



City of Doral

Request for Qualifications

Public Works Maintenance

Building Design

RFQ # 2011-02



City of Doral

Request for Qualifications

Public Works Maintenance Building Design

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NOTICE: Pursuant to the City of Doral Procurement Ordinance, sealed Statements of Qualifications for consideration to provide the services detailed in the scope of services listed below shall be received by Yvonne Soler-McKinley, City Manager, City of Doral, 8300 NW 53rd Street, Suite 100, Doral, Florida 33166 until **10:00 am on Friday, February 18, 2011**. The Statements of Qualifications shall be clearly marked **"Public Works Maintenance Building Design RFQ #2011-02."**

All Statements of Qualifications shall be publicly opened and recorded on February 18, 2011 at 10 a.m. Late submittals shall not be accepted or considered.

Proposers are to deliver **One (1) original and Four (4) copies** of the submittal Requests for Qualifications and experience and other pertinent information for consideration. The original and all four copies shall be **marked** accordingly as "original" or "copy," and shall be submitted in **three-ring binders**. In addition, respondents are to deliver **two (2) CDs containing a PDF copy of all materials submitted in the Request for Qualifications**. **No submittals will be accepted without this requirement.**

The City of Doral reserves the right to accept any Requests for Qualifications deemed to be in the best interest of the City or to waive any informality in any Qualifications. The City may reject any or all submittals and re-advertise.

PROJECT OVERVIEW

The City of Doral is soliciting this Request for Qualifications from interested parties and/or firms for the provision of Design, Permitting and Construction Administration Services, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a qualifications packet in accordance with the procedure and schedule in this RFQ. The City will review submittals only from those persons and/or firms that submit a Request for Qualifications packet which includes all the information required to be included as described herein (in the sole judgment of the City).

The City intends to qualify person(s) and/or firm(s) that: (a) possesses the professional and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City.

All questions or comments should be directed to the following email at doral@munipro.com.

All inquiries must reference Public Works Maintenance Building Design RFQ#2011-02 in the subject line. No phone calls will be accepted in reference to this RFQ.

Solicitation Response Form

Name: RFQ # 2011-02 – Public Works Maintenance Building Design

Due Date: Friday, February 18, 2011 at 10 a.m.

Delivery Location: City of Doral
City Manager's Office
8300 NW 53rd Street, Suite 100
Doral, FL 33166

Submitted by:
(Name of company and address)

For Office Use Only

Date and Time Received:

Received by: _____

ATTACH THIS FORM TO THE EXTERIOR OF THE SEALED PACKET.

1.0 SCHEDULE OF EVENTS

Deadline for Written Questions: 5:00 pm, Thursday, February 10, 2011

Deadline for Submittal & Qualifications Opening: 10:00 a.m., Friday, February 18, 2011
City of Doral, City Hall
Conference Room
8300 NW 53 Street, Suite 100
Doral, FL 33166
For directions, please call 305-593-6725

2.0 GENERAL CONDITIONS

THE FOLLOWING INFORMATION IS CONSIDERED ESSENTIAL AND NON-WAIVABLE FOR ANY RESPONSE TO AN INVITATION TO REQUEST FOR QUALIFICATIONS.

2.1 DEFINITIONS

2.1.1 We/Us/Our/City

These terms refer to the City of Doral, Florida, a duly organized public entity. They may also be used as pronouns for various subsets of the City organization including, as content will indicate.

2.1.2 Proposer

Any business entity submitting a response to this solicitation.

2.1.3 RFQ

Means this Request for Qualifications including Exhibits, Appendices and Attachments, and all addenda thereto.

2.1.4 Short List

Respondents selected pursuant to this RFQ to submit proposals in response to the RFQ.

2.1.5 Qualifications

The written, sealed document submitted by the Proposer according to the RFQ instructions. A response to this RFQ shall not include any verbal interactions with the City apart from submittal of a formal written Qualifications.

2.2 COST OF PREPARATION

The City will not be responsible for any expenses incurred by the Proposers for the preparation of Qualifications related to this procurement, or for conduct of any negotiations related to potential award of the Contract.

