



REQUEST FOR QUALIFICATIONS

RFQ # 45-09-10

Construction Engineering and Inspection (CE&I) Replacement of Downtown North Miami Brick Pavers – (ARRA)

Estimated Project Cost - \$100,000

**This solicitation is issued in accordance with the Consultants Competitive
Negotiation Act, Section 287.055, Florida Statutes
Financial Management Number: 426529-1**

RESPONSES ARE DUE NO LATER THAN

Tuesday, August 03, 2010 at 3:00 PM (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 RFQ Document may be obtained by contacting DemandStar by Oniva at www.demandstar.com or calling toll free 1-800-711-1712 and request Document # 45-09-10

Contact Person: Marcanthony Tulloch
Email: mtulloch@northmiamifl.gov | Phone: (305) 895-9886 | Fax: (305) 895-1015



The City of North Miami is soliciting Request for Qualifications (RFQ) from Professional Architectural and Engineering firms to provide Construction Engineering and Inspection (CE&I) for the Downtown North Miami brick paver sidewalk replacement.

The City of North Miami (City) invites you to submit proposals in response to this RFQ. All submissions and inquiries must be addressed as outlined.

RFQ SUBMISSION

Please submit an original proposal, one (1) copy and three (3) digital copies in the form of compact disk (CD) in response to this Request for Qualifications (RFQ). Proposals are to be submitted in a sealed envelope bearing the name of the Respondent, and the address as well as the title of the RFQ no later than 3:00 P.M. local time **Tuesday, August 03, 2010** at which time they will be opened and read in the Council Chambers by the Purchasing Agent. Proposals received after this 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 bids:

RFQ 45-09-10

Construction Engineering and Inspection (CE&I) Replacement of Downtown North Miami Brick Pavers

The City's tentative schedule for this Request for Qualification is as follows:

*This is a Federal Project and Federal Standards apply.

Cut- off Date for Questions:	July 27, 2010
Opening of Proposals:	August 03, 2010
Proposal Review:	August 03-10, 2010
Interviews (if necessary):	August 11-20, 2010
Award / Council Approval:	TBD

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

Copies of this RFQ 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. 45-09-10 or may be purchased for a non-refundable fee of \$25.00 from the Purchasing Department.

FOR INFORMATION

For information on this Request for Qualification, contact the Purchasing Department, (305) 893-6511 ext. 12131.

ACCEPTANCE AND REJECTIONS

The City of North Miami 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 the Proposal(s) are issued subject to the City of North Miami Code Section 7-192 prohibiting certain communications with the City as completely specified in General Conditions of the Proposal(s).

We look forward to your active participation in this solicitation.

Sincerely,

Marcanthony Tulloch

Marcanthony Tulloch,
Purchasing Agent

Table of Contents

Section	Page
1.0 General Guidelines and information.....	5
2.0 Scope of Services.....	11
3.0 Proposal Format.....	17
4.0 Evaluation/Selection Process.....	21
5.0 Attachments & Contract Forms	23
Form A-1	Public Entity Crimes Affidavit
Form A-2	Non- Collusive Proposal Certificate
Form A-3	Local Vendor Preference
Form A-4	Questionnaire
Form A-5	Acknowledgement of Addenda
Form A-6	Disclosure of Subcontractors & Suppliers
Form A-7	Insurance Requirements
Form A-8	Statement of No Response

Section 1.0

General Guidelines and Information

1.1 DEFINITION

- a) "CCNA RFQ." This solicitation is issued in accordance with the Consultants Competitive Negotiation Act, Section 287.055, Florida Statutes.
- b) "Proposer" or "Respondent." All contractors, consultants, organizations, firms or other entities submitting a response to this RFQ.
- c) "City." The City of North Miami.
- d) "Project Manager" refers to the individual who will handle planning, organizing, and managing resources to bring about the successful completion of the project goals and objectives.
- e) "Contract" a binding written agreement, including purchase orders, containing terms and obligations governing the relationship between the City and the other party.
- f) The word "Department" to mean a department of The City of North Miami.
- g) The words "Scope of Services" or "Scope of Work" to mean section 2.0 of this solicitation, which details the work to be performed by the contractor or consultant.
- h) The word "Solicitation" to mean this Request for Qualification (RFQ) document, and all associated addenda and attachments.
- i) The words "Subcontractor" or "Sub-Consultant" to mean any person, firm, entity or organization, other than the employees of the Respondent, who contracts with the Respondent to furnish labor, or labor and material, in connection with the worker services to the city, whether directly or indirectly, on behalf of the contractor.
- j) The words "Work Order" to mean a document that defines and describes the parameters of individual projects assigned or awarded by the city to the contractor in accordance to the terms of the contract.

