparation of its proposal and all information contained therein is believed to be correct. The respondent acknowledges, and accepts its responsibility for determining the full extent of the exposure to risk and verification by the City of all information in the proposal. Neither the City nor its representatives will be responsible for any error or omission in any proposal, or for the failure on the part of any respondent to determine the full extent of the exposure.

4.2 MINIMUM REQUIREMENTS

To be eligible to respond to this Solicitation, the Respondent must demonstrate sufficient capacity, resources and experience to provide the professional services in their discipline, as required by the City. Any proposer that fails to meet all of the minimum criteria shall be noted as “non-responsive” and their proposal will not be evaluated / scored.

4.2.1 The Respondent shall be licensed to do business in the State of Florida. Submit Sunbiz report with its company registered as active.

4.2.2 Respondents must be properly registered to practice their profession and licensed to engage in contracting in the State of Florida at the time of Proposal submission. The Respondent shall submit copies of their requisite Licenses as outlined in section 2.5.

4.2.3 Respondents must provide at a minimum, three (3) references of local government clients to which it has provided said Services. If available, such references should be representatives of Florida jurisdictions to which the Proposer is currently providing, or has provided, Services within the last five (5) years. Only one reference may be submitted for the City of North Miami.

4.2.4 Submit together with its proposal a copy of required evidence of insurance as described in Section 2.6 showing the insurance coverage and amounts are currently in place. Alternatively, Proposers may submit, together with their proposal, a letter on company letterhead stating they will comply with all insurance requirements, if awarded the contract. The statement letter shall stand alone and shall not address any other topic neither shall it be incorporated into another letter.
4.3 EVALUATION PROCESS

4.3.1 EVALUATION COMMITTEE AND PROCEDURES FOR REVIEW

A Committee shall be established to review and evaluate all submittals in response to this Request for Qualifications (RFQ). The Committee shall conduct a preliminary evaluation of all qualifications on the basis of the information provided and other evaluation criteria as set forth in this Request for Qualifications or as reasonably determined by the Committee.

The Committee will first review each submittal for compliance with the minimum qualifications and mandatory requirements of the RFQ. Failure to comply with any mandatory requirements may be cause for rejection.

The City reserves the right to reject any and all proposals and to waive minor irregularities in the proposal. The City further reserves the right to seek new proposals when it is in the best interest of the City to do so.

The City shall be the sole judge of its requirements, as set forth in this solicitation and of the final contract award(s), as successfully negotiated. The City’s decision(s) shall be final. All proposals and prime Respondents will initially be screened for responsiveness as described in this solicitation.

Proposals and Respondents who have met the responsiveness and responsibility conditions will be evaluated in accordance with the criteria detailed in Part 4, Evaluation Criteria. Committee members will independently score the written proposals based on the merit of each proposal, as determined by the committee members, to meet the requirements stated in the solicitation. The total number of points scored by each committee member will be based on the maximum points available for each of the factors detailed under the technical category.

Upon completion of the technical criteria evaluation, rating and ranking, the Committee may choose to conduct oral presentation(s) with the Respondent(s) which the Evaluation/Selection Committee deems to warrant further consideration based on the best rated proposal providing the highest quality of service to the City; scores in clusters; significant breaks in scoring; and/or maintaining competition. Upon completion of the oral presentation(s), the Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

4.4 SELECTION COMMITTEE

The City will appoint a committee consisting of five (5) members which will include staff from multiple departments with the expertise appropriate for the evaluation of all technical aspects of the project.

4.4.1 EVALUATION OF PROPOSALS

Criteria will be scored on a scale of “0” to “100” per evaluator with the maximum number of points available for each criterion as noted in this section. The maximum number of points to be scored under this process is 100 points per Committee member. Scoring is based on a point total per evaluator and not a percentage. The highest ranking Respondent will be determined by using a combination of Respondent’s total scores for criteria listed. The City will put each Proposal through a process of evaluation to determine the Respondent’s responsiveness to City’s needs.
Award shall be made to the responsible firm whose statement of qualifications is determined to be the most advantageous to the City, taking into consideration each category firm is applying for and the evaluation factors set forth below:

**EVALUATION CRITERIA FOR RFQ**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>DESCRIPTION</th>
<th>MAXIMUM POINTS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Qualifications of the Firm</td>
<td>15</td>
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<tr>
<td>2</td>
<td>Qualifications and Experience of the Project Manager</td>
<td>15</td>
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<td>3</td>
<td>Qualifications of the Project Team / Certified Minority Participation</td>
<td>10</td>
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<tr>
<td>4</td>
<td>Related Projects / Experience</td>
<td>15</td>
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<tr>
<td>5</td>
<td>Proposed Approach and Methodology</td>
<td>15</td>
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<tr>
<td>6</td>
<td>Local Preference</td>
<td>10</td>
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<tr>
<td>7</td>
<td>References</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>Green Practices and Procedures</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
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<td>100</td>
</tr>
</tbody>
</table>

The City reserves the right to reject any or all submittals, to waive any irregularities or informalities in any submittal or in the RFQ procedures, and to accept or reject any item or combinations of items. The award will be to the firm(s) whose submittal complies with all material requirements set forth in this RFQ and whose statement of qualifications, in the opinion of the City, is the best, taking into consideration all aspects of the proposer's response.

### 4.4.2 ORAL PRESENTATIONS

Respondents may be invited to provide an Oral Presentation as a part of the evaluation process for this Solicitation. The Committee will schedule interviews only with selected Respondents. Notice of assigned presentation times will be communicated in advance to the Respondent but may be given short notice of appearance. The purpose of the presentation will be to clarify the Response and ensure a mutual understanding of the Scope of Services. The oral presentation may clarify but may not modify the prior written submission. Verbal exchanges between the presenter(s) and evaluation Committee during presentations are intended only for purposes of providing clarification in response to questions from Evaluation Committee. These exchanges shall not be misconstrued as a "negotiation" of terms by either party. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc).

### 4.5 ADDITIONAL INFORMATION/CLARIFICATIONS

Information provided by the City is to facilitate proposals. Effort was made to provide necessary and accurate information when this request was prepared, but the City is not to be penalized for any lack of completeness. Accuracy of this data is not guaranteed. It is the sole responsibility of proposers to assure that they have all information necessary for submission of their proposals.

Any questions relative to interpretation of specifications or if more information is needed, please contact the City Purchasing Manager, Shannon Graham, in writing, and email to: purchasing@northmiamifl.gov. The City Procurement reserves the right to conduct pre-award discussion and/or pre-contract negotiations with any or all-responsive and responsible proposers who
submit proposals determined to be reasonably acceptable of being selected for award. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission of proposals and prior to award of a contract. In conducting discussions, there shall be no disclosure of any information derived from submittals by competing proposers except as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes.

The proposer shall furnish such additional information as the City of North Miami may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The City qualifications of the proposer as it deems appropriate, including but not limited to, a background investigation conducted by reserves the right to make investigations of the North Miami Police Department.

4.6 NEGOTIATIONS

If the City and said Proposer(s) cannot reach an agreement on a Contract, the City reserves the right to terminate negotiations and may, at the City Manager’s or designee’s discretion, begin negotiations with the next qualified, responsible and responsive proposer. This process may continue until a Contract acceptable to the City has been executed or all Proposals are rejected. No Proposer shall have any rights against the City arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations may be required to provide to the City:

4.6.1 Its most recent certified business financial statements as of a date not earlier than the end of the Proposer’s preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.

4.6.2 Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency which may affect the performance of Services to be rendered herein, in which the Proposer, any of its employees or Subcontractors is or has been involved within the last three years.

