



*Request for Proposals
Design-Build Services for Design &
Construction at Moore Park*

RFP No. 09-10-007

Non-Mandatory Pre-Proposal Conference

January 11, 2010



Cone of Silence

- Cone of Silence is in effect until the City Manager makes a recommendation for award
 - Lifted solely for the Pre-Proposal Conference
 - Back in place at the conclusion of this Conference
- All communications must be in writing
- A violation of the Cone of Silence will result in a Response not being considered for award



Pre-Bid Conference

- Attendance at Pre-Proposal Conference is Not Mandatory
- A representative of each firm should sign-in to meet reflect their attendance
- Failure to attend or sign-in will not result in the rejection of a submitted response.



Copies of the RFP Documents

- Copies of RFP Documents are only available at:

<http://www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/Default.asp>

- The RFP includes a total of approximately 23 forms and documents



Key Dates

- **RFP Issued**
 - December 23, 2009
- **Pre-Proposal Conference**
 - January 11, 2010
- **Additional Information/Clarification Deadline**
 - January 18, 2010
- **Response Submission Date & Time**
 - January 27, 2010 at 2:00 PM



Scope of Project

- Moore Park is located at 765 NW 36th Street
- Project consists of 2 Phases . This RFP is only for Phase 1. City reserves the right to negotiate a price for Phase 2 or issue a new solicitation



Scope of Project (cont.)

- **Scope includes**

- **New 2 story community center building that includes offices, workroom and multipurpose rooms**
- **New daycare center for approx. 45 children, including outdoor playground area and cub cut entry on NW 36th St. This is to be completed as an early component of the Phase.**
- **New driveway and parking lot for approx. 80 vehicles including drainage, lighting, and landscaping.**
- **New basketball courts and sports lighting**
- **Site amenities that include walkway connectors between all park facilities.**
- **New open park area that includes security lighting, site furniture, pavilions, and landscaping.**
- **Relocation of underground utilities & new infrastructure to all new and future facilities.**
- **Demolition of existing recreation building, meter room building & existing parking lot**

Existing Tennis Center & Baseball field on the eastern side of the park & the Football field on the western side of the park are to remain operational.



Response Submission

- Responses must be submitted to:
 - City Clerk's Office, 3500 Pan American Drive, Miami, FL
- Submit 1 original & 7 copies
- Identify RFP number and title on outside of package

LATE SUBMISSIONS OR RESPONSES DELIVERED TO ANOTHER LOCATION WILL BE CONSIDERED NON-RESPONSIVE



LEED Certification

- **Design Criteria Package incorporates the requirements for the Project to obtain a Silver LEED rating**



Request for Information

- All communications must be in writing to:
 - Cecelia Wilson – cwilson@miamigov.com
- Submit Copy to marcia@miamigov.com
(City Clerk's Office)



Addendum

- **All changes to the RFP will be issued in writing via an addendum**
- **All addendum will be posted on the CIP webpage**
 - **Solely responsibility of the Proposers to check the CIP website for any addendum**
 - **No hard copies of any addenda will be issued**
- **The City at its sole discretion will determine if responses will be provided**



RFP Submittals

- Responses consist of two parts
 - Technical Proposal
 - Price Proposal
- Each part must be submitted in a separate sealed container/envelope clearly marked on the outside as to Fee Proposal or Technical Proposal
- Do not submit the Technical and Price Proposals together the Response will be considered non-responsive
- A Proposer can only be involved with one Response



Proposal Bond

- Proposal Bond of \$15,000 must be included with the Technical Proposal
- Do not submit the Proposal Bond with the Fee Proposal as the Response will be non-responsive



Minimum Requirements

- Proposer must be a Certified General Contractor
- Proposer must have a minimum of 5 years experience under its current name
- Successfully completed 3 projects of a similar size, scope, and complexity
 - 2 of the projects must be park projects >\$4,000,000
 - 1 of the projects does not have to be a park project but must be >\$3,000,000
 - 1 of the projects must be a LEED Certified Project



Minimum Requirements (cont.)