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 firms and organizations 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 Crimes 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 Crimes 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/ DISCRIMANATORY VENDOR 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 vendor or included on the discriminatory vendor 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 vendor list, a period longer than 36 months must have passed since that person was placed on the convicted vendor or discriminatory vendor 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. In the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. 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 noticed 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 sub-consultants 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 Director 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 Director 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 INQUIRES

Respondents shall contact the contract specialist, identified on the cover page of this solicitation, for all inquiries relating to this solicitation. All Respondents’ technical inquires shall be confirmed 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 SOLICITATION DOCUMENTS

If a potential Respondent protest any provisions of the solicitation 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 bids or receipts of proposals. A written protest is filed when received by the City Clerk.

Any Respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, shall post with the city at the time of filing the formal written protest a bond pursuant to Section 287.042(2)(c), Florida Statutes. Failure to file a notice of intent protest or failure to file a formal written within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a

waiver of proceedings under Chapter 120, Florida Statutes.

Notice of intent to protest and formal written protest along with bond or other security 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 Respondents understand 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 Respondents 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 WITHDRAWL OF RESPONSE

Respondents shall withdraw their submitted response 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 the 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 of the City Ordinance 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-responsive; 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 CONSULTANT'S COMPETITIVE NEGOTIATION ACT

This solicitation is issued in accordance with the Consultant's Competitive Negotiation Act, Section 287.055, Florida Statutes. Respondents are requested to submit comprehensive qualifications and technical proposals in response to the requirements set forth herein.

1.22 WRITTEN PROPOSAL EVALUATION ORAL PRESENTATIONS

The selection committee members will independently score the written proposal on the basis of their qualifications and technical merit in accordance with the evaluation criteria included in Part 3 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.

1.23 REVIEW OF PROPOSAL FOR RESPONSIVENESS

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.

1.24 CITY COUNCIL REVIEW

The City will report the result via the *Authorization to Proceed with the Ranking of Selected Firm(s)* and to enter into contract Negotiation.

1.25 CONTRACT AWARD

The City anticipates the award of multiple contracts, 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 Respondent(s) 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 CONE OF SILENCE

This RFQ is issued pursuant to the City of North Miami Ordinance Section 7-193 which prohibits certain types of communications: (a) A Cone of silence shall be imposed upon each RFQ after the advertisement of said RFQ. At the time of imposition of the cone of silence, the director of the purchasing department or designee shall provide for public notice of the cone of silence. The director 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 shall not preclude procurement staff from obtaining industry comment or performing market research provided all communication related thereto with a potential offeror, service provider, Respondent, 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, or bid documents. A copy of all written communications must be filed with the City Clerk.

1.27 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 suppliers 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").

1.28 BUSINESS ENTITY 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 Procurement 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.

1.29 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.

1.30 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."

1.31 LOCAL PREFERENCE

The evaluation of competitive bids 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. To satisfy this requirement, the vendor shall affirm 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 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.

The preference is 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)**

1.32 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.

END OF SECTION 1

SECTION 2.0 SPECIAL CONDITIONS

2.1 PURPOSE

The purpose of this RFQ is to solicit proposals for the qualifications and selection of a firm to provide Construction Engineering and Inspection (CE&I) for the Downtown North Miami brick paver sidewalk replacement.

This Request for Qualifications ("RFQ") shall serve to provide interested parties with general information as to the procedures for the selection of a firm to provide Construction Engineering and Inspection for the City of North Miami.

2.2 MINIMUM QUALIFICATIONS

In order to be considered responsive, Proposers shall, at a minimum, demonstrate compliance with the following Pre-Qualification Criteria in their proposal. All requested documentation and/or information shall be provided in the Proposal to confirm that the Proposer has satisfied the Prequalification Criteria in order to be properly evaluated as listed herein. Proposers failing to meet these requirements shall be deemed non responsive. The Proposer and/or its Sub consultants and Subcontractors shall, at the time of Proposal submittal, time of award, and throughout the duration of the Contract, continue to meet the following Pre-qualification Criteria requirements as stated in the Solicitation Documents.

- The selected Respondent shall be a registered architecture and engineering firm 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 Architect [PA] etc.)
- The selected Respondent shall be listed on the Florida Department of Transportation (FDOT) prequalification list for Construction Engineering Inspection (10.1).
- The selected Respondent shall have been in business and have a minimum of five (5) years experience in providing Construction Engineering and Inspection services in the State of Florida.
- If the Respondent is a joint venture, an executed copy of the joint venture agreement must be submitted with the proposal. Percentages of participation of fees must be clearly stated for each joint venture partner. Only one submittal will be accepted per Respondent, either as a single prime firm or as part of a joint venture. The selected joint venture shall have been in business and have a minimum of five (5) years of experience.