END OF SECTION
SECTION 5.0
PROPOSAL FORMAT

5.1 INSTRUCTIONS TO RESPONDENTS:

Respondents should carefully follow the format and instructions outlined below, observing format requirements where indicated. All materials (except for plans and schematics, if any) are to be submitted on 8 1/2” X 11” pages, neatly typed and double sided on recycled paper, with normal margins and spacing. All documents and information must be fully completed and signed as required. The original document package must be marked “ORIGINAL”. The document package copies should be individually bound. CD’s must be provided on a CD or DVD (Adobe or Word format). Proposals which do not include the required documents may be deemed non-responsive and may not be considered for award.

PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.

Responses should be prepared simply and economically, addressing the requirements according to the instructions provided and in a concise manner. This RFQ solicits proposals for five (5) different professional categories. Respondents may submit proposals for one or more of the professional categories, however, a separate proposal shall be submitted for each category. Each professional category must be submitted in a separate envelope clearly labeled. Do not combine categories.

Each proposal shall be limited in size as to what can fit into a 2 1/2” binder or smaller. Each proposal must be submitted as follows:

- One (1) original (must be clearly identified as “ORIGINAL”)
- Five (5) copies
- Five (5) CD’s or DVD’s (must be clearly labeled with Company Name, Bid No., Title & Professional Category) or Thumbprint Drive

Proposals shall be submitted in sufficient detail to permit the City to conduct a meaningful evaluation of the proposed services. The proposal must include the following information:

A “tab” should be provided for each section as follows:

1. **Cover Page**
   The title page should include the name of the respondent’s company/corporation, address, telephone number, facsimile number, e-mail address, name of person which will handle City’s account, date, and the subject and signature page. ([Appendix A](#))

2. **Table of Contents**
   The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages must be consecutively numbered and correspond to the Table of Contents.

3. **Proposal Letter**
   Provide a Letter of Interest indicating the professional category which the firm is applying.

4. **Attachment A**
   Provide Attachment A indicating the discipline Respondent is qualifying for.
5. **Business Structure**
Corporations, Joint Ventures, or Partnerships - Submit copy of State of Florida Department of State records indicating when corporation organized, corporation number, and date and status of most recent annual report. Provide copies of current City / County / State Occupational License(s) where applicable

Respondents submitting applications as joint ventures shall submit a copy of their joint venture agreement. Any firm(s) involved in a joint venture in its proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

Give the location of the office which will handle the City's account and the number of professional staff personnel at the office.

5. **Qualifications of the Firm – 15 Points**
Indicate the firm's experience in providing the proposed professional category/discipline (Landscape Architecture/Interior Design, Water and Wastewater Engineering, Urban Planning & Design, Roadway, Traffic & Transportation Engineering & Consulting, Water Resources/Stormwater Design and Environmental Engineering). Licenses and any other pertinent information shall be submitted and should meet the minimum qualification requirements described in the RFQ. (Form 330 must be submitted)

6. **Qualifications and Experience of the Project Manager – 15 Points**
Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project managers for the City. Include copies of all licenses and certifications and any other pertinent information to satisfy the minimum qualification requirements described in the RFQ.

Describe any other experiences related to the work or services described in the Scope of Services, and any other information which may be specific to the requirements.

7. **Qualifications of the Project Team – 10 Points**
Respondents must submit a Qualification Statement. Provide a list of personnel to be used and their qualifications. A brief resume including education, experience, licenses and certifications and any other pertinent information shall be included for each team member, for each professional category, including sub-consultants (Form “A-6”). Provide any other documentation which demonstrates their ability to satisfy all of the minimum qualification requirements and indicate if the firm is a Certified Minority Business Enterprise.

Include any technical staff. Technical staff shall be considered as those persons proposed to be associated with the implementation of the project - project managers, engineers, supervisors, estimators, etc.

Respondent must clearly reflect in its proposal any Sub-Consultants to be utilized, and provide for the sub-consultant the same information required of Consultant. The City retains the right to accept or reject any Sub-Consultants proposed.

8. **Related Projects / Experience – 15 Points**
List projects designed or currently under design to include staffing organization and management of the staff and sub-consultants and distribution of project assignments.

A list of related projects must include at least three (3) recent projects excluding City of North Miami projects within the last 3 years. Information should include:
- Projects that your firm designed
- Client Name, address, phone number
9. **Proposed Approach and Methodology- 15 Points**

For each discipline the firm is qualifying for, describe your firm’s understanding of the following types of projects and your firm’s strengths in designing these types of projects:

1. **Architecture/Landscape Architecture/Interior Design**
   
   a) Landscape Medians  
   b) Park Landscape  
   c) City-wide Playground Improvements  
   d) Streetscaping  
   e) Florida-friendly Beautification  

2. **Water/Wastewater Engineering**
   
   a) Pump Stations and Force Main Evaluations/Improvements/Design  
   b) Force Main Analysis  
   c) Water and Wastewater Master Plan  
   d) GIS and Database Management  
   e) Sewer System Evaluation Studies  
   f) Sewer System Rehabilitation Analysis,  
   g) Water Distribution  
   h) Development of Compliance Reports to USEPA/FDEP/SFWMD/Miami-Dade  
   i) Water Distribution and Water Quality Modeling  
   j) Lime Softening Water Treatment Plant Design and Rehabilitation  

3. **Urban Planning & Design**
   
   a) Downtown Master Planning & Architectural & Urban Designing  
   b) Comprehensive Plan & EAR Based Amendments  
   c) Planning studies for operational facilities  
   d) Community Outreach and Visioning  
   e) Community Redevelopment Planning  
   f) Corridor Plans  
   g) State Comprehensive Plans / Evaluation and Appraisal Reports  
   h) Zoning and Land Development Regulations  
   i) Housing Studies including Affordability Studies and Consolidated Plans  

4. **Roadway, Traffic & Transportation Engineering & Consulting**
   
   a) Traffic Studies  
   b) Parking Studies  
   c) Roadway Design
d) Roadway Re-design and Parking Studies
e) Traffic Calming Studies
f) Transportation Planning
g) Traffic Modeling
h) Intelligent Transportation Services

5. **Water Resources/Stormwater Design**

   a) Drainage System Designs
   b) Storm Water Master Plan
c) GIS and Database Management
d) Development of Compliance Reports to USEPA/FDEP/SFWMD/Miami-Dade
e) Grant Assistance
f) Water Supply Hydrogeologic Design and Groundwater Models

6. **Environmental Engineering**

   a) Landfill closures and operation
   b) Site Remediation (groundwater remediation systems, deep injection wells)
c) Environmental cleanups
d) Gas monitoring
e) Brownfield site management
f) Lakefill permitting
g) Wetland preservation
h) Reports and Analysis for compliance reports to USEPA, FDEP, Miami-Dade, DERM and SFWMD, etc.
i) Environmental assessments and testing
j) Grant assistance and writing

10. **Local Business Preference: 10% Total Workforce Residing in the City of North Miami – 10 Points**

    The RFQ is subject to section 7-151 of Ordinance 1244 which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses or businesses with a total workforce of 10% residing in the City of North Miami. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria. Respondents may utilize **Form A-3 Local Vendor Preference Certification**.

A local business shall be defined as:

   a) A business that has a valid local business tax receipt, issued by City of North Miami at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased or:
   b) A business that has a physical business address located within the limits of the City of North Miami from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; or
   c) A business has at least ten percent (10%) of its total workforce residing in the city prior to the city’s issuance of the solicitation for supplies or services.
11. References – 10 Points
Indicate at least three (3) clients with whom the City may speak with during the evaluation phase. (Form A-14)

The respondent must provide references for two (2) clients and one (1) client of the subcontractor or sub consultant team member for separate and verifiable projects similar to the current solicited work. Past projects must have been completed within the last three (3) years from bid submission. Respondents are expected to provide information on each project by including Form A-14 in their response. If these forms are not utilized, the respondent must provide identical information to the City for evaluation purposes.

Respondents that have no proposed team members (i.e., subcontractors or sub consultants) to accomplish the proposed work shall submit references for three (3) clients.