2.3 EXAMINATION OF DOCUMENTS

The Proposer must thoroughly examine each section. If there is any doubt or obscurity as to the meaning of any part of these conditions, the Proposer may request clarification at the pre-qualification conference, or by written request to the Procurement Division

at email address doral@munipro.com. Interpretations or clarification in response to such questions will be issued in the form of a written addendum, emailed to all parties recorded by the City's Procurement Division as having received the RFQ documents. No person is authorized to give oral interpretations of, or make oral changes to the RFQ. The issuance of written addendum shall be the only official method whereby such an interpretation or clarification is made.

2.4 FORMAT AND SIGNATURES

To receive consideration, responses to this RFQ must be submitted on the forms as provided by the City. This Request for Qualifications must be resubmitted in its entirety, with all forms executed, and the response forms completely filled out. Qualifications must be typed or printed in black or blue ink only. Use of erasable ink is not permitted. All corrections must be initialed. Any information to be submitted as part of the Request for Qualifications may be attached behind the Solicitation Response form. Copies may be obtained from the City Clerk, 8300 NW 53 Street, Suite 100, Doral, FL 33166. Responses by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature. Responses by partnerships must be executed in the Partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

The original response to this RFQ, with **one (1) original four (4) copies** and **two (2) CD** containing a PDF file of all documents submitted, must be presented to the City Manager's Office, 8300 NW 53 Street, Suite 100, Doral, FL 33166 at or prior to the time noted on the RFQ opening date. Responses received after that time will not be accepted. It will be the sole responsibility of the Proposer to deliver their Qualifications to the City Manager's Office on or before the closing hour and date indicated. Statements of Qualifications shall be submitted in a sealed envelope/ container/ box clearly marked in the exterior **"Public Works Maintenance Building Design RFQ # 2011-02."**

ANY REQUEST FOR QUALIFICATIONS SUBMITTALS RECEIVED AFTER THE STATED OPENING DATE AND TIME SHALL BE REJECTED AND WILL BE RETURNED UNOPENED.

2.5 PUBLIC RECORDS

Upon award recommendation or ten (10) days after the opening of RFQ responses, whichever is earlier, any material submitted in response to this Request for Qualifications will become a "Public Record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Record Law). Proposers must claim the applicable exemptions to disclosure provided by law in their response to the Request for Qualifications by identifying materials to be protected and must state the reasons why exclusions from public disclosure is necessary and legal. The City reserves the right to make any final determination on the applicability of the Public Records Law.

2.6 WITHDRAWAL OF QUALIFICATIONS

A Proposer may, without prejudice, withdraw, modify, or correct the response to this RFQ after it has been deposited with the City, provided the request and any subsequent modifications and/or corrections are filed with the City in writing **before the time for opening Qualifications.** The original response as modified by such writing will be considered as the Qualifications submitted by the Proposer. No oral Qualifications modifications will be considered.

2.7 RIGHT TO REJECT ANY AND/OR ALL QUALIFICATIONS

The City reserves the right to reject any and/ or all response to RFQ responses or sections thereof, and waive any technicalities. As a matter of information, the City Council does not bind itself to accept the minimum specifications stated herein, but reserves the right to accept any responses, which, in the judgment of the City, will best serve the needs and interests of the City. This offering of Request for Qualifications itself does not in any way constitute a contractual agreement between the City of Doral and the Proposer. However, the contents of the offered document, as well as the proposed documents may be used for details of the actual agreement between the Proposer and the City of Doral. Furthermore, the City reserves the right to award without further discussion.

2.8 GOVERNMENTAL RESTRICTIONS

In the event that any governmental restrictions are imposed which would necessitate alteration of the performance to the services offered in this Request for Qualifications prior to delivery, it shall be the responsibility of the Proposer to notify the City at once. The City reserves the right to accept the alteration or cancel the Contract at no expense to the City.

2.9 INQUIRIES

Proposers requiring clarification or interpretation of the RFQ must submit them via e-mail on or before the close of business at 5:00 pm, February 10, 2011. The person or firm submitting the request shall be responsible for its timely delivery.

Any questions regarding this RFQ should be directed in writing to the Procurement Division via email at: doral@munipro.com. All inquiries must have in the subject line the following: Public Works Maintenance Building Design RFQ # 2011-02.

Written responses will be compiled and shall be issued only in addendum format and distributed to all potential Proposers. In addition, inquiries and responses may also be posted on the City of Doral website.

If it becomes evident that this RFQ must be amended, we will issue a formal written addendum to all known prospective Proposers. If necessary, a new Qualifications opening date may be established by addendum.

Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City Manager's decision shall be final and conclusive.

2.10 PURPOSE

The purpose of this Request for Qualifications (RFQ) is to invite interested parties to submit and substantiate their Qualifications to provide Design Services to the City of Doral. The City will review and evaluate responses received (Submissions) and may select a Short List of Respondents in accordance with the Evaluation Criteria set out in this RFQ. In the event Respondents are selected for the Short List, they may be invited to participate in the next stage of the competitive procurement process, which may be an interview/ presentation.

2.11 DUE DATE

All Qualifications are due no later than Friday, February 18, 2011 at 10 a.m., EST or anytime prior thereto at the City Manager's Office, City Hall, 8300 NW 53 Street, Suite 100, Doral, FL 33166. All Qualifications received will be publicly opened on the date and the time specified. All Qualifications received after that time shall be returned, unopened.

Original Qualifications and four (4) copies must be submitted in three ring binders properly tabbed in conjunction with the provided checklist. Two (2) CD copies of Qualifications must be located in the front pocket of the binder containing the original Qualifications. CD copy must be properly labeled with the Proposers name and "Public Works Maintenance Building Design RFQ # 2011-02." Failure to provide exact copies of the original submission as required shall be sufficient to deem submittal unresponsive.

Original Qualifications and four (4) copies must be submitted in a sealed envelope or box/container clearly marked with the RFQ title. EMAILED OR FAXED Qualifications will not be accepted.

Qualifications received after the closing time and date, for any reason whatsoever, will not be considered. Any disputes regarding timely receipt of Qualifications shall be decided in the favor of the City of Doral. Proposers shall assume full responsibility for timely delivery at the location designated for receipt of Qualifications. The City of Doral cannot be responsible for Qualifications received after opening time and encourages early submittal. Qualifications received by the City after the time specified for receipt will not be considered.

END OF SECTION

3.0 SPECIAL CONDITIONS

3.0.1 Any and all Special Conditions that may vary from the General Conditions shall have precedence.

3.1 LICENSING

All proposers must submit, with their packet, a copy of their occupational/business license and State registration. Florida state registration can be downloaded and printed via www.sunbiz.org and must be submitted with their bid.

3.2 GENERAL DESCRIPTION

The City of Doral intends to establish an agreement for the services of Architectural/Engineering Design, Permitting and Construction Administration Services for a proposed Public Works Maintenance Building and supporting infrastructure including utilities and adjacent roadway. The selected firm shall provide to the City, but not be limited to, the Services described in this section and throughout this RFQ document. Attachment “A” of this RFQ titled “Conceptual Plan” is provided for informational purposes and should serve as a needs assessment guide for Respondents.

It is the intent of the City to award a contract to one or more firms for the services described herein. The decision to award a contract will be at the sole discretion of the City.

3.3 ATTACHED FORMS

3.3.1 Non-Collusion Affidavit

Each Proposer shall complete the Non-Collusion Affidavit and shall submit the executed form with the Statement of Qualifications. City considers the failure of the Proposer to submit this document to be a major irregularity and shall be cause of rejection of submissions.

By offering a submission pursuant to this Invitation to Participate, the Party certifies the Proposer has not divulged, discussed or compared his Proposal with other Parties and has not colluded with any other proposers or parties to this Statement of Qualifications whatsoever. Also, the Proposer certifies, and in the case of a joint proposal, each Proposer thereto certifies, as to his own organization, that in connection with this Statement of Qualifications.

No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Statement of Qualifications for the purpose of restricting competition.

The only person or persons interested in this Statement of Qualifications, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this Statement of Qualifications or in the contract to be entered into.

No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the Proposer for the purpose of doing business.

3.3.2 Americans with Disabilities

As part of any Statement of Qualifications, each vendor must submit an executed American with Disabilities Act Non-Discrimination Statement, in accordance with attesting to compliance with 42 U.S.C. Section 12101 et, seq.

3.3.3 Compliance with Equal Employment Opportunity

The Proposer shall comply with Title VII of the Civil Rights Act of 1964 42 U.S.C. Section 2000e et seq., Section 504 of the Rehabilitation Act of 1973 29 U.S.C Section 701 et seq., and Title I of the Americans with Disabilities Act, 42 U.S.C Section 12101as of 1990 in that: No person in the United States shall on the grounds of race, creed, color, national origin, sex, age, political affiliation, beliefs or disability be subject to discrimination under any program or activity which the Proposer has agreed to undertake by and through the covenants, and provisions set forth in this Contract.