2.3 INTENT

The City of North Miami is seeking the services of a qualified firm ('Proposer' or 'Consultant') with the necessary qualifications and expertise to submit proposals in

response to this Request for Qualifications (“RFQ”) to provide Construction Engineering and Inspection (CE&I) and contract administration for the Downtown North Miami brick paver sidewalk replacement.

2.4 SCOPE OF WORK

The works includes coordinating with the Contractor of this project and inspect the construction work for compliance with the Contract Documents and American Recovery Reinvestment Act (ARRA) requirements. The work by the contractor includes removal and disposal of “1/2” brick, concrete base and side filing, and other portions of sidewalks, driveways, approaches, segments, portions, that may be necessary in order to complete the installation of new brick and sidewalks along the commercial area of downtown. The Contractor is required to furnish all labor, equipment, materials and ARRA documentation as required for the repairs and/or removal of EXISTING sidewalks in the City of North Miami, as specified herein, from a source that will give prompt and efficient service.

Consultant will be required to conduct preconstruction meetings. Provide the contractor with assistance on paperwork to ensure compliance with ARRA and provide services during construction to ensure project completeness.

2.5 SIDEWALK LOCATIONS

The sidewalks are located within State Roads along the highly commuted commercial district, primarily SR 922, portions of SR 909, and portions of SR 915 from NE 10th to NE 4th Avenue.

The work includes but is not limited to:

- Removal of “1/2” brick along portions of the downtown area as depicted in the attached plans
- The existing brick is set on concrete sidewalks that will need to be removed and replaced with compacted road rock (98% modified proctor) at the corresponding elevation to incorporate the brick.
- No removal of curb and gutter is anticipated
- Contractor shall reinstall “full” brick where indicated on the drawings and these shall be in conformance to City requirements.
- Any incidental work shall be included in the work which shall include but not be limited to the removal (as necessary) and replacement of sod, portions of concrete sidewalk, curb cuts, concrete slabs, asphalt, removal and replacement of existing elements to stay, maintenance of pedestrian traffic and vehicles, and landscaping removal.
- All work and site preparation shall be conducted with minimum impact and/or damage to the adjacent properties.

2.6 BACKGROUND

The City of North Miami is a transportation concurrency exception area (TCEA). In order to maintain this designation, the City must abide by its commitment to increase alternative modes of transportation, including transit, bicycling and walking. By

enhancing the sidewalks and crosswalks in the downtown area, pedestrian activities, and the access to and from transit, will improve. By replacing the inadequate brick veneer, pedestrian safety will also improve.

2.7 PROPOSAL INSTRUCTIONS

Respondent's Response to RFQ

One (1) original binder, one (1) copy and three (3) digital copies in the form of compact disk (CD) or DVD of the sealed Respondent's response to this RFQ shall be submitted no later than 3:00 pm (EST) on Tuesday, August 03, 2010. Digital copies must be an exact and complete copy of original binder and must include all signed documents, forms, certificates and licenses. Digital copy must be PDF or Word format. Please provide thumbnails for each section. Proposals received after the day and time will be returned to the Respondent unopened and deemed as non-responsive.

Proposals are to be labeled and delivered to:

City of North Miami
Office of the City Clerk
776 NE 125th Street
North Miami, FL 33161

RFQ 45-09-10 – Construction Engineering and Inspection (CE&I) Replacement of Downtown North Miami Brick Pavers

A committee of three (3) members appointed by the Purchasing Director shall review the responses to the RFQ for compliance with the requirements and provide an objective evaluation of all Respondents. The committee will be comprised of appropriate City personnel from multiple departments and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the committee is balanced with regard to both ethnicity and gender. Criteria weights may be changed by the committee prior to evaluation. The Committee's initial evaluation of Respondents shall be on the basis of the specific project needs and the professional services offered by the Respondent as stated in the Qualifying Information submitted.

2.8 CONTACTS WITH THE CITY PERSONNEL

Questions concerning this RFQ must be directed in writing, by email or fax, to Marcanthony Tulloch at mtulloch@northmiamifl.gov or by Fax at (305) 891-1015 and to no other person or department at the City.

This RFQ is issued pursuant to the City of North Miami Ordinance Section 7-192 which prohibits certain types of communications.

2.9 PROPOSAL CONDITIONS

2.9.1 THE CITY OPTIONS

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

The determination of the criteria and process whereby proposals 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 RFQ, 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 RFQ.

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 RFQ.

2.9.2 RULES, REGULATIONS, AND REQUIREMENTS

All Respondents shall comply with all laws, ordinances, and regulations of any Federal, State of Florida, Miami-Dade County, or City government applicable to submitting a response to this RFQ and to providing the services described herein.