Provide the firm's written practices and procedures or policy on minimizing waste instituted and adopted by the firm in the last 3-5 years
Points awarded as follows:
- Instituted in the last 5 years - 5 points
- Instituted less than 3 years - 3 points

13. Additional Information
Provide any additional and/or relevant information regarding the firms' capability in regards to similar projects.

14. Insurance Requirements
All Respondents shall provide evidence of the ability to obtain appropriate insurance coverage. Respondents may fulfill this requirement by having their insurance agent either (1) complete and sign an insurance certificate which meets all requirements, or (2) issue a letter on the insurance agency's stationery stating that the respondent qualifies for the required insurance coverage levels and that an insurance certificate meeting the City's requirements will be submitted before final execution or issuance of the contract. (Form A-7)

15. RFQ Forms
All RFQ forms provided in Section 5.0 must be completed (with all blanks filled in), executed and properly notarized. All Contract forms must be completed (with all blanks filled in), executed and properly notarized. The following forms must be submitted in the following order:

- Respondent Registration (if not registered)
- Form A-1 Public Entity Crimes Affidavit
- Form A-2 Non-Collusive Proposal Certificate
- Form A-3 Local Preference Affidavit (optional)
- Form A-5 Acknowledgement of Addenda (if applicable, attach copies of addendum)
- Form A-6 Disclosure of Subcontractors & Suppliers (if applicable)
- Form A-7 Insurance Requirements (Provide copies of the required Insurance)
- Form A-14 References
All of our forms can now be found on our website at:
http://www.northmiamifl.gov/departments/purchasing/forms.aspx

These forms are fill-in forms. Please ensure to include all applicable forms with your Proposal documents signed and notarized as required. Emailed forms will NOT be accepted.

In regards to “Form A-5 Acknowledgement of addenda”, it is the sole responsibility of the Respondent to check the City’s website for all applicable addenda issued at:
http://www.northmiamifl.gov/docs/form_A5.pdf

Completed responses shall include all the above information including all required forms included with this RFQ or RFQ submittal may be rejected.

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION AND DOCUMENTED PROPERLY MAY DISQUALIFY RESPONDENT.

END OF SECTION 5
SECTION 6.0
ATTACHMENTS, FORMS & APPENDIX
Include this sheet as the very first page of your Proposal. Please complete the form in its entirety.

Legal Name of Proposer(s): ________________________________

Doing Business As (DBA)
If applicable: ________________________________

Federal Employee Identification (FEIN) Number: ________________________________

Mailing Address: ________________________________

City, State, Zip Code: ________________________________

Contact Name*: ________________________________

Title: ________________________________

Contact Email Address: ________________________________

Contact Telephone Number: ________________________________

Fax Number: ________________________________

*The contact person indicated should be someone the City may contact for any questions or provide any correspondence related to this Solicitation.
1. I hereby certify that I am authorized to act on behalf of the Respondent, individual, partnership, corporation or association making this Proposal and that all statements made in this document are true and correct to the best of my knowledge.

2. By submitting a proposal, the Respondent certifies that the Respondent has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed.

3. Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Response.

4. Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements.

Name of Company: ________________________________________________

Authorized Signature: ____________________________________________

Title of Officer: _________________________________________________
**RFQ No. 12-14-15**  
**Continuing Architectural and Engineering Services**

**NARRATIVE DESCRIPTION**  
**PROPOSAL SUBMITTAL CHECKLIST**  
**CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES**  
**RFQ 05-14-15**

This checklist is provided for the Proposer’s convenience only and identifies the sections of this submittal document to be completed and submitted with each response. Any Proposal received without any one or more of these sections may be rejected as being non-responsive. Please be advised that this checklist may not necessarily completely include all of the requirements listed throughout this Solicitation. It sets guidelines for consideration, and may be added to as the need arises.

Company Name: ________________________________

Each item listed below should immediately follow this checklist, in said order:

<table>
<thead>
<tr>
<th>Tab/Page No.</th>
<th>Section One: Forms</th>
<th>OFFICE USE ONLY</th>
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</thead>
<tbody>
<tr>
<td>Appendix A: Cover Page/Information Sheet/Signature Page</td>
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<tr>
<td>Appendix B: Submittal Checklist</td>
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<thead>
<tr>
<th>Tab/Page No.</th>
<th>Section Two: Narrative Description</th>
<th>OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>Proposal Letter/Discipline Checklist</td>
<td></td>
<td></td>
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<tr>
<td>State of Florida active Sunbiz report</td>
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<tr>
<td>Current and valid certification from State of Florida/Form A1A documents 254/255</td>
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<tr>
<td>Qualification and Experience/Form 330</td>
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<td>Approach and Methodology</td>
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<td>Green Practices</td>
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<tr>
<th>Tab/Page No.</th>
<th>Section Three: City Contract Forms</th>
<th>OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>A-1 Public Entity Crimes Affidavit</td>
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<tr>
<td>A-2 Non-Collusive Proposal Certificate</td>
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<td></td>
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<tr>
<td>A-3 Local Preference Affidavit <em>(optional)</em></td>
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<tr>
<td>A-5 Acknowledgement of Addenda</td>
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<tr>
<td>A-6 Disclosure of Subcontractors &amp; Suppliers <em>(if applicable)</em></td>
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<tr>
<td>A-7 Insurance Requirements</td>
<td></td>
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<tr>
<td>A-14 References</td>
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</tbody>
</table>

All of the City Contract Forms can now be found on our website. These forms are fill-in forms. Please ensure to include all applicable forms with your Proposal documents signed and notarized as required. Emailed forms will NOT be accepted.


---

**FOR PURCHASING OFFICE USE ONLY**

- [ ] Complete  
- [ ] Incomplete  
- [ ] Other: ____________________

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ADDENDUM NO. 1
MARCH 12, 2015

Solicitation Title: Continuing Architectural and Engineering Services
Solicitation No.: RFQ No. 12-14-15 Opening Date: March 24, 2015 at 3 p.m.

Attention all potential bidders:

**Should Addendum:** Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City Contract Form, A-5 Acknowledgement of Addendum(s) and returned with your solicitation submittal.

To all prospective bidders, please note the following changes and clarifications:

1. Cover Page, Additional Information & Clarification Deadline day is corrected from Friday to **Tuesday**. All other information shall remain the same on the date and time.

2. Section 2.5.4, Section 5 and Proposal Submittal Checklist. Respondent may submit either a Standard Form 330 or a Standard Form 254/255. The Standard Forms are not required for any sub-consultants of the Respondent. The Standard Form 330 or the Standard Form 254/255 shall be located in the submittal in Tab 5, Qualifications of the Firm.

3. Section 2.7, Sample Form Contract and Attachment B, Sample City of North Miami Contract. The sample contract and reference to the City Contract is deleted from the RFQ.

4. Section 3.5, Minimum Qualifications, Item D. Roadway, Traffic & Transportation Engineering & Consulting and E. Water Resources / Stormwater Design, third bullet paragraph; architecture is deleted from the experience requirement.

5. Section 3.5, Minimum Qualifications, Item D. Roadway, Traffic & Transportation Engineering & Consulting and E. Water Resources / Stormwater Design, third bullet paragraph; architecture is deleted from the experience requirement.

6. Section 5.1, Item 5, Business Structure, is changed to Item 4.A. and shall be labeled as Tab 4.A. in the respondents’ submittal.

7. Section 5.1, Item 7 is replaced and revised to the following language:

   7. Qualifications of the Project Team – 10 Points
   Respondents must submit a Qualification Statement. Provide a list of personnel to be used and their qualifications. A brief resume including education, experience, licenses and certifications and any other pertinent information shall be included for each team
member, for each professional category, including sub-consultants (Form “A-6”). Provide any other documentation which demonstrates their ability to satisfy all of the minimum qualification requirements and indicate if the firm is a Certified Minority Business Enterprise. Include any technical staff. Technical staff shall be considered as those persons proposed to be associated with the implementation of the project – project managers, engineers, supervisors, estimators, etc.

