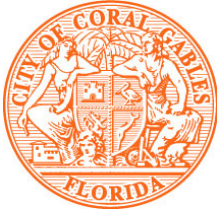


REQUEST FOR QUALIFICATIONS

RFQ 2014.00.00



PROCUREMENT DIVISION

Mailing Address:
2800 S.W. 72nd Avenue
Miami, FL 33155

Solicitation Data

Request Number: RFQ 2014.00.00
Title: Miracle Mile / Giralda Avenue Streetscape Design Consultant
Description: The City of Coral Gables requests a statement of qualifications from a qualified Design Consulting firm to develop contract plans, specifications, construction estimates, and to provide design engineering services during construction for the successful completion of the Miracle Mile and Giralda Avenue Streetscape (the "Project") pursuant to Florida Statute 287.055 "Consultants Competitive Negotiations Act". The Project includes improvements to the streetscape to enhance the pedestrian experience along Miracle Mile beginning at Douglas Road (SW 37th Avenue) on the East and ending at Le Jeune Road (SW 42nd Avenue) on the West as well as on Giralda Avenue from Galiano Street on the East to Ponce de Leon Boulevard on the West. A separate phase will also include improvements to Biltmore Way and Merrick Park in front of City Hall.

Contact:
Phone: (305) 460-5102
Fax: (305) 261-1601

Non-Mandatory Pre-Submittal Conference

Day/Date: Thursday, _____ 00, 2014
Time: 10:00 a.m.
Location/Mail Address: Procurement Division
2800 S.W. 72nd Avenue
Miami, FL 33155

Submittal Opening

Day/Date: Thursday, _____ 00, 2014
Time: 2:00 p.m.
Location/Mail Address: Procurement Division
2800 S.W. 72nd Avenue
Miami, FL 33155

RFO Contents

Section 1: Specifications / Scope of Work
Section 2: Additional Requirements (Not Applicable)
Section 3: Attachments
Section 4: Instructions to Respondents
Section 5: Term and General Conditions
Section 6: Submittal Execution, RFQ Check List

Note: If not submitting a response, please fill out and return the "Statement of No-Response" Form.

Special Accommodation:

In accordance with the Americans with Disabilities Act, any person who believes he or she has a disability requiring the use of a special accommodation at either the scheduled pre-submittal conference or submittal closing should contact the Procurement Division (305) 460-5102, at least two days prior to the event to advise of his/her special requirements.

SECTION 1 – SPECIFICATIONS / SCOPE OF WORK

Pursuant to Florida State Statute 287.055, Consultants Competitive Negotiation Act, the City of Coral Gables is seeking to engage the services of a qualified Design Consulting firm.

The Project includes improvements to the streetscape to enhance the pedestrian experience and sense of place along Miracle Mile (approximately 2600 feet) beginning at Douglas Road (SW 37th Avenue) on the East and ending at Le Jeune Road (SW 42nd Avenue) on the West as well as on Giralda Avenue (approximately 600 feet) from Galiano Street on the East to Ponce de Leon Boulevard on the West. A separate phase will also include improvements to Biltmore Way (approximately 300 feet) and Merrick Park in front of City Hall. The total budget (design and construction) for this project is estimated to be approximately (+/-) \$20 million.

The Scope of Work for Miracle Mile may consist of the following, including, but not limited to:

- 1.1. Construction of new curb, gutter, drainage, and other infrastructure assessment and improvements along both sides of the full length of Miracle Mile.
- 1.2. Street improvements including paving, striping and signage. Street design may include a restructuring of on-street parking from diagonal to parallel.
- 1.3. Reconstruction and widening of existing sidewalks including ADA accessible ramps, expanded sidewalk design, special sidewalk elements, and mid-block mini-parks.
- 1.4. Improvement of existing Paseos (walkways) between Miracle Mile and parking areas.
- 1.5. Installation of new street amenities such as trash receptacles, kiosks, benches, newspaper stands, bollards and valet stations.
- 1.6. Installation of new ornamental lights and pedestrian lighting.
- 1.7. Design and installation of new landscaping including trees, groundcover, lighting, irrigation system and all appurtenances to create a garden-like feel for the environment.
- 1.8. Construction of a new gateway entrance to Miracle Mile from Le Jeune Road that may include electronic displays.
- 1.9. Incorporation of Art in Public Places throughout the project, which could include fountains.
- 1.10. Design and development of a downtown wayfinding program.
- 1.11. Other related services necessary to complete project objectives.

The Scope of Work for Giralda Avenue may consist of the following, including, but not limited to:

- 1.12. Construction of the street and sidewalks to include a continuous section with no vertical curbs. This may include street pavers and sidewalk elements that flow with the street concept.
- 1.13. Street improvements including paving/pavers, striping, and signage.
- 1.14. Modification of drainage system and other infrastructure assessment and improvements to street.
- 1.15. Installation of new street amenities such as trash receptacles, kiosks, benches, newspaper stand, bollards and valet stations.
- 1.16. Installation of new ornamental lights and pedestrian lighting.
- 1.17. Design and installation of new landscaping including moveable planters, trees, groundcover, lighting, irrigation system and all appurtenances.
- 1.18. Incorporation of Art in Public Places throughout the project.