2.9.3 CHANGE OF PROPOSAL

Any Respondent, who desires to change his/her proposal, shall do so in writing. Any request for changes shall be received prior to the date and hour of the proposal opening. The Respondent's name and the RFQ # shall appear on the envelope.

2.9.4 WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn prior to the date and hour of the proposal opening. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer, for the period of ninety (90) days after the date of the proposal opening, to provide the proposed services.

2.9.5 MODIFICATIONS OF PROPOSAL

No unsolicited modifications to proposals will be permitted after the date and hour of the proposal opening.

2.9.6 INSURANCE REQUIREMENTS

Respondents must submit with their proposal, proof of insurance meeting or exceeding the following requirements.

- Workers' Compensation Insurance – as required by law and Employer's Liability Insurance - \$500,000 / \$500,000 / \$500,000

- Fidelity / Dishonesty Coverage - \$500,000 per occurrence
- Professional Liability (Errors and Omissions) Insurance –
 - \$1,000,000 per occurrence, \$2,000,000 aggregate on dedicated project limits with a deductible (if applicable) not to exceed \$25,000.00 per claim (audited financial statements required). The certificate of insurance shall reference any applicable deductible;
 - Claims made policy must have an extended coverage reporting period of two years past the coverage completion
 - For Deductible program or Self Insured Retention Program an Irrevocable Letter of Credit or performance Bond for amount of SIR is required.
- Commercial General Liability Insurance - \$1,000,000 for each occurrence / general aggregate, to include personal advertising injury and products/completed operations
- Automobile Liability Insurance – \$1,000,000 combined single limit bodily injury & property damage.

The successful Respondent(s) must submit, prior to signing of contract, a Certificate of Insurance naming the City of North Miami as additional insured for Commercial General Liability and Auto Liability Insurance. Consultant shall guarantee all required insurances remain current and in effect throughout the term of contract.

2.9.7 TRUTH IN NEGOTIATION STATEMENT

The successful Respondent 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”.

2.9.8 CONTRACT NEGOTIATIONS

At the time of Contract Negotiations, a percentage fee for overhead and profit will be established. This fee shall be for the life of the Project. The City, at its sole discretion, may elect not to award any contracts.

2.9.9 PROPOSAL SUBMITTAL

The Respondent shall provide **one (1) original binder, one (1) copy and three (3) digital copies in the form of compact disk (CD)** of the Respondent's response to the RFQ and shall be submitted no later than **3:00 pm (EST) on Tuesday, August 03, 2010. Digital copies must be an exact and complete copy of original binder and must include all signed documents, forms, certificates and licenses.** Proposals received after that day and time will be returned to the Respondent unopened and deemed as non-responsive. Proposals are to be labeled and delivered to:

City of North Miami
Office of the City Clerk
776 NE 125th Street
North Miami, FL 33161

**RFQ 45-09-10 – Construction Engineering and Inspection (CE&I) Replacement of
Downtown North Miami Brick Pavers**

Packages must be received no later than 3:00PM local time.

2.9.10 CONTRACT AWARD

Any contract resulting from this solicitation will be in the form acceptable to the City and shall remain in effect until construction work has received 100% acceptance by the City.

2.8 VENDOR REGISTRATION

The awarded Respondent shall be a registered vendor with the City of North Miami for the duration of the agreement. In becoming a registered vendor, the Respondents confirms it knowledge of and commitment to comply with the City of North Miami Procurement Ordinance No. 1244 which sets forth the provisions of the procurement of supplies and services, including source selection and contract formation.

Respondents may view the city's procurement ordinance at www.northmiamifl.gov/purchasing

END OF SECTION 2

SECTION 3.0
PROPOSAL FORMAT

3.0 FORMAT

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. CD's and DVD's must be in adobe or Word format. Proposals which do not include the required documents may be deemed non-responsive and may not be considered for evaluation.

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. Proposal shall be limited in size as to what can fit into a 2 1/2" binder. CD or DVD (must be clearly labeled with Company Name, Bid No. & Title)

The qualification proposal shall be written in sufficient detail to permit the City to conduct a meaningful evaluation. The proposal must include the following information:

3.1 MANDATORY SUBMITTAL REQUIREMENTS

LABEL EACH SECTION AS NUMBERED

1. INTRODUCTION

Provide a brief introduction narrative letter highlighting the qualifications of the firm including component firm(s), legal nature of organization, and proposed organization chart indicating names of all key personnel available for the project including consultants and sub consultant teams.

2. 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. Respondents submitting applications as joint ventures shall submit a copy of their joint venture agreement.