Respondent must clearly reflect identify in its proposal any Sub-Consultants to be utilized, and provide for the sub-consultant the same information required of Consultant. The City retains the right to accept or reject any Sub-Consultants proposed.

8. Section 5.1, Item 7 and Section 4, Evaluation Criteria, Criteria Number 3, Qualifications of the Project Team does not include any points or requirements for Certified Minority Participation. Any reference to Certified Minority Participation is deleted from the RFQ.

9. Section 5.1, Item 9, Proposed Approach and Methodology, 4. Roadway, Traffic & Transportation Engineering & Consulting, h) Intelligent Transportation Services is deleted.

10. Section 5.1, Item 11 is replaced and revised to the following language:

11. References – 10 15 Points

Indicate The respondent must provide references for at least three (3) clients with whom the City may speak with during the evaluation phase and must be provided on Contract Form A-14.

The respondent must provide references for two (2) clients of the respondent and one (1) client of the subcontractor or sub consultant team member for separate and verifiable projects similar to the current solicited work. Past projects must have been completed within the last three (3) years from bid submission. Respondents are expected to provide information on each project by including Form A-14 in their response. If these forms are not utilized, the respondent must provide identical information to the City for evaluation purposes.

11. Request for Information Questions/Clarification*:

Q.1 Please confirm if respondents can choose to submit qualifications as both a prime and subconsultant.

A.1 The Respondent may submit as a prime consultant for a category (discipline) and may also be a part of another team as a sub-consultant for a different category (discipline); but may not be a sub-consultant to another Prime consultant in the same category they are qualifying for.

Q.2 For the category 3. Urban Planning & Design; -- does the prime responding firm have to be an architecture firm registered with the State of Florida? Please note that the majority of town planning firms in South Florida and beyond are led by planners who are trained in architecture, but are not registered architects with the state of Florida (both as individual and as a firm).

A.2 No, the firm does not have to be an Architecture Firm, however the Principal/Lead Planner must be at least be AICP certified.

Q.3 How many companies does the City anticipate will be selected per category?

A.3 The City will be selecting up to five firms per category (discipline).
Q.4 Will there be a maximum amount that will be awarded per company?

A.4 No, the maximum amount is not known, but will comply with the Florida State Statute CCNA limits for continuing services on a per project basis.

Q.5 Can you tell me which prime firms currently hold contracts with the City for Environmental Engineering? Can you tell me how many of the prime firms qualified for Environmental Engineering have received work in the last five years and the approximate total value of the work issued?

A.5 No, question 5 above is a Public Records request.

Q.6 Is the purpose of RFQ No. 12-14-15 to add prime firms to an existing pool, or do all of the current firms have to respond to this RFQ to continue working with the City?

A.6 No, the purpose of the RFQ is not to add prime firms to an existing pool; this RFQ is to replace the previous RFQ.

Q.7 Per Section 3.5, D., it states that “The selected prime firms shall have been in business and have a minimum of ten (10) years experience in providing engineering, professional services in the State of Florida and must demonstrate their understanding of FDOT design standards and policies for FDOT roadways and Miami Dade County Standards and policies for traffic calming and street closures”. Given that our firm’s personnel have over 10 years of experience, is the firm still eligible for consideration for the subject line RFQ?

A.7 See item 4 of this addendum.

Q.8 We are looking to apply for MEP as part of your Continuing Architectural and Engineering Services RFQ No 12-14-15, but do not see this listed under the disciplines in Attachment A, or specifically under the services listed in the scope. Is this a service you are in need of for this contract?

A.8 No, the City is not in need of MEP services; the Respondent is responsible for deciding what discipline they would qualify for.

All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum
ADDENDUM NO. 2
MARCH 18, 2015

Solicitation Title:  Continuing Architectural and Engineering Services
Solicitation No.:  RFQ No. 12-14-15  Opening Date:  March 24, 2015 at 3 p.m.

Attention all potential bidders:

☒ Should Addendum:  Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City Contract Form, A-5 Acknowledgement of Addendum(s) and returned with your solicitation submittal.

To all prospective bidders, please note the following changes and clarifications:

1. Request for Information Questions/Clarification*:

   Q.1  Please confirm that the contract will not have a time limit.

   A.1  The term of the award of RFQ 12-14-15 will not have a time limit; contracts awarded under the RFQ may have a time limit depending on the type of service/project being completed.

   Q.2  Should all of the requested forms be included in “Section 15. RFQ Forms” or within the section in which it is first mentioned? For example, “11. References” indicates Form A-14 should be included, but it is listed again in “15. RFQ Forms.” Should it be included both places or just one?

   A.2  The References (Form A-14) are not required in both places; they shall be included in Tab 11 only, not in Tab 15.

   Q.3  A copy of the respondent’s State of Florida Professional Engineer’s will be included in the proposal as well as a copy of the project manager’s requisite license. Should copies of licenses for our proposed staff members also be included?

   A.3  Yes, copies of licenses for the proposed staff members should be included with the RFQ submittal.

   Q.4  Are subconsultant team members required to provide a list of contracts that have been performed for the City of North Miami?

   A.4  No, a list of City of North Miami projects completed by the subconsultant team members should not be included in the RFQ submittal.
Q.5 Page 11 of 37 of the RFP, section 2.5.6, states: “References: At a minimum, Respondent must provide at least three (3) references of business clients and/or governmental agencies to which it has provided said Services. If available, such references should be representatives of Florida jurisdictions to which the Respondent is currently providing, or has provided, Services within the last five (5) years. Only one reference may be used for projects completed for the City of North Miami.” However, page 32 of the RFP, #11, states that past projects must have been completed within the last three years. Please confirm whether references have to be for projects completed within the last three years or five years.

A.5 References must be for projects completed within the last three years.

Q.6 Please clarify for Section 5 of the Proposal Format if what you are asking is for a Certificate of Status.

A.6 No, a Certificate of Status is not asked for in the RFQ.

Q.7 For Section 15 RFQ Forms: The Form Respondent Registration (if not registered), is the firm being asked to submit registration to do business with the City of North Miami or is this the registration with Demand Star?

A.7 Section 15, RFQ Forms is requesting the Respondent to register with the City of North Miami.

Q.8 On Section 5.0 Proposal Format item 5 (repeated numbering 5) Qualifications of the Firm you indicate that Form 330 must be submitted. Q.1 Please confirm if you refer to SF 330.

A.8 Yes, any reference to Form 330 is referring to SF330.

Q.9 Will the addition and commitment of percentage goals to subconsultants located within the City be adequate to satisfy local participation criteria of ten points?

A.9 The local business preference points will not be given for Subconsultant’s that qualify for local preference. Local preference participation points will ONLY be given to Respondents (offeror) that are qualified to receive the local preference per Article III, Procurement Code, Section 7-151.

Q.10 Is there a Participation Goal for small or minority-owned businesses?

A.10 No, there is not a Participation Goal for small minority-owned businesses.

Q.11 Is Form A-6 “BIDDER’S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS” applicable to this project?

A.11 Yes, Form A-6 is submitted to list all subcontractors/subconsultants that may be used by the Respondent.

Q.12 Does the City allow “markup” on subconsultants? We reviewed the draft contract language and could not make a certain determination. Can the City please provide clarification of this?

A.12 This will be addressed after award, during the contract negotiation stage.
Q.13 On page 20 of the RFP the City has listed landfill closures and operations as one of the activities proposed under the Environmental Engineering discipline. Can you tell us how many landfills the City has for closures and for operations? Does the City need the services of a landfill operator?

A.13 The City has one landfill for closure and operations and does not need the services of a landfill operator.