1.19. Other related services necessary to complete project objectives.

The second phase Scope of Work for Biltmore Way and Merrick Park in front of City Hall may consist of the following, including, but not limited to:

1.20. Street improvements including paving/pavers, striping, signage and retractable or removable bollards located at both ends of the project.

1.21. Covered structure (Pergola) along the north edge of the Park.

1.22. Walkway(s) in Merrick Park.

1.23. Incorporation of Art in Public Places throughout the project, which could include a fountain.

1.24. Other related services necessary to complete project objectives.

Qualified Design Consulting firms or individuals interested in providing these services for the Project are hereby requested to submit a "Statement of Qualifications" on or before (but not later than) 2:00 p.m., Thursday, _____ 00, 2012. Section 6, "Submission Package", check list, and any other required documents must be returned in order for the submittal to be considered for award. The Respondent should submit an original Statement of Qualifications, one (1) disk or memory stick in PDF format and four (4) photocopies (all collated) of their submittal.

The City may request that the Respondent utilize Street-Works, LLC or other similarly capable real estate consulting firms, as may be decided by the City, as a subconsultant. In addition, the City may request that the Respondent utilize an innovation designer and an art consultant, as may be decided by the City, as a subconsultant.

RFQ submittals mailed or hand delivered should be addressed as follows: City of Coral Gables, Procurement Division Office, 2800 SW 72nd Avenue, Miami, FL 33155.

NO SUBMISSIONS WILL BE RECEIVED, ACCEPTED, OR CONSIDERED AFTER SAID TIME AND DATE, unless the City, in its sole discretion reasonably exercised, elects to extend the time for submission and receipt of statements.

This solicitation falls under the City of Coral Gables Procurement Code, Section 2-1059 entitled "Cone of Silence; contracts for the provisions of goods and services" (refer to Schedule H).

SECTION 2– ADDITIONAL REQUIREMENTS



Not Applicable for this RFQ

or



As listed below:

DRAFT

SECTION 3 – ATTACHMENTS

☒

Not Applicable for this RFQ

or

☐

As listed below:

DRAFT

SECTION 4 – INSTRUCTIONS TO RESPONDENTS

RESPONDENTS: TO ENSURE ACCEPTANCE OF THE SUBMITTAL, THE FOLLOWING INSTRUCTIONS MUST BE ADHERED TO.

4.1. Submission Requirements

All Statement of Qualifications must be submitted in sealed envelopes, delivered or mailed to Chief Procurement Officer, City of Coral Gables, 2800 S.W. 72nd Avenue, Miami, FL 33155. The RFQ number and title must be plainly marked on the outside of the envelope. It will be the sole responsibility of the Respondent to ensure that the Statement of Qualifications reaches the office of the Chief Procurement Officer on or before the closing hour and date shown on the RFQ cover (Page 1). No submittals will be received, accepted, or considered after said time and date, unless the City, in its sole discretion reasonably exercised, elects to extend the time for submission and receipt of submittals.

ELECTRONIC OR FAXED SUBMITTALS WILL NOT BE ACCEPTED

4.2. The RFQ Package

The RFQ package consists of Specifications/Scope of Work, Additional Requirements, Attachments, Instructions to the Respondents, Sample Contract and the following Schedules:

Schedule “A” - Certification
Schedule “B” - Non-Collusion Affidavit
Schedule “C” - Drug Free Statement
Schedule “D” - Qualification Statement
Schedule “E” & “F” not applicable
Schedule “G” - Statement of No Response
Schedule “H” - Code of Ethics, Cone of Silence

4.3. Inquiries, Addenda and Modifications

The Respondent must direct any inquiries on the specifications, additional requirements, attachments, terms and general conditions or instructions, in writing, either via Fax or email, to the individual named on Page 1 at the Procurement Division, City of Coral Gables, 2800 S.W. 72nd Avenue, Miami, FL 33155, Fax No. (305) 261-1601. All inquiries must be received by the Procurement Division no later than 2:00 p.m. Thursday, _____ 00, 2012.

Any addenda or other modifications to the Documents will be made in writing, and issued by the City, prior to the time and date of opening. Such written addenda or modifications shall be part of the documents and shall be binding upon each Respondent. No verbal addenda or modifications shall be allowed nor shall any Respondent rely upon any verbal addenda or modifications in preparing or submitting its Statement of Qualifications.

4.4. General Requirements

The Respondent and its Principals in charge of the Project must have demonstrated experience in providing the type of assistance requested. Written statements of qualification should be brief, but may be accompanied by preprinted brochures. Statements shall include, but are not limited to, the following:

1. All pertinent data or information deemed necessary by the Respondent to establish their qualifications for the various projects cited to allow the City to evaluate their submissions based on the criteria described herein.
2. A staffing plan and organizational chart. Include specifics for this project.