3. RELATED CE&I EXPERIENCE

The Respondent shall provide a listing of at least two (2) completed CE&I ARRA projects performed over the last five (5) years by its key team members with client name, client contact name and telephone number and project size provided. Also include total of fees paid to firm and total cost of the construction, estimated and actual.

- The performance of each Respondent with respect to projects comparable in type, size and complexity to the applicable project shall be evaluated. Respondents may submit any information they deem appropriate for evaluation of past performance with projects similar in nature to the one under consideration by the City.
- List CE&I projects currently progress to include staffing organization and management of the staff and sub-consultants and distribution of project assignments.

4. PROJECT MANAGER'S EXPERIENCE

Provide the Project Managers extensive experience in CE&I projects.

- Experience must include a minimum of three (3) CE&I projects. Consultants must include reference letters from client's documenting the project manager's involvement in each of the qualifying projects. Projects shall be specifically identified in the submittal.
 - Note: Should the original Project Manager be withdrawn from this project at any time, the City must receive thirty (30) days written notice and be given the information on the new project manager, which must meet the same criteria listed herein. The City of North Miami will have final approval of such change.
- A chart indicating the structure of the Respondents team and a description of the contractual relationships of members and significant sub consultants (if any), operational management structure and role descriptions for the project, specific reporting/accountability relationships, proposed points of contact and accountability for interaction with City staff, governmental agencies, the public, sub consultants, suppliers, sub consultants and other entities involved in the project along with levels of authority to act on behalf of the Company.
- Provide a list of projects that the Prime Consultant and the Project Manager are currently committed to.

5. ARRA PROJECT EXPERIENCE

Provide the Project Managers extensive experience in ARRA projects.

- Experience shall include all ARRA projects that the Consultant has completed. Consultants must include reference letters from client's documenting the project manager's involvement in each of the qualifying projects. Projects shall be specifically identified in the submittal.

6. TOTAL TECHNICAL STAFF

Technical staff shall be considered as those persons proposed to be associated with the implementation of the project:

- Experience must include the Respondents knowledge of permitting processes with the authorities having jurisdiction in Miami Dade County.
- The Respondent shall identify the team members responsible for key aspects of the design (i.e. architectural, civil, structural, MEP, process, instrumentation, quality assurance / quality control, etc) and indicate and provide copies of current licenses.

7. LIABILITIES / POTENTIAL LIABILITIES / CONFLICTS OF INTEREST

Describe and explain any pending litigation, major disputes, contract defaults, and/or claims against your firm in the last 5 years. **Limit this information to the office submitting qualifications for this project.** Name the litigants involved and the month and year the case or claim was filed, venue and a full description of the claims raised in the litigation. Please provide the name, phone number and email address of a contact person in your organization who can provide additional information or clarify any questions regarding these matters.

- If there is no litigation pending against your firm, please provide a notarized statement stating that fact.
- List of any Respondent's accounts which may be perceived as being in conflict with the interests of City of North Miami if the Respondent is selected to provide Architectural and Engineering services for the City
- Provide all details pertaining to the Respondent or any sub consultants (if any) where the Respondent failed to complete any contract, or has any contract been terminated due to alleged poor performance or default, or has the Respondent or any Sub Consultants (if any) been found in violation of any provision of international, federal, state, or local regulations.

8. REFERENCES

Indicate at least three (3) clients with whom the City may speak with during the evaluation phase (**See Attachment A - Client Reference Form & Sample Questionnaire**)

The Respondent must provide a list of minimum three (3) clients for which the Respondent is currently providing, or within the last five (5) years has provided, Construction Engineering Inspection Services.

Do not include in your references any former or current employee of the City.

A uniform sample of references will be checked for each Respondent. Respondent

will be scored on a scale from 1-10, with 10 being the highest score possible.

9. LOCAL BUSINESS PREFERENCE / 10%TOTAL WORKFORCE RESIDING IN THE CITY OF NORTH MIAMI

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* in Section 5.0 – Contract Forms

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.

10. ADDITIONAL INFORMATION/CLARIFICATIONS

Provide any additional and/or relevant information regarding the Respondents' capability in regards to this project or similar projects in terms of scope and requirements.

11. CONTRACT FORMS

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:

Vendor Registration (if not registered)

Form A-1 Public Entity Crimes Affidavit

Form A-2 Non- Collusive Proposal Certificate

Form A-3 Local Vendor Preference (if applicable)

Form A-4 Questionnaire

Form A-5 Acknowledgement of Addenda

Form A-6 Disclosure of Subcontractors & Suppliers

Provide copies of the required Insurance

END OF SECTION 3

SECTION 4.0

EVALUATION / SELECTION PROCESS

4.0 INITIAL SCREENING

A committee of three (3) members appointed by the Purchasing Director shall review the responses to the RFQ for compliance with the requirements and provide an objective evaluation of all Respondents. The committee will be comprised of appropriate City personnel from multiple departments and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the committee is balanced with regard to both ethnicity and gender. Criteria weights may be changed by the committee prior to evaluation. The Committee's initial evaluation of Respondents shall be on the basis of the specific project needs and the professional services offered by the Respondent as stated in the Qualifying Information submitted, in accordance with those criteria listed below.