Q.14 Will the proposer be responsible for having sub-consultants on its team to provide survey and geotechnical engineering services or does the City have separate contracts that will provide those services? If those firms are required to be on our team, will they be responsible for submitting all of the forms and qualifications that the prime is responsible for?

A.14 The Respondent shall decide what services and subconsultants they are qualifying for. The Respondent is responsible for the submittal of a “complete” RFQ.

Q.15 Page 8, Item 1.35 Community Benefits Plan: is this submitted after award or during the proposal stage?

A.15 A Community Benefits Plan shall be required upon request by the City.

Q.16 Page 28 – Binder: Can the submittals be spiral bound?

A.16 The Respondents’ submittal should not be spiral bound.

*Questions not showing in the addenda are answered in the RFQ or Addendum 1.

All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum
# RFP TITLE: Continuing Architectural and Engineering Services

**RFP No.:** 12-14-15  
**Open Date:** March 24, 2015

## A-Architecture/Landscape/Interior Design

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<td>3563 NW 53 ST Fort Lauderdale, FL 33309</td>
<td>1800 Eller Drive, Suite 600 Fort Lauderdale, FL 33316</td>
<td>3075 NW South River Drive Miami, FL 33142</td>
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<td>Phone:</td>
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| Appendix A: Cover Form | Yes | Yes | Yes | Yes |
| Appendix B: Submittal Checklist | No | No | Yes | Yes |
| Proposal Letter/Discipline Checklist | Yes | Yes | Yes | Yes |
| State of Florida Active Sunbiz Report | Yes | Yes | Yes | Yes |
| Current and Valid Certification from State of Florida/form A1A documents 254/255 | Yes | Yes | Yes | Yes |
| Qualification and Experience/ Form 330 | Yes | Yes | Yes | Yes |
| Approach and Methodology | Yes | Yes | Yes | Yes |
| Green Practices | Yes | Yes | Yes | Yes |
| A-1 Public Entity Crimes Affidavit | Yes | Yes | Yes | Yes |
| A-2 Non-collusive Proposal Certificate | Yes | Yes | Yes | Yes |
| A-3 Local Preference Affidavit (optional) | No | Yes | Yes | No |
| A-5 acknowledgement of Addenda | Yes | Yes | Yes | Yes |
| A-6 Disclosure of Subcontractors & Suppliers (if applicable) | Yes | Yes | Yes | Yes |
| A-7 Insurance Requirements | Yes | Yes | Yes | Yes |
| A-14 References | Yes | Yes | Yes | Yes |
| One (1) Original Bid | Yes | Yes | Yes | Yes |
| Five (5) Complete Copies | Yes | Yes | Yes | Yes |
| Five (5) Digital CD or USB | Yes | Yes | Yes | Yes |

**Respondent Status**: RESPONSIVE  RESPONSIVE  RESPONSIVE  RESPONSIVE  

*All firms for this discipline are being recommended for award to City Council June 9, 2015*
### B. Water/Wastewater Master Plan

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<tr>
<td><strong>Address:</strong></td>
<td>412 SE 18th ST</td>
<td>150 W Flagler St.</td>
<td>901 Ponce de Leon Boulevard, Suite 900</td>
<td>8700 West Flagler St</td>
<td>600 North Pine Island Road, Suite 450</td>
</tr>
<tr>
<td>Fort Lauderdale, FL</td>
<td>33143</td>
<td>Miami, FL 33130</td>
<td>Coral Gables, FL 33134</td>
<td>Miami, FL 33174</td>
<td>Plantation, FL 33324</td>
</tr>
<tr>
<td><strong>Contact Person:</strong></td>
<td>Shahin Hekmat, P.E.</td>
<td>Kenneth Caban, PE</td>
<td>Sean Compel, PE, LEED AP</td>
<td>William Moriarty, PE</td>
<td>Gary R. Ratay, PE</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>954-761-1073</td>
<td>305-849-3404</td>
<td>305-445-2900</td>
<td>305-392-9979</td>
<td>954-535-5100</td>
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| Appendix A: Cover Form           | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| Appendix B: Submittal Checklist   | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| Proposal Letter/Discipline Checklist | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| State of Florida Active Sunbiz Report | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| Current and Valid Certification from State of Florida/form A1A documents 254/255 | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| Qualification and Experience/ Form 330 | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| Approach and Methodology         | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| Green Practices                  | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| A-1 Public Entity Crimes Affidavit | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| A-2 Non-collusive Proposal Certificate | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| A-3 Local Preference Affidavit (optional) | Yes                         | Yes              | Yes                               | No                               | Yes                           |
| A-5 acknowledgement of Addenda    | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| A-6 Disclosure of Subcontractors & Suppliers (if applicable) | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| A-7 Insurance Requirements       | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| A-14 References                  | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| One (1) Original Bid             | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| Five (5) Complete Copies         | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |
| Five (5) Digital CD or USB       | Yes                         | Yes              | Yes                               | Yes                              | Yes                           |

**Respondent Status**

- Thompson & Associates, Inc.: RESPONSIVE
- Tetra Tech, Inc.: RESPONSIVE
- Stantec Consulting Services, Inc.: RESPONSIVE
- King Engineering Associates, Inc.: RESPONSIVE
- Kimley-Horn & Associates, Inc.: RESPONSIVE

*Top 5 ranked firms will be recommended for award to city council on June 9, 2015*
**RFP TITLE:** Continuing Architectural and Engineering Services  
**RFP No.:** 12-14-15  
**Open Date:** March 24, 2015  

### B. Water/Wastewater Master Plan

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<th>Address:</th>
<th>Contact Person:</th>
<th>Phone:</th>
<th>RFP Title:</th>
<th>RFP No.:</th>
<th>Open Date:</th>
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<tr>
<td>Hazen and Sawyer, PC</td>
<td>4000 Hollywood Blvd. 750N Hollywood, FL 33021</td>
<td>Christopher Kish, PE</td>
<td>305-443-4001</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EAC Consulting, Inc.</td>
<td>815 NW 57 Ave, Suite 402 Miami, FL 33126</td>
<td>Michael Adeife, PE</td>
<td>305-265-5400</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Craven Thompson &amp; Associates, Inc.</td>
<td>3563 NW 53rd St Fort Lauderdale, FL 33309</td>
<td>Patrick J. Gibney</td>
<td>954-739-6400</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Chen Moore and Associates</td>
<td>155 South Miami Ave, Penthouse II-A Miami, FL 33130</td>
<td>Jose L. Acosta</td>
<td>786-497-1500</td>
<td>Yes</td>
<td>Yes</td>
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</tr>
<tr>
<td>CES Consultants, Inc.</td>
<td>14361 Commerce Way, Suite 103 Miami Lakes, FL 33016</td>
<td>Rudy M. Ortiz</td>
<td>305-827-2220</td>
<td>Yes</td>
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**Appendix A: Cover Form**  
- Yes
- Yes
- Yes
- Yes
- Yes