- **Completed Projects**

- **Project must have been issued a Temporary Certificate of Occupancy/Completion (TCO), or a Certificate of Occupancy/Completion (CO)**
- **LEED Project – the project must be either Certified by the U.S. Green Building Council (USGBC)/Green Building Certification Institute (GBCI) or all paperwork, including all construction documentation, must have been submitted to the USGBC/GBCI and final certification is pending their review.**



Minimum Requirements (cont.)

● Joint Ventures

- Each firm must meet the requirement of 5 years experience under its current name
- Lead firm must meet the minimum requirement of having successfully completed 3 projects of a similar size, scope, and complexity
- Copy of joint venture Agreement must be submitted with Response
- Attachment B must be submitted with the Response



Rejection of Responses

- Proposer must complete and include in its Response all of the required forms, documents, and information
 - Failure to submit the required forms, documents & information will result in the rejection of a bid as non-responsive
 - City may waive minor informalities
- Collusion or other illegal practices
- Where the City determines that substantially inaccurate, misleading, exaggerated or incorrect information is provided
- Proposers in arrears to the City or where the City has an open claim against a Proposer
- Substitution of Key Personnel prior to award will result in rejection of the Response



Small Business/Local Workforce

- No specific requirements for subcontracting. However, the City encourages Proposers to maximize the use of small local businesses and local workforce
- Proposers must also comply with the City's First Source Hiring Agreement



Agreement Execution

- By submitting a Response Proposer agrees to execute the Agreement without revision
- Proposer may request clarifications & submit comments concerning the Agreement for the City's consideration
- City at its sole discretion may negotiate changes in the Agreement terms & conditions of Fees during the negotiation process



Insurance

- **Professional Liability must be provided prior to the City executing the Contract**
- **Builder's Risk Insurance will not be required until construction work commences**
- **Performance & Payment bond must be submitted prior to the City executing the Contract.**



Technical Proposal

● Consists of Eleven Sections

1. Proposal Letter (Maximum 1 Page)
2. Narrative (Maximum 1 Page)
3. Qualifications of Proposer
4. Qualifications of Project Team
5. Qualifications of Project Manager & Construction Managers
6. Project Experience
7. Design & Construction Approach and Process (Maximum 5 Pages)
8. Technical Capabilities (Maximum 3 Pages)
9. Project Scheduling
10. Small Business & Local Workforce Participation (Maximum 2 Pages)
11. Sketches (Maximum 3 Sketches)

All resumes are a maximum of 1 page



Technical Proposal (cont.)

- **Do not modify, change or alter the City Forms**
 - City Forms that have been altered or modified will not be provided to the Evaluation Committee
- **Only submit the forms, documents, & information requested.**
 - Documents or information not requested will be removed and not provided to the Evaluation Committee.
- **Any page exceeding any stated page limits will not be provided to the Evaluation Committee**



Price Proposal

- Must be submitted separately from Technical Proposal
- Will be evaluated after the Technical Proposal evaluation has been completed
- Subsequent to selection of successful Proposer the City may further negotiate these fees
- Formula contained in the RFP will be used to determine the number of points obtained for each Response



Evaluation/Selection Process

- Responses will be reviewed for “responsiveness”
- Selection Committee will evaluate the Technical Proposals
- Selection Committee may request, at its sole option, that Proposers attend an interview session
- Technical Proposals scoring will be determined
- Fee Proposals will be opened
- Technical and Fee Proposals scoring will be combined to determine final score and ranking
- Selection Committee’s recommendation will be submitted to the City Manager for review
- The City may conduct further negotiations
- City Manager or City Commission will consider the award



Evaluation Criteria

- Qualifications & Experience of the Proposer Maximum 25 points
- Qualification & Experience of the Team Maximum 35 points
- Qualifications of the Project & Construction Mgrs. Maximum 10 points
- Design & Construction Approach & Process Maximum 10 points
- Technical Capabilities Maximum 10 points
- Small Business/Local Workforce Participation Maximum 15 points
- Fee Proposal Maximum 15 points



Bonus Points

- Use of certified subcontractors (≥15%, must include letters of intent) 2 points
- Design-Build Team completion of 2 or more Design-Build Park Projects ≥\$4,000,000 1 points
- Proposer has completed a LEED Silver Project 1 point
- Proposer & Prime Consultant have together successfully completed a LEED Silver project 2 points



Questions

Questions?