Criteria will be scored on a scale of "0" to "35" with the maximum number of points available for each criterion as noted in this section. The total maximum number of points to be scored under this process is 300. Scoring proposals is based on a point total per evaluator and not a percentage

	Criteria	Points
1.	Related CE&I Experience	35
2.	ARRA Project Experience	25
3.	Technical Staff	15
4.	References	10
5.	Local Preference	10
6.	Additional Information	5
	Total Points	100

END OF SECTION 4



SECTION 5

ATTACHMENTS & CONTRACT FORMS



ATTACHMENT “A”

**SAMPLE REFERENCE QUESTIONNAIRE
(FOR INFORMATIONAL PURPOSES ONLY)**

Instructions:

1. For each proposal, contact two (2) clients and one client of the subcontractor or sub-consultant team.
2. City projects, proposed team members (subcontractors/sub-consultants) or parent/subsidiary companies will not be contacted.
3. Contact each reference by phone, up to three (3) times only.
4. Complete all calls within five (5) working days of receipt of proposals.
5. Ask each reference the same questions listed below and score appropriately.
6. If reference information cannot be obtained after the specified number of calls, insert a total score of ‘0’.
7. Do not obtain another reference as a replacement for a non-responding reference.
8. Upon completion, return all questionnaires to the Procurement Manager for this project.

Respondent’s Name	
Client’s Name (Company, Firm or Agency for Whom Services were Provided)	
Contact Person: Telephone Number: ()	Date of Contact:
Briefly describe the scope and size of the project performed by the contractor for your company.	
Overall, did the contractor adhere to the agreed upon schedule?	Yes = 1 points No = 0 points Score _____
Was the project completed within the overall budget?	Yes = 1 points No = 0 points Score _____
Were there delays in work progress due to unavailability of contractor personnel?	Yes = 0 points No = 1 point Score _____
Did the contractor provide satisfactory and timely responses to your requests for information?	Yes = 1 point No = 0 points Score _____
Did the contractor keep you adequately informed of progress through periodic reports, phone calls or other methods?	Yes = 1 point No = 0 points Score _____
Was the contractor familiar with the technical issues necessary to meet the objectives of the project with minimal oversight?	Yes = 1 points No = 0 points Score _____
Did the contractor provide the appropriate level of resources consistent with the complexity of the work?	Yes = 1 points No = 0 points Score _____
Did the contractor’s work require substantial revisions or modifications to scope approach prior to completion?	Yes = 0 points No = 1 points Score _____
How would you rate the overall quality of the work?	Good = 2 points; Fair = 1 point; Poor = 0 points Score _____

Questionnaire Completed by (signature): _____ Date: _____

Maximum points available for all questions: **10 Points** Total score for this respondent: _____



Form "A-1"

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of public entity]
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]
whose business address is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the
entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes**, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any

natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[Attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

(Type of Identification) My commission expires _____

(Printed typed or stamped Commissioned name of Notary Public)



FORM "A-2"
NON-COLLUSIVE PROPOSAL CERTIFICATE
STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Before me, the undersigned authority, on this day personally appeared _____ (Authorized Officer), who being by me duly sworn, deposes and says:

1. That he/she is the _____ of the corporation/partnership known and styles as _____, duly formed under the laws of the State of _____, on _____, 200__, is duly authorized to represent such corporation/partnership in the making of this Affidavit and certification.

2. That _____ (corporation/partnership) has not, within 6 months next preceding the date of this affidavit, entered into any combination, contract, obligation, or agreement to create nor that may tend to create or to carry out any restriction on secret, competitive bidding on the procurement of _____, to fix, maintain, increase, or reduce the price set out in the Proposal (bid) on the Project; to fix or maintain any standard or figure whereby the price bid in the Proposal is or has been in any manner affected, controlled, or established; or in any other manner to prevent or lessen competition in the bidding for the Project.

3. That _____ (corporation/partnership) has not, during such time, entered into, executed, or carried out any contract, obligation, or agreement with any person, corporation, or association of persons not to bid on this Project below a common standard or figure, to keep the price thereof at fixed or graded figures, to preclude a fair and unrestricted competition in the bidding of this Project, to regulate, fix or limit the bidding on the Project, or to abstain from engaging in the bidding on the Project, or any portion thereof.