**Appendix B: Submittal Checklist**  
- No
- Yes
- No
- No
- No

**Proposal Letter/Discipline Checklist**  
- Yes
- Yes
- Yes
- Yes
- Yes

**State of Florida Active Sunbiz Report**  
- Yes
- Yes
- Yes
- Yes
- Yes

**Current and Valid Certification from State of Florida/form A1A documents 254/255**  
- Yes
- Yes
- Yes
- Yes
- Yes

**Qualification and Experience/ Form 330**  
- Yes
- Yes
- Yes
- Yes
- Yes

**Approach and Methodology**  
- Yes
- Yes
- Yes
- Yes
- Yes

**Green Practices**  
- Yes
- Yes
- Yes
- Yes
- Yes

**A-1 Public Entity Crimes Affidavit**  
- Yes
- Yes
- Yes
- Yes
- Yes

**A-2 Non-collusive Proposal Certificate**  
- Yes
- Yes
- Yes
- Yes
- Yes

**A-3 Local Preference Affidavit (optional)**  
- No
- Yes
- Yes
- Yes
- Yes

**A-5 acknowledgement of Addenda**  
- Yes
- Yes
- Yes
- Yes
- Yes

**A-6 Disclosure of Subcontractors & Suppliers (if applicable)**  
- Yes
- Yes
- Yes
- Yes
- Yes

**A-7 Insurance Requirements**  
- Yes
- Yes
- Yes
- Yes
- Yes

**A-14 References**  
- Yes
- Yes
- Yes
- Yes
- Yes

**One (1) Original Bid**  
- Yes
- Yes
- Yes
- Yes
- Yes

**Five (5) Complete Copies**  
- Yes
- Yes
- Yes
- Yes
- Yes

**Five (5) Digital CD or USB**  
- Yes
- Yes
- Yes
- Yes
- Yes

**Respondent Status**  
- RESPONSIVE Recommended for Award*  
- RESPONSIVE Recommended for Award*  
- RESPONSIVE Recommended for Award*  
- RESPONSIVE  
- RESPONSIVE  

*Top 5 ranked firms will be recommended for award to city council on June 9, 2015*
### B. Water/Wastewater Master Plan

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<tr>
<td>Calvin, Giordano &amp; Associates</td>
<td>1800 Eller Drive, Suite 600</td>
<td>Shelley Eichner, AICP</td>
<td>954-921-7781</td>
<td>Yes</td>
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<td>Black &amp; Veatch Corporation</td>
<td>1300 Concord Terrace, Suite 120</td>
<td>Rafael Frias III, PE</td>
<td>954-838-0686</td>
<td>Yes</td>
<td>Yes</td>
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<td>AECOM Technical Services, Inc.</td>
<td>800 Douglas Entrance, North Tower, 2nd Floor Coral Gables, FL 33134</td>
<td>Mark Abbott</td>
<td>305-447-3572</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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*Top 5 ranked firms will be recommended for award to city council on June 9, 2015*
**RFP TITLE:** Continuing Architectural and Engineering Services  
**RFP No.:** 12-14-15  
**Open Date:** March 24, 2015  
**C - Urban Planning & Design**

<table>
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<tr>
<th>Respondent</th>
<th>The Mellgren Planning Group, Inc</th>
<th>Calvin, Giordano &amp; Associates, Inc.</th>
<th>The Corradino Group</th>
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<tr>
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<td>1800 Eller Drive, Suite 600</td>
<td>4055 NW 97 AVE</td>
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<td>Ft Lauderdale, FL 33309</td>
<td>Ft Lauderdale, 33316</td>
<td>Doral, FL 33178</td>
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<tr>
<td>Contact Person</td>
<td>Michele Mellgren, AICP</td>
<td>Shelley Eichner, AICP</td>
<td>Joseph M. Corradino, AICP</td>
</tr>
<tr>
<td>Phone</td>
<td>954-475-3070</td>
<td>954-921-7781</td>
<td>305-594-0735</td>
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- **Appendix A: Cover Form**  
  - Yes (3)  
- **Appendix B: Submittal Checklist**  
  - Yes (3) No (1)  
- **Proposal Letter/Discipline Checklist**  
  - Yes (3)  
- **Current and Valid Certification from State of Florida/form A1A documents 254/255**  
  - Yes (3)  
- **Qualification and Experience/ Form 330**  
  - Yes (3)  
- **Approach and Methodology**  
  - Yes (3)  
- **Green Practices**  
  - Yes (3)  
- **A-1 Public Entity Crimes Affidavit**  
  - Yes (3)  
- **A-2 Non-collusive Proposal Certificate**  
  - Yes (3)  
- **A-3 Local Preference Affidavit (optional)**  
  - No (1) Yes (2)  
- **A-5 acknowledgement of Addenda**  
  - Yes (3)  
- **A-6 Disclosure of Subcontractors & Suppliers (if applicable)**  
  - Yes (3)  
- **A-7 Insurance Requirements**  
  - Yes (3)  
- **A-14 References**  
  - Yes (3)  
- **One (1) Original Bid**  
  - Yes (3)  
- **Five (5) Complete Copies**  
  - Yes (3)  
- **Five (5) Digital CD or USB**  
  - Yes (3)  

**Respondent Status**  
- RESPONSIVE (3)  

*All firms for this discipline are being recommended for award to City Council June 9, 2015*
### Respondent: T.Y. Lin International
- **Address:** 201 Alhambra Circle, Suite 900, Coral Gables, FL 33134
- **Contact Person:** Mariano O. Valle, PE
- **Phone:** 305-567-1888
- **Proposal Letter/Discipline Checklist:** Yes
- **Current and Valid Certification from State of Florida/form A1A documents 254/255:** Yes
- **Qualification and Experience/ Form 330:** Yes
- **A-3 Local Preference Affidavit (optional):** Yes
- **A-6 Disclosure of Subcontractors & Suppliers (if applicable):** Yes
- **A-7 Insurance Requirements:** Yes
- **A-14 References:** Yes

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*Top 5 ranked firms will be recommended for award to city council on June 9, 2015*
**RFP TITLE:** Continuing Architectural and Engineering Services  
**RFP No.:** 12-14-15  
**Open Date:** March 24, 2015  

**D. Roadway, Traffic & Transportation Engineering & Consulting**

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<td>110 E. Broward Blvd.</td>
<td>600 North Pine Island Road, Suite 450</td>
<td>4715 NW 157 ST, Suite 202</td>
<td>815 NW 57th Ave, Suite 402</td>
<td>3563 NW 53rd ST Ft Lauderdale, FL 33309</td>
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<tr>
<td><strong>Contact Person:</strong></td>
<td>Kelly Blume</td>
<td>Stewart Robertson,PE</td>
<td>Benjamin S Essien,PE</td>
<td>Michael Adeife, PE</td>
<td>Patrick J. Gibney, PE</td>
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<td><strong>Phone:</strong></td>
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<td>954-535-5100</td>
<td>305-625-5252</td>
<td>305-265-5400</td>
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- **Appendix A: Cover Form**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **Appendix B: Submittal Checklist**
  - No
  - Yes
  - No
  - Yes
  - No

- **Proposal Letter/Discipline Checklist**
  - Yes
  - Yes
  - No
  - Yes
  - Yes

- **State of Florida Active Sunbiz Report**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **Current and Valid Certification from State of Florida/form A1A documents 254/255**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **Qualification and Experience/ Form 330**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **Approach and Methodology**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **Green Practices**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **A-1 Public Entity Crimes Affidavit**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **A-2 Non-collusive Proposal Certificate**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **A-3 Local Preference Affidavit (optional)**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **A-5 Acknowledgement of Addenda**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **A-6 Disclosure of Subcontractors & Suppliers (if applicable)**
  - Yes
  - No
  - Yes
  - Yes
  - Yes

- **A-7 Insurance Requirements**
  - Yes
  - Yes
  - Yes
  - Yes
  - Yes

- **A-14 References**
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- **Five (5) Digital CD or USB**
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**Respondent Status**
- Responsive
- Recommended for Award*
- Responsive
- Recommended for Award*
- Responsive
- Recommended for Award*
- Responsive
- Recommended for Award*

*Top 5 ranked firms will be recommended for award to city council on June 9, 2015*
## D. Roadway, Traffic & Transportation Engineering & Consulting

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<td><strong>Address:</strong> 4055 NW 97 Ave Doral, FL 33178</td>
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<tr>
<td><strong>Contact Person:</strong> Joseph M. Corradino 305-594-0735</td>
<td>Shelley Eichner, AICP 954-921-7781</td>
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**Respondent Status**: Responsive  Responsive
**RFP TITLE:** Continuing Architectural and Engineering Services  
**RFP No.:** 12-14-15  
**Open Date:** March 24, 2015  
**E. Water Resources/Stormwater Design**