3.3.4 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Statement of Qualifications to provide any goods or services to a public entity, may not submit a Statement of Qualifications with a public entity for the construction or repair of a public building or public work, may not submit Statement of Qualifications on lease of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of Thirty-Six (36) months from the date of being place on the convicted vendors list.

3.4 COMPLIANCE WITH ORDERS AND LAWS

Successful Proposers/Parties shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to this RFQ and subsequent contracting including, but not limited to:

Executive Order 11246 (which prohibits discrimination against any employee, applicant, or client because of race, creed, color, national origin, sex, or age with regard to, but not limited to employment practices, rate of pay or other compensation methods, and training).

The State of Florida Statutes Section 287.133(3)(A) on Public Entity Crimes.

Uniform Commercial Code (Florida Statutes, Chapter 672).

American with Disabilities Act of 1990, as amended.

Cone of Silence, City Provision Code.

The State of Florida Statutes Sections 218.73 and 218.74 on Prompt Payment.

Bidder or Vendor hereby recognizes and certifies that no elected official, board member, or employee of the City of Doral (the "City") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no City employee, nor any elected or appointed officer (including City Council members) of the City, nor any spouse, parent or child of such employee or elected or appointed officer of the City, may be a partner, officer, director or proprietor of Bidder or Vendor, and further, that no such City employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Vendor or Bidder. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Vendor or Bidder. Any exception to these above described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by City. Further, Bidder or Vendor recognizes that with respect to this transaction or bid, if any Bidder or Vendor violates or is a party to a violation of the ethics ordinances or rules of the City, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to City, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Bidder or Vendor may be disqualified from furnishing the goods or services for which the bid or Statement of Qualifications is submitted and may be further disqualified from submitting any future bids or Statement of Qualifications for goods or services to City. Bidder or Vendor must complete and execute the Business Entity Affidavit form. The terms "Bidder" or "Vendor," as used herein, include any person or entity making a Statement of Qualifications herein to City or providing goods or services to City.

Lack of knowledge by the Proposer will in no way be a cause for relief from responsibility. Non-compliance with all local, state, and federal directives, orders, and laws may be considered grounds for termination of contract(s).

3.5 CONE OF SILENCE

Notwithstanding any other provision of these specifications, the provisions of City “Cone of Silence” are applicable to this transaction. The “Cone of Silence”, as used herein, means a prohibition on any communication regarding a particular Request for Proposal (RFP), Request for Qualification (RFQ), or bid, between a potential vendor, service provider, proposer, bidder, lobbyist, or consultant, and the City Council, City’s professional staff including, but not limited to, the City Manager and his or her staff, any member of the City’s selection or evaluation committee.

The Cone of Silence shall be imposed upon each RFP, RFQ, and bid after the advertisement of said RFP, RFQ, or bid.

The Cone of Silence shall terminate at the beginning of the City Council meeting at which the City Manager makes his or her written recommendation to the City Council. However, if the City Council refers the Manager’s recommendation back to the Manager or staff for further review, the Cone of Silence shall be re-imposed until the beginning of such meeting where the City Manager will make his/her recommendation to the City Council.

The Cone of Silence shall not apply to:

- (1) oral communications at pre-bid conferences;
- (2) oral presentations before selection or evaluation committees;
- (3) public presentations made to the City Council during any duly noticed public meeting;
- (4) written communications regarding a particular RFP, RFQ, or bid between a potential vendor, service provider, proposer, bidder, lobbyist or consultant and the City’s Purchasing Agent or City employee designated responsible for administering the procurement process of such RFP, RFQ, or bid, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;
- (5) communications with the City Attorney and his or her staff;
- (6) duly noticed site visits to determine the competency of bidders/proposers regarding a particular bid/proposal during the time period between the opening of bids and the time the City Manager makes his or her written recommendation;
- (7) any emergency procurement of goods or services pursuant to City Code;
- (8) responses to the City’s request for clarification or additional information pursuant to section 2.11 of this RFQ;
- (9) contract negotiations during any duly noticed public meeting;
- (10) communications to enable City staff to seek and obtain industry comment or perform market research, provided all communications related thereto between a potential vendor, service provider, proposer, bidder, lobbyist, or consultant and any member of the City’s professional staff including, but not limited to, the

City Manager and his or her staff are in writing or are made at a duly noticed public meeting.