4. That _____ (corporation/partnership) has not within 6 months next preceding the date of this Affidavit, either directly or through the instrumentality of trustees or otherwise, acquired assets shares, bonds, franchise, or other rights in or physical properties of any other corporation or partnership for the purpose of preventing or lessening, or in a manner that tends to affect or lessen, competition in the bidding on this Project.

5. That _____ (corporation/partnership) has not within such time entered into any agreement or understanding to refuse to buy from or sell to any other person, corporation, firm, or association of person who bids on the Project.

6. That no officer of _____ has, within Affiant's knowledge, during such 6 months made on behalf of its or for its benefit any such contract or agreement as is specified in this Affidavit.

7. That these representations and warranties will be true at the time of the bid opening.

By: _____

Its: _____
Authority Warranted

SWORN TO and subscribed before me this _____ day of _____, 200____.

Notary Public
My Commission Expires:



FORM "A-3"

LOCAL PREFERENCE CERTIFICATION

Section 1 General Term

Local Preference

The evaluation of competitive bids 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. To satisfy this requirement, the vendor shall affirm 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:

- d) 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;
- e) 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
- f) 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.

The preference is 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.

Comparison of Qualifications

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

Section 2 Affirmation

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of City Of North Miami that conforms with the provisions of Section 1.31 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way.

Place a check mark here only if affirming Respondent meets requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.**

Or

WORKFORCE LOCAL PREFERENCE CERTIFICATION: The local preference may also be applied to firms with a least ten percent (10%) of its total workforce residing within the geographical boundaries of the City.

Place a check mark here only if affirming Respondent meets requirements for workforce Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Workforce Local Preference.**

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____



FORM "A-4"

QUESTIONNAIRE INSTRUCTIONS

PROJECT:

OWNER: CITY OF NORTH MIAMI

RESPONDENT:

INSTRUCTIONS

- A. All questions are to be answered in full, without exception. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The City of North Miami shall be entitled to contact each and every person/company listed in response to this questionnaire. The Respondent, by completing this questionnaire, expressly agrees that any information concerning the Respondent in possession of said entities may be made available to the City.
- C. Only complete and accurate information shall be provided by the Respondent. The Respondent hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Respondent also acknowledges that the City is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a questions was provided by the Respondent, knowing it was false, it shall constitute grounds for immediate disqualification, termination, or rescission by the City of any subsequent agreement between the City and the Respondent.
- D. If there are any questions concerning the completion of this form, the Respondent is encouraged to contact Marcanthony Tulloch, Purchasing Agent via email at mtulloch@northmiamifl.gov or via facsimile: (305) 891-1015.

QUESTIONNAIRE

Respondent's Name: _____

Principal Office Address: _____

Official Representative: _____

Individual
Partnership (Circle One)
Corporation

If a Corporation, When Incorporated: _____

In what State: _____

If Foreign Corporation: _____

Date of Registration with
Florida Secretary of State: _____

Name of Resident Agent: _____

Address of Resident Agent: _____

President's Name: _____

Vice President's Name: _____

Treasurer's Name: _____

Members of Board of Directors:

If a Partnership:

Date of Organization: _____

General or Limited Partnership*: _____

Name and Address of each Partner:

Name

Address

1. _____

2. _____

3. _____

*Designate general partners in Limited Partnership

1. Number of years of relevant experience in operating similar business: _____

2. Have any similar agreements held by Respondent for a similar project to the proposed project ever been canceled?
Yes () No ()
If yes, give details on a separate sheet.
3. Has the Respondent or any principals of the applicant organization failed to qualify as a responsible Respondent, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years?
If yes, please explain:
4. Has the Respondent or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?
If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.
5. Person or persons interested in the proposal and Questionnaire Form _____ (have) _____ (have not) been convicted by a Federal, State, County or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words).

Explain any convictions on a separate sheet.
6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:
 - A. List all pending lawsuits:
 - B. List all judgments from lawsuits in the last five years:
 - C. List any criminal violations and/or convictions of the Respondent and/or any of its principals:
7. Conflicts of Interest. The following relationships are the only potential, actual or perceived conflicts of interest in connection with this proposal: (If none, so state).

The Respondent understands that information contained in this Questionnaire will be relied upon by the City of North Miami in awarding the proposed Agreement and such information is warranted by the Respondent to be true. The undersigned Respondent agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the Respondent, as may be required by the City Manager.

The Respondent further understands that the information contained in this questionnaire may be confirmed through a background investigation conducted by the City of North Miami Police Department. By submitting this questionnaire, the Respondent agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.