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<td>5825 Sunset Drive,</td>
<td>150 W Flagler St</td>
<td>901 Ponce de Leon Blvd</td>
<td>6861 SW 196 Ave, Suite 302</td>
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<td>Suite 900</td>
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<td>Suite 1625</td>
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<td>Pembroke Pines, FL 33332</td>
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<td></td>
<td>33134</td>
<td>Shahin Hekmat, PE</td>
<td>Kenneth Caban, PE</td>
<td>Sean Compel, PE</td>
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<td>Mariano O. Valle, PE</td>
<td>786-897-5919</td>
<td>305-849-3404</td>
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<tr>
<td><strong>Phone:</strong></td>
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**Appendix A: Cover Form**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**Appendix B: Submittal Checklist**  
- No  
- Yes  
- Yes  
- No  
- Yes  

**Proposal Letter/Discipline Checklist**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**State of Florida Active Sunbiz Report**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**Current and Valid Certification from State of Florida/form A1A documents 254/255**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**Qualification and Experience/ Form 330**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**Approach and Methodology**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**Green Practices**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**A-1 Public Entity Crimes Affidavit**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**A-2 Non-collusive Proposal Certificate**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**A-3 Local Preference Affidavit (optional)**  
- Yes  
- No  
- Yes  
- No  
- Yes  

**A-5 Acknowledgement of Addenda**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**A-6 Disclosure of Subcontractors & Suppliers (if applicable)**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**A-7 Insurance Requirements**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**A-14 References**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**One (1) Original Bid**  
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**Five (5) Complete Copies**  
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**Five (5) Digital CD or USB**  
- Yes  
- Yes  
- Yes  
- Yes  
- Yes  

**Respondent Status**  
- Responsive  
- Responsive  
- Responsive  
- Responsive  
- Responsive

*Top 5 ranked firms will be recommended for award to city council on June 9, 2015*
RFP TITLE: Continuing Architectural and Engineering Services
RFP No.: 12-14-15
Open Date: March 24, 2015

E. Water Resources/Stormwater Design

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<td>8700 W Flagler ST, Suite 340 Miami, FL 33174</td>
<td>600 North Pine Island Rd., Suite 450 Plantain, FL 33324</td>
<td>4000 Hollywood Blvd., 750N Hollywood, FL 33021</td>
<td>815 NW 57th Ave, Suite 402 Miami, FL 33126</td>
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<tr>
<td>Contact Person:</td>
<td>Ronald M. Colas, PE</td>
<td>Agustin Maristany, PE</td>
<td>Gary R. Ratay, PE</td>
<td>Robert B. Taylor, PE</td>
<td>Michael Adelife, PE</td>
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<td>Phone:</td>
<td>305-261-4785</td>
<td>305-392-9979</td>
<td>954-535-5100</td>
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Appendix A: Cover Form: Yes
Appendix B: Submittal Checklist: Yes
Proposal Letter/Discipline Checklist: Yes
State of Florida Active Sunbiz Report: Yes
Current and Valid Certification from State of Florida/form A1A documents 254/255: Yes
Qualification and Experience/ Form 330: Yes
Approach and Methodology: Yes
Green Practices: Yes
A-1 Public Entity Crimes Affidavit: Yes
A-2 Non-collusive Proposal Certificate: Yes
A-3 Local Preference Affidavit (optional): Yes
A-5 Acknowledgement of Addenda: Yes
A-6 Disclosure of Subcontractors & Suppliers (if applicable): Yes
A-7 Insurance Requirements: Yes
A-14 References: Yes
One (1) Original Bid: Yes
Five (5) Complete Copies: Yes
Five (5) Digital CD or USB: Yes

Respondent Status: RESPONSIVE
Recommended for Award*:

*Top 5 ranked firms will be recommended for award to city council on June 9, 2015
**RFP TITLE:** Continuing Architectural and Engineering Services  
**RFP No.:** 12-14-15  
**Open Date:** March 24, 2015

### E. Water Resources/Stormwater Design

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<td><strong>Address:</strong></td>
<td>3563 NW 53 ST Ft. Lauderdale, FL 33309</td>
<td>464 S. Dixie Highway Coral Gables, FL 33146</td>
<td>115 S. Miami Ave Penthouse II-A Miami, FL 33130</td>
<td>1800 Eller Drive, Suite 600 Ft. Lauderdale, FL 33316</td>
<td>1300 Concord Terr., Suite 120 Sunrise, FL 33323</td>
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<td><strong>Contact Person:</strong></td>
<td>Patrick J. Gibney, PE</td>
<td>Timothy K. Blankenship</td>
<td>Jose L. Acosta, PE</td>
<td>Shelley Eichner, AICP</td>
<td>Rafael Frias III, PE</td>
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<tr>
<td><strong>Phone:</strong></td>
<td>954-739-6400</td>
<td>305-669-8650</td>
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<td>954-921-7781</td>
<td>954-838-0686</td>
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| Appendix A: Cover Form       | Yes                                | Yes                                | Yes                       | Yes                                | Yes                       |
| Appendix B: Submittal Checklist | Yes                              | No                                 | No                        | Yes                                | No                       |
| Proposal Letter/Discipline Checklist | Yes                            | No                                 | Yes                       | Yes                                | Yes                       |
| State of Florida Active Sunbiz Report | Yes                            | Yes                                | Yes                       | Yes                                | Yes                       |
| Current and Valid Certification from State of Florida/Form A1A documents 254/255 | Yes                            | Yes                                | Yes                       | Yes                                | Yes                       |
| Qualification and Experience/ Form 330 | Yes                            | Yes                                | Yes                       | Yes                                | Yes                       |
| Approach and Methodology     | Yes                                | Yes                                | Yes                       | Yes                                | Yes                       |
| Green Practices              | Yes                                | Yes                                | Yes                       | Yes                                | Yes                       |
| A-1 Public Entity Crimes Affidavit | Yes                            | Yes                                | Yes                       | Yes                                | Yes                       |
| A-2 Non-collusive Proposal Certificate | Yes                            | Yes                                | Yes                       | Yes                                | Yes                       |
| A-3 Local Preference Affidavit (optional) | Yes                            | No                                 | Yes                       | No                                 | Yes                       |
| A-5 Acknowledgement of Addenda | Yes                            | Yes                                | Yes                       | Yes                                | Yes                       |
| A-6 Disclosure of Subcontractors & Suppliers (if applicable) | Yes                            | No                                 | Yes                       | Yes                                | Yes                       |
| A-7 Insurance Requirements   | Yes                                | Yes                                | Yes                       | Yes                                | Yes                       |
| A-14 References              | Yes                                | Yes                                | Yes                       | Yes                                | Yes                       |
| One (1) Original Bid         | Yes                                | Yes                                | Yes                       | Yes                                | Yes                       |
| Five (5) Complete Copies     | Yes                                | Yes                                | Yes                       | Yes                                | Yes                       |
| Five (5) Digital CD or USB    | Yes                                | Yes                                | Yes                       | Yes                                | Yes                       |

| Respondent Status             | RESPONSIVE                        | RESPONSIVE                        | RESPONSIVE                | RESPONSIVE                        | RESPONSIVE                |

*Top 5 ranked firms will be recommended for award to city council on June 9, 2015*
## RFP TITLE: Continuing Architectural and Engineering Services

