



Request for Proposals Design-Build Services for Design & Construction at Gibson Park

RFP No. 08-09-064

Non-Mandatory Pre-Proposal Conference

August 20, 2009



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 16 documents
- Additional information available on the CIP webpage concerning the Gibson Park Charrette



Key Dates

- **RFP Issued**
 - August 10, 2009
- **Pre-Proposal Conference**
 - August 20, 2009
- **Additional Information/Clarification Deadline**
 - August 31, 2009
- **Response Submission Date & Time**
 - September 11, 2009 at 2:00 PM



Scope of Project

- **New Building Facilities**
 - Community Center
 - Library
 - Aquatic Center
- **Sports Field Improvements**
 - Playfield of artificial turf
 - Covered bleachers
- **Park Amenities**
 - Children's play area
 - Perimeter walking trail
 - parking



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 \$75,000 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

Revised in Addendum #1

- Proposer must be a Certified General or **Building 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 design build projects, 1 of which must be have been a Park project**



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
- 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



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 Ten Sections

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

**Only submit the forms, documents, & information requested.
Any additional information will not be considered**



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 15 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

(To be Revised in Addendum)

- Use of certified subcontractors Maximum 4 points
 - Design-Build Team completion of Maximum 2 points
- Park Projects**
- Proposer has completed a LEED Silver Project - 1 point
 - Proposer & Prime Consultant have together successfully completed a LEED Silver project - 1 point



Questions

Questions?