4.5. Additional Requirements

The Respondent and its Principals must agree to allow duly authorized agents of the City access to any books, documents, papers or records which are directly pertinent to this project for the purposes of making audit examinations, excerpts, and for the purposes of transcriptions and to maintain all required records for three years after the City's final payment and all other pending matters are closed. All successful respondents must agree to enter into an agreement with the City.

4.6. Familiarity with Laws

The Respondent should be familiar with all federal, state, and local laws, ordinances, codes, rules, and regulations that may in any way affect this Statement of Qualifications. Lack of knowledge on the part of the Respondent shall in no way relieve them from responsibility.

4.7. **Cost Liability**

The Respondent shall bear all costs associated with submitting the Statement of Qualifications, including preparation, site visitation or any travel connected with the Statement of Qualifications.

4.8. **Investigation of Conditions Affecting Operations**

Before submitting a Statement of Qualifications, each Respondent shall make all investigations and examinations necessary to ascertain conditions and requirements of the Request for Qualifications. Failure to make investigations and examinations shall not relieve the successful Respondent from the obligation to comply in every detail with all provisions and requirements of the RFQ nor shall it be a basis for any claim whatsoever for alteration in any term of or payment required by the Purchase Order or any subsequent Contract.

4.9. **Conflict of Interest / Cone of Silence**

The successful Respondent must comply with all laws governing Conflicts of Interest and Cone of Silence.

4.10. **Oral Presentation**

Short-listed firms may be invited to interview with staff at which time each firm will make a brief presentation. After the interview, staff will complete its evaluation of all short-listed firms as to those who will be recommended to the City Commission and their ranking in order of preference. City staff will present their findings and recommendations to the City Commission. In addition, the City Commission may choose to interview and rank short-listed firms.

4.11. **Compliance with State of Florida Crime Entity**

Please be informed that pursuant to Section 287.133(2) (a), Florida Statutes, "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 on a contract to provide any goods or services to the City, may not submit a Statement of Qualifications on a contract with the City for the construction or repair of a public building or public work, may not submit submittals on leases of real property to the City, may not be awarded or perform work as a Respondent, supplier, sub-Respondent, or consultant under a contract with the City, and may not transact business with the City in excess of the threshold amount provided in §287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list." The submittal of a Statement of Qualifications shall constitute an affirmative representation by the Respondent to the City that the Respondent is aware of the Statute and in full compliance thereof.

4.12. **Respondent Organization**

The Statement of Qualifications should be organized as indicated and adequately address each criteria.

Submittal - Section I: Provide a **Table of Contents** in accordance with and in the same order as the respective "Sections" listed below.

Submittal - Section II: Firm Qualifications

1. Provide a complete company background and history, including, but not limited to: the number of years in business, credentials, licenses, number of employees, an organizational chart identifying key staff members, their level of responsibility, their job titles and how long they have been with the firm (Submit Standard Form 330, Architect-Engineer Qualifications).
2. Clearly identify office locations for the following:
 - a. Office location providing primary project management
 - b. Corporate headquarters of the firm
 - c. Office location(s) for any anticipated sub-consultants
3. Provide a statement detailing Respondent's familiarity with permitting agencies and permitting procedures, especially in Miami-Dade County.

4. Submit bank and trade references, the most recent financial statements, D-U-N-S number and other information sufficiently comprehensive to permit an appraisal of the firm's current financial condition.
5. Submit proof of the ability to obtain the required insurances with the limits specified herein.
6. Provide detailed information on five (5) of the Respondent's most recent and relevant projects similar to those described in the Specifications/Scope of Work. Provide references for these same projects, including:
 - a. Name, address and telephone number of the owner
 - b. Name and telephone number of the owner's Project Manager
 - c. Name, location and address of project
 - d. Detailed information on any additional services provided, including the reason, cost and description.
7. Provide information with regard to three (3) signature projects that your firm has completed. These projects may be duplicative of projects listed in 6. above. The list should include the following:
 - a. Name, address and telephone number of the owner
 - b. Name and telephone number of the owner's Project Manager
 - c. Name, location and address of project
 - d. Description of work
 - e. Detailed information on any additional services provided, including the reason, cost and description.
8. Provide information on the incorporation of art into prior projects including the method for selecting the artist(s).

Submittal - Section III: Staffing Plan

1. Provide resumes and relevant background information for the company's key personnel (including owner(s), project manager, supervisors, field representatives, field inspectors and other technical personnel), including experience with similar projects.
2. Provide the current and future workload of the assigned staff to indicate their availability to perform and successfully complete the project in an expeditious manner.
3. Provide pertinent information on the key personnel who will design and engineer the project, including their major achievements. Include related experience on similar completed projects. Note expertise in subtropical environment and fountain engineering.
4. Provide a statement detailing the