**RFP No.:** 12-14-15  
**Open Date:** March 24, 2015

### F - Environmental Engineering

<table>
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<tr>
<th>Respondent</th>
<th>T.Y. Lin International</th>
<th>Terracon Consultants, Inc.</th>
<th>E Sciences, Inc.</th>
<th>CB&amp;I Environmental &amp; Infrastructure, Inc.</th>
<th>AECOM Technical Services, Inc.</th>
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</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>201 Alhambra Circle, Suite 900 Coral Gables, FL 33134</td>
<td>5371 NW 33rd Ave, Suite 201 Ft. Lauderdale, FL 33309</td>
<td>224 SW 9th Street Ft. Lauderdale, FL 33316</td>
<td>14350 Commerce Way Miami Lakes, FL 33016</td>
<td>7650 Corporate Center Drive, Ste 400 Miami, FL 33126</td>
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<tr>
<td><strong>Contact Person:</strong></td>
<td>Mariano O. Valle</td>
<td>Thomas J. Tepper</td>
<td>Nadia G. Locke P.E</td>
<td>Dorian Valdes, PE</td>
<td>Daniel J. Levy</td>
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<td><strong>Phone:</strong></td>
<td>305-567-1888</td>
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| Appendix A: Cover Form      | No                     | Yes                       | Yes              | Yes                                      | Yes                             |
| Appendix B: Submittal Checklist | No                    | No                        | No               | Yes                                      | Yes                             |
| Proposal Letter/Discipline Checklist | Yes                  | No                        | No               | Yes                                      | Yes                             |
| State of Florida Active Sunbiz Report | Yes            | Yes                        | Yes              | Yes                                      | Yes                             |
| Current and Valid Certification from State of Florida/form A1A documents 254/255 | Yes                  | Yes                        | Yes              | Yes                                      | Yes                             |
| Qualification and Experience/ Form 330 | Yes                  | Yes                        | Yes              | Yes                                      | Yes                             |
| Approach and Methodology    | Yes                    | Yes                        | Yes              | Yes                                      | Yes                             |
| Green Practices             | Yes                    | Yes                        | Yes              | Yes                                      | Yes                             |
| A-1 Public Entity Crimes Affidavit | Yes                | Yes                        | Yes              | Yes                                      | Yes                             |
| A-2 Non-collusive Proposal Certificate | Yes              | Yes                        | Yes              | Yes                                      | Yes                             |
| A-3 Local Preference Affidavit (optional) | Yes          | Yes                        | Yes              | No                                       | No                              |
| A-5 Acknowledgement of Addenda | Yes                  | Yes                        | Yes              | Yes                                      | Yes                             |
| A-6 Disclosure of Subcontractors & Suppliers (if applicable) | Yes                  | Yes                        | Yes              | Yes                                      | Yes                             |
| A-7 Insurance Requirements  | Yes                    | Yes                        | Yes              | Yes                                      | Yes                             |
| A-14 References             | Yes                    | Yes                        | Yes              | Yes                                      | Yes                             |
| One (1) Original Bid        | Yes                    | Yes                        | Yes              | Yes                                      | Yes                             |
| Five (5) Complete Copies    | Yes                    | Yes                        | Yes              | Yes                                      | Yes                             |
| Five (5) Digital CD or USB   | Yes                    | Yes                        | Yes              | Yes                                      | Yes                             |

**Respondent Status:** RESPONSIVE  RESPONSIVE  RESPONSIVE  RESPONSIVE  RESPONSIVE

*All firms for this discipline are being recommended for award to City Council June 9, 2015*
# RANKING BALLOT

**RFP TITLE:** Continuing Architectural and Engineering Services  
**A - Landscape Architecture/Interior Design**  
**RFP No.:** 12-14-15

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<td>Calvin, Giordano &amp; Associates, Inc.</td>
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<tr>
<td>Craven Thompson &amp; Associates, Inc.</td>
<td></td>
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<td>Leo a Daly</td>
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*No evaluation committee necessary for this discipline. All responsive/responsible firms will be recommended for award for this discipline.*
## EVALUATION COMMITTEE RANKING BALLOT

**RFP TITLE:** Continuing Architectural and Engineering Services  
**B - Water/Wastewater Engineering**  
**RFP No.:** 12-14-15  
**Meeting Date:** May 20, 2015

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<td>Chen Moore and Associates</td>
<td>85  77</td>
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<td>Tetra Tech, Inc.</td>
<td>84  86</td>
<td>394</td>
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<td>King Engineering Associates, Inc.</td>
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<td>Thompson &amp; Associates, Inc.</td>
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## RANKING BALLOT
RFP TITLE: Continuing Architectural and Engineering Services  
C - Urban Planning & Design  
RFP No.: 12-14-15

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<td>The Mellgren Group</td>
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*No evaluation committee necessary for this discipline. All responsive/responsible firms will be recommended for award for this discipline.*
### EVALUATION COMMITTEE RANKING BALLOT

**RFP TITLE:** Continuing Architectural and Engineering Services  
**D - Roadway, Traffic & Transportation Engineering & Consulting**  
**RFP No.:** 12-14-15  
**Meeting Date:** May 20, 2015

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### EVALUATION COMMITTEE RANKING BALLOT

**RFP TITLE:** Continuing Architectural and Engineering Services  
**E - Water Resources/Stormwater Design**  
**RFP No.: 12-14-15**  
**Meeting Date: May 20, 2015**

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<td>Chuks Okereke</td>
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<td>T.Y. Lin International</td>
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Page 1 of 1
RANKING BALLOT
RFP TITLE: Continuing Architectural and Engineering Services
F - Environmental Engineering
RFP No.: 12-14-15

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<tr>
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<tr>
<td>CBI Environmental &amp; Infrastructure, Inc.</td>
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<tr>
<td>E Sciences, Inc.</td>
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<tr>
<td>Terracon Consultants, Inc.</td>
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<tr>
<td>T.Y. Lin International</td>
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*No evaluation committee necessary for this discipline. All responsive/responsible firms will be recommended for award for this discipline.*
## Exhibit A
### RFQ 12-14-15 Continuing Architectural and Engineering Services
#### Short List of Respondents/Recommendation of Award
- **Scheduled for 06/09/2015 Council Approval**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Firm Name</th>
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<tbody>
<tr>
<td>Landscape Architecture/Interior Design</td>
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<td></td>
<td>Calvin, Giordano &amp; Associates</td>
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<td></td>
<td>Craven Thompson &amp; Associates</td>
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<td></td>
<td>Leo A Daly</td>
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<tr>
<td><strong>Total Awarded:</strong></td>
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| Water/Wastewater Engineering      | AECOM                           | 1       |
|                                   | Craven Thompson & Associates    | 1       |
|                                   | EAC Consulting                  | 1       |
|                                   | Hazen and Sawyer                | 1       |
|                                   | Kimley-Horn & Associates        | 1       |
| **Total Awarded:**                | **5**                           |         |

| Urban Planning & Design           | Calvin, Giordano & Associates  | 1       |
|                                   | The Corradino Group            | 1       |
|                                   | The Mellgren Planning Group    | 1       |
| **Total Awarded:**                | **3**                           |         |

<table>
<thead>
<tr>
<th>Roadway, Traffic, &amp; Transportation Engineering &amp; Consulting</th>
<th>Firm Name</th>
<th>Awarded</th>
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<tr>
<td>Craven Thompson &amp; Associates</td>
<td>EAC Consulting</td>
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<td>EBS Engineering</td>
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<td>Kimley-Horn &amp; Associates</td>
<td>R.J. Behar &amp; Company</td>
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<tr>
<td>T.Y. Lin International</td>
<td>Tetra Tech</td>
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<tr>
<th>Water Resources/Stormwater Design</th>
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<td><strong>Total Awarded:</strong></td>
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| Environmental Engineering         | AECOM                           | 1       |
|                                   | CBI Environmental & Infrastructure | 1       |
|                                   | E Sciences                      | 1       |
|                                   | Terracon                        | 1       |
|                                   | T.Y. Lin International          | 1       |
| **Total Awarded:**                | **5**                           |         |

The vendors listed are being recommended for award and are the top ranked for their disciplines. This will be the order of the rotation list if approved by the council. Individual contracts will be issued as projects are assigned. All projects over $100,000 will require council approval in accordance with the City's Procurement Ordinance.

**Scheduled for 06/09/2015 Council Approval**