Please contact the City Attorney for any questions concerning Cone of Silence compliance.

Violation of the Cone of Silence by a particular bidder or proposer shall render any RFP award, RFQ award, or bid award to said bidder or proposer voidable by the City Council and/or City Manager.

3.6 Florida Government in the SUNSHINE LAW

The City of Doral is subject to the Florida Sunshine Act and Public Records Law. By submitting a Request for Qualifications, Proposer acknowledges that the materials submitted with the RFQ and the results of the City of Doral evaluation are open to public inspection upon proper request. Proposer should take special note of this as it relates to proprietary information that might be included in its Request for Qualifications submission.

3.7 CANCELLATION

In the event any of the provisions of this RFQ are violated by the Proposer, the City Manager shall give written notice to the Proposer stating the deficiencies and unless deficiencies are corrected within ten (10) days, recommendation will be made to the City Council for immediate cancellation. The City Council of Doral, Florida reserves the right to terminate any contract resulting from this solicitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party. No consideration will be given for anticipated loss of revenue on the canceled portion of the Contract.

3.8 ASSIGNMENT

The contractor shall not assign, transfer, convey, sublet or otherwise dispose of this contract, including any or all of its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City of Doral.

END OF SECTION

4.0 INSTRUCTIONS FOR PREPARING PROPOSALS

4.1 RULES FOR PROPOSALS

The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFQ.

4.2 PROPOSAL FORMAT

Proposers shall prepare their proposals using the following format and should include, but not be limited, to the following:

4.2.1 Binder and Labeling/Marking Requirements

All submissions (one original and four copies) shall be placed in three-ring binders each. The original and all copies shall be clearly marked accordingly as “original” or “copy.” The CD copies and the four (4) required copies must be exact duplicates of the original submission. Failure to provide exact copies shall result in submittal being non-responsive.

4.2.2 Letter of Transmittal

- a. This letter will summarize in a brief and concise manner, the proposer's understanding of the scope of work and make a positive commitment to timely perform the work.
- b. The letter must name all of the persons authorized to make representations for the proposer including the titles, addresses, and telephone numbers of such persons. An authorized agent of the proposer must sign the Letter of Transmittal indicating the agent's title or authority. The letter should not exceed one page in length but will not count toward the 10-page limitation required for Section 4.2.4.

4.2.3 Addendum Acknowledgement

Statement acknowledging receipt of each addendum issued by the City. This page will not count towards the 10-page limit.

4.2.4 Qualification and Experience

Qualifications and experience of the firm(s)/individual(s) who will provide the services. The submission for this section should include the following but the submittal shall be limited to 10 pages; members of the selection committee shall be instructed to disregard any information provided on additional pages.

A. Title Page

Show the name of proposer's agency/firm, address, telephone number, and name of contact person, email address, date, and the subject: "Public Works Maintenance Building Design RFQ # 2011-02."

B. Table of Contents

Include a clear identification of the material by section and/or by page number.

C. Firm Background

1. Details on the qualifications of the applicant/ firm, including documentation of the applicants experience with similar work related to municipal design services to local governments during the past five years. Include firm's size, structure, location of management and charter authorization and licenses to do business in the State of Florida. Also include the firm's national, statewide and local service capabilities. Individual applicants must demonstrate clear capability of experience, schedule capability and references. Describe the organization, date founded and ownership of your firm. Has the firm experienced a significant change in organizational structure, ownership or management during the past three years and, if so, please describe.
2. Describe any other business affiliations (e.g., subsidiaries, joint ventures, arrangements).
3. Identify the types of accounts (design specialty) primarily serviced by your firm.
4. Provide any information on the firm if it has ever been sanctioned, fined or any other legal or license related action has been taken upon it.

Note: Confidential and Proprietary Information. Trade secrets or proprietary information submitted by an Applicant in connection with this pre-qualification process shall not be subject to the disclosure under Chapter 119, F.S., only whenever such information is specifically excluded in that Chapter or another section of the Florida Statutes. However, pursuant to any statutory requirements, Applicant must invoke the protections of any such section(s) prior to or upon submission of the date or other materials to be protected and state the specific statutory citation and the reasons why protection is necessary. Failure to abide by this procedure may result in disclosure of the Applicant's information.