I certify that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated _____, **20** _____

CONSULTANT:

By _____

Its _____

Sworn to and subscribed before me this _____ day of _____, 20 _____

Notary Public

My Commission Expires:



FORM A-5

ADDENDUM TO RFQ DOCUMENTS

RFQ NUMBER: _____

BID OPENING DATE: _____

To All Respondents:

It is the Respondent's responsibility to assure receipt of all addenda. The Respondent should verify with the designated Contracting Officer prior to submitting a proposal that all addenda have been received. Respondents are required to acknowledge the number of addenda received as part of their proposals.

This form must be returned with your bid as acknowledgement of receipt of all addenda issued for this RFP,RFQ or IFB and must signed in the space provided below. Respondent's failure to return this form will be deemed non-responsive and will not be considered for contract award.

Please initial to acknowledge receipt of addenda pertaining to this contract:

Addendum No. 1 _____

Addendum No. 2 _____

Addendum No. 3 _____

Addendum No. 4 _____

Addendum No. 5 _____

Addendum No. 6 _____

Addendum No. 7 _____

Addendum No. 8 _____

Addendum No. 9 _____

Acknowledged by:

Name: _____

Signature: _____

Date: _____



Form "A-6"

RESPONDENT'S DISCLOSURE OF
SUBCONTRACTORS AND SUPPLIERS

RFQ, RFP OR IFB NO. _____

DISCIPLINE _____

Team Composition Plan

Please provide the following for tracking purposes only:

Business Association	Business Name	Business Address	Business Phone #	Describe Type of Work to be Performed	% of Work	Diversity Class. *
Prime Contractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Joint Venture						

Diversity Classification:

A = Asian American

B = African American

F = American Woman

H = Hispanic American

N = Native American

L=Local Vendor (North Miami)



Form "A-7"

General Insurance Requirements

Respondents must submit with their proposal, proof of insurance meeting or exceeding the following requirements.

- Workers' Compensation Insurance – as required by law and Employer's Liability Insurance - \$500,000 / \$500,000 / \$500,000
- Fidelity / Dishonesty Coverage - \$500,000 per occurrence
- Professional Liability (Errors and Omissions) Insurance –
 - \$1,000,000 per occurrence, \$2,000,000 aggregate on dedicated project limits with a deductible (if applicable) not to exceed \$25,000.00 per claim (audited financial statements required). The certificate of insurance shall reference any applicable deductible;
 - Claims made policy must have an extended coverage reporting period of two years past the coverage completion
 - For Deductible program or Self Insured Retention Program an Irrevocable Letter of Credit or performance Bond for amount of SIR is required.
- Commercial General Liability Insurance - \$1,000,000 for each occurrence / general aggregate, to include personal advertising injury and products/completed operations
- Automobile Liability Insurance – \$1,000,000 combined single limit bodily injury & property damage.

The successful Respondent(s) must submit, prior to signing of contract, a Certificate of Insurance naming the City of North Miami as additional insured for Commercial General Liability and Auto Liability Insurance. Consultant shall guarantee all required insurances remain current and in effect throughout the term of contract.



Form "A-8"

STATEMENT OF NO RESPONSE
RFQ / RFP / IFB NO _____

Recipients of this solicitation may elect not to respond. The City is interested in learning the reason(s) for non-response. If you elect not to respond with an offer to this solicitation, the City requests that the reason(s) be indicated below and this form returned to:

City of North Miami
Procurement Department
725 NE 125th Street
Fax Number: (305) 895-1015

REASONS:

1. _____ Do not offer this product / service or an equivalent.
2. _____ Schedule would not permit.
3. _____ Insufficient time to respond to solicitation.
4. _____ Unable to meet specifications / scope of work.
5. _____ Specifications "too tight" (i.e. geared to specific brand or manufacturer).
6. _____ Specifications not clear.
7. _____ Unable to meet bond and / or insurance requirements.
8. _____ Solicitation addressed incorrectly, delayed in forwarding of mail.
9. _____ Other (Explanation provided below or by separate attachment.)

Explanation: _____

Desire to receive future City solicitations? ___ Yes ___ No

COMPANY: _____

NAME: _____ TITLE: _____

ADDRESS: _____

TELEPHONE: (____) _____ DATE: _____



CITY OF NORTH MIAMI

PROPOSAL CONTACT PERSON INFORMATION

RFQ 45-09-10

Construction Engineering and Inspection (CE&I) Replacement of Downtown North Miami Brick Pavers

Include this sheet as the very first sheet of your proposal. Please complete the entire form in its entirety. The contact person indicated should be someone the City may contact for any questions or provide any correspondence related to this RFQ.

LEGAL NAME OF PROPOSER(S) _____

FEDERAL EMPLOYEE IDENTIFICATION (FEIN) NUMBER _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

CONTACT PERSONS NAME: _____

TITLE: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____