

*FURNISH,
INSTALL,
OPERATE AND
MAINTAIN
TRAFFIC
INFRACTION
DETECTOR
PROGRAM*



*RFP 09-10-026
PRE-PROPOSAL CONFERENCE
JUNE 22, 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

PRE-PROPOSAL CONFERENCE

- ✘ Attendance at Pre-Proposal Conference is Mandatory
- ✘ A representative of each firm must sign-in to meet the requirement
- ✘ Once sign-in sheets are collected no one will be permitted to sign in to qualify as attending
- ✘ Failure to attend or sign-in will 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>
- ✘ No printed copies are available
- ✘ Documents Currently Available
 - + RFP
 - + Bid Protest Meeting Minutes from 4/21/10
 - + Joint Venture Form

KEY DATES

- × RFP Issued
 - + June 11, 2010
- × Pre-Proposal Conference
 - + June 22, 2010
- × Additional Information/Clarification Deadline
 - + July 6, 2010
- × Response Submission Date & Time
 - + July 16, 2010 at 3:00 PM

SCOPE OF PROJECT

- ✘ Provide a Traffic Infraction Detector Program that meets the requirements contained in Exhibit A of the RFP
 - + Includes implementing the Traffic Infraction Detectors as defined by Florida Statute 316.003.
- ✘ Upgrade or revise the Program to meet the requirements of HB325/Chapter 2010 Laws of Florida by no later than July 1, 2011.
- ✘ Initially 19 intersections have been selected for the Program

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**

REQUEST FOR INFORMATION

- ✘ All communications must be in writing to:
 - + Mayren Franco – mfranco@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
- ✘ Addendum #1 has been issued and is posted on the website
 - + Revised minimum qualification requirements
 - + Made available Form RFP-PP-REF
- ✘ Anticipate issuing Exhibit B, the draft contract within 1 week

RFP SUBMITTALS

- ✘ Responses consist of two parts
 - + Technical Proposal
 - + Fee 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 Fee Proposals together the Response will be considered non-responsive
- ✘ A Proposer can only be involved with one Response

PROPOSAL BOND

- ✘ Proposal Bond of \$25,000 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 have a minimum of 5 years experience under its current name
- ✘ Successfully managing 3 projects of a similar scope, and complexity
- ✘ Must be successfully managing 1 program ~~for a minimum of 1 year~~ that meets the requirements of Exhibit A. A program that is in the testing or beta testing phase does not meet this requirement.

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
- ✘ Responses will be disqualified upon evidence of collusion or other illegal practices
- ✘ Responses will be rejected as non-responsive where the City determines that substantially inaccurate, misleading, exaggerated or incorrect information is provided
- ✘ Responses from Proposers in arrears to the City or where the City has an open claim against a Proposer will be rejected as non-responsive
- ✘ Substitution of Key Personnel prior to award will result in rejection of the Response

AGREEMENT EXECUTION

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

SUBMISSION OF RESPONSE

- ✘ Only submit the forms, document, & information requested.
- ✘ Any additional information or documentation will be removed and will not be considered.
- ✘ Any pages exceeding the page limitations will be removed and will not be considered.
- ✘ Specific font size and style required as well as margins of the pages

TECHNICAL PROPOSAL

✘ Consists of 2 Parts

1. Part 1– Technical Response Binder
 1. Table of Contents
 2. Proposal Letter (maximum 1 page)
 3. Narrative (maximum 1 page)
 4. Qualifications of the Proposer
 5. Qualifications of the Team (maximum 2 pages excluding resumes, TO, licenses, and certifications)
 6. Qualifications of Project Manager
 7. Project Experience 5 Years
 8. Program Management (maximum 10 pages)
 9. Technical Capabilities (maximum 10 pages)
 10. Acknowledgement of Addenda & Proposer Information Forms

TECHNICAL PROPOSAL

Part 2 – Photo & Attachments Binder

Only provide the information requested and follow the outlined format. Any pictures or information not requested will be removed and not provided to the Evaluation Committee

FEE PROPOSAL

- ✘ Covers fees for the entire Program including any changes to meet the requirements established by FDOT, Miami Dade County Court system or others
 - + 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 Commission will consider the award

EVALUATION CRITERIA

- ✘ Qualifications & Experience of the Proposer Maximum 20 points
- ✘ Qualification & Experience of Project Team Maximum 20 points
- ✘ Program Management/Business Plan Maximum 30 points
- ✘ Technical Capabilities Maximum 30 points
- ✘ Fee Proposal Maximum 30 points

QUESTIONS

Questions?