5. List all memberships in trade associations and member involvement.

D. Experience

1. Provide details on the qualifications of the applicant's key individual(s) including the project manager who will perform the work; including education, experience and specialized knowledge and expertise in municipal design services and permitting to local governmental entities and experience in similar work.
2. Describe your firm's and project manager's relevant experience within Miami-Dade County.
3. Describe your firm's and project manager's experience working on LEED Certified projects and progress environmental and sustainability initiatives.
4. Provide five client references (public references preferred) including client name, contact personnel, address, phone number, length of time you have provided services and a list of any other related services provided.

E. Personnel

1. Provide a summary organizational chart showing your team. Identify the primary contact/project manager and describe the roles of each key person.
2. Provide a spreadsheet showing all key professionals who will be directly responsible for services to the City. Include the following information; title, number of years at your firm, total number of years of experience with public entities, professional designations or licenses and peer review evaluations.

F. Approach and Discipline

1. Describe your firm's approach/ methodology on this project.
2. Describe the type of deliverables you propose to present, and how the firm will communicate effectively with the city?
3. What are the primary strategies employed by your firm for adding value?
4. Briefly describe any additional feature, attributes or conditions, which City should consider in selecting your firm.

4.2.5. Resumes

Qualifications and experience of the individual(s) who will provide the services shall be shown on Resumes. Each resume shall be no more than one page. Members of the selection committee shall be instructed to disregard any information provided on additional pages. The resume portion of the submittal shall not count toward the 10 page limit.

END OF SECTION

5.0 EVALUATION

5.1 GENERAL OVERVIEW

The City's selection committee will evaluate proposals and will select the proposer which meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final.

The purpose of the Evaluation Process is to judge the Proposals submitted in response to this Request for Qualifications and to establish the most advantageous proposer, further identified as the #1 proposer or highest ranked. Each proposal will be evaluated by each Selection Committee member using the procedures outlined herein.

5.2 THE EVALUATION OF ALL REQUESTS FOR QUALIFICATIONS

Phase I – The city will evaluate all Request for Qualifications to select a Respondent or may “shortlist” firms/ individuals that will advance to Phase II of the selection process.

Based on the number of RFQ submissions received, the evaluation committee may elect that all proposers participate in the Phase II evaluation process and not utilize the Phase I evaluation. The City may also decide that the Phase II portion of the process is not necessary and recommend for award based upon Phase I only.

PHASE II — The city may conduct interview presentations and re-evaluate and score “shortlisted” firms/ individuals to establish a # 1 proposer.

5.3 PHASE I – EVALUATION

Summarized below are the Evaluation Categories of Phase I:

EVALUATION CATEGORIES, PHASE I POINTS POSSIBLE

CRITERIA	POINTS
Qualifications of the firm.	40
Experience of the individuals who will provide the services.	30
Understanding and Responsiveness to Scope of Services.	30
Total Points Possible for Phase I	100

5.4 PHASE II — EVALUATION

All finalists are in equal standing at the beginning of Phase II Evaluation.

For further clarification, the City may require each finalist to provide discussions, interviews, phone conferences, oral presentations, and clarification of proposal submittal. This information will allow each finalist an opportunity to provide the Selection Committee additional insight regarding their proposal and that of the qualifications of the firm/staff. Each Selection Committee member shall evaluate and award points in accordance with the Scoring Criteria specified for each of the Categories. The points awarded for each Category will be totaled, ranked and tabulated as described in Section 5.1 to determine the #1 Proposer.

5.5 EVALUATION CATEGORIES — PHASE II

Summarized below are the Categories for Phase 2 Evaluation:

EVALUATION CATEGORIES, PHASE II POINTS POSSIBLE

CRITERIA	POINTS
Qualifications of the firm.	30
Qualifications and Experience of the individuals who will provide the services.	30
Understanding and Responsiveness to Scope of Services.	20
Interview Presentation.	20
Total Points Possible for Phase II	100

5.6 TIE PROPOSALS

Whenever a tie occurs for the top ranking position after the Phase II evaluation, the selection committee will review the time-stamp of the submittal of the RFQ to determine the earliest received RFQ. The selection committee shall award the earliest submitted proposal the highest ranking in a tie scenario.

5.7 AWARD OF CONTRACT

The City anticipates entering into a contract with the proposer who submits the submittal judged by the City to be most advantageous. The City anticipates awarding one contract but reserves the right to award more than one if in its best interests to do so.

The proposer understands that this RFQ does not constitute an offer or a contract with the CITY. A contract shall not be deemed to exist and is not binding until proposals are reviewed and accepted by appointed staff, the best proposal has been identified, negotiations with the Proposer have been authorized by the appropriate level of authority within the City, an agreement has been executed by parties and approved by the appropriate level of authority within the City.

In the event the parties are unable to negotiate terms acceptable to the City, the City may determine to accept the offer of the subsequent most responsive and responsible Proposer determined by the selection committee, or it may re-solicit proposals.

The City reserves the right to reject all statements of qualifications and/or proposals, to waive non-material, technical variances or infirmities in the proposal, to abandon the project or to solicit and re-advertise for other proposals. The City may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

END OF SECTION

6.0 Required Forms

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CERTIFICATION OF SOLICITATION REQUIREMENTS

RFQ NO. 2011-02

Please complete and return this form with your solicitation packet. Failure to include shall result in submittal being deemed non-responsive.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

We, the undersigned have carefully read and understand all the requirements of the solicitation including but not limited to the sections specified below. **Please initial next to each requirement below:**

_____	Solicitation Response Form (Attached to Exterior of Proposer's Packet)
_____	Section 1.0 Schedule of Events
_____	Section 2.5 Proposal Format and Signatures
_____	Section 2.11 Inquiries
_____	Section 2.12 Due date
_____	Section 3.0 Special Conditions
_____	Section 4.0 Instructions for Preparing Proposals
_____	Section 5.0 Evaluation

As the person authorized to sign the statement, I certify that this firm is fully knowledgeable with the solicitation requirements and has fully read the entire solicitation.

VENDOR'S SIGNATURE

NAME OF COMPANY

VENDOR PRINT NAME

STATEMENT OF NO RESPONSE
RFQ NO. 2011-02

If you are not proposing on this service/commodity, please complete and return this form to:
City of Doral – City Manager’s Office 8300 NW 53rd Street, Suite 100 Doral, FL 33166. Failure to
respond may result in deletion of your firm’s name from the qualified vendor list for the City of
Doral.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

We, the undersigned have declined to submit a proposal on the above because of the following
reasons:

- _____ Specifications/Scope of Work too “tight”, i.e., geared toward brand
or manufacturer only (explain below)
- _____ Insufficient time to respond
- _____ We do not offer this product, service or an equivalent
- _____ Our schedule would not permit us to perform
- _____ Unable to meet bond requirements
- _____ Specifications unclear (explain below)
- _____ Other (specify below)

REMARKS: _____

BUSINESS ENTITY AFFIDAVIT
(VENDOR / BIDDER DISCLOSURE)

RFQ NO. 2011-02

I, _____, being first duly sworn state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the City of Doral ("City") are (Post Office addresses are not acceptable), as follows:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (IF NONE, SOCIAL SECURITY NUMBER)

Name of Entity, Individual, Partners, or Corporation

Doing business as, if same as above, leave blank

STREET ADDRESS SUITE CITY STATE ZIP CODE

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
_____	_____	_____%
_____	_____	_____%
_____	_____	_____%

2. The full legal names and business address of any other individual (other than subcontractors, material men, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the City are (Post Office addresses are not acceptable), as follows:

Signature of Affiant

Date

Printed Name of Affiant

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

AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT

RFQ NO. 2011-02

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

This sworn statement is submitted to the City Of Doral, Florida

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 Number (FEIN)
is: _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501 553.513, Florida Statutes:

The Rehabilitation Act of 1973, 229 USC Section 794;
The Federal Transit Act, as amended 49 USC Section 1612;
The Fair Housing Act as amended 42 USC Section 3601-3631.

SIGNATURE

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

Personally known _____

OR

Produced Identification _____

Notary Public- State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of Notary Public

NON-COLLUSION AFFIDAVIT

RFQ NO. 2011-02

State of _____)

) SS

County of _____)

_____ being first duly sworn, deposes and says that:

(1) He/She/They is/are the _____

(Owner, Partner, Officer, Representative or Agent) of _____ the BIDDER that has submitted the attached Bid;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said BIDDER nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any BIDDER, firm, or person to fix any overhead, profit, or cost elements of the Bid or of any other BIDDER, or to fix any overhead, profit, or cost elements of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered

in the presence of:

_____ By: _____

(Printed Name)

(Title)

ACKNOWLEDGMENT

State of Florida

County of _____

On this the _____ day of _____, 2011, before me, the undersigned Notary

Public of The State of Florida, personally appeared

_____ and

(Name(s) of individual(s) who appeared before notary) whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC:

SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp, or Type as Commissioned.)

☐ Personally known to me, or

☐ Personally identification:

(Type of Identification Produced)

☐ DID take an oath,

or

☐ DID NOT take an oath.

OPTIONAL INFORMATION:

Type Of Document:

Number of Pages:

Number of Signatures Notarized:

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a)

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

RFQ NO. 2011-02

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

1. This sworn statement is submitted to _____
by _____
for _____ whose
business address is _____ and (if applicable)
its Federal Employer Identification number (FEIN) is _____ (IF the entity had 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 public entity or with an agency or political subdivision of any other state or with 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 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 Para. 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, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Para. 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or

2. Any 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, executors, 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 prime 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 Para. 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 "persons" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any 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 of its 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 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.

_____ 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 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.

By: _____

(Printed Name) _____

(Title) _____

Sworn to and subscribed before me this _____ day of _____, 2011

Personally known _____ Or Produced
Identification _____ Notary Public - State of _____ My
Commission Expires _____

(Type of Identification)

(Printed, typed, or stamped commission name of notary public)

DRUG-FREE WORKPLACE PROGRAM

RFQ NO. 2011-02

IDENTICAL TIE BIDS – Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform Employees about the dangers of drug abuse in the workplace, the business' policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE

NAME OF COMPANY

VENDOR PRINT NAME

ANTI-KICKBACK AFFIDAVIT

RFQ # 2011-02

STATE OF _____ }

} SS:

COUNTY OF _____ }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Doral, its elected officials, and _____ or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: _____

Title: _____

Sworn and subscribed before this

_____ day of _____, 20____

Notary Public

(Printed Name)

My commission expires: _____

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

RFQ NO. 2011-02

I, _____, _____
(Individual's Name) (Title)

of the _____, do hereby certify that
(Name of Company)

I have read and understand the Compliance with Equal Employment Opportunity requirements set forth under sub-section 3.4.3 of this document.

Attachment of this executed form, as such, is required to complete a valid bid proposal.

Individual's Signature

Date

CONE OF SILENCE CERTIFICATION

RFQ NO. 2011-02

I, _____, _____
(Individual's Name) (Title)

of the _____, do hereby certify that
(Name of Company)

I have read and understand the terms set forth under section 3.7 of this document titled Cone of Silence.

Attachment of this executed form, as such, is required to complete a valid bid proposal.

Individual's Signature

Date

PROPOSER'S CERTIFICATION

RFQ # 2011-02

I have carefully examined the Request for Qualifications, Instructions to Bidders, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Request for Qualifications.

I hereby propose to furnish the goods or services specified in the Request for Qualifications. I agree that my proposal will remain firm for a period of 365 days in order to allow the City adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Doral or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity , and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Name of Business

By:

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

Signature

Name and Title, Typed or Printed

Mailing Address

City, State and Zip Code

Telephone Number

Notary Public

STATE OF _____

My Commission Expires

Acknowledgement of Addendums: Issued Addendums must be signed and submitted with proposal.

RFQ SIGNATURE PAGE FOR SOLE PROPRIETOR OR PARTNERSHIP

RFQ # 2011-02

The full names and residences of persons, partners or firms interested in the foregoing RFQ, as principals are as follows:

Witness:
(seal)

Bidder:

Firm Name

Signature

Print Name

Title (Sole Proprietor or Partner)

Post Office Address:

County in which fictitious name is registered.

Telephone #

RFQ SIGNATURE PAGE FOR CORPORATION

RFQ # 2011-02

The officers of the Corporation are as follows:

	<u>Name</u>	<u>Address</u>
President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Registered Agent	_____	_____

The full names and residences of stockholders, persons, or firms interested in the foregoing RFQ, as principals, are as follows:

Post Office Address

Bidder

Corporate Name

President's Signature

Is this corporation incorporated in the State of
Florida? ____Yes ____No

Attest: _____
Secretary

If no, give address of principle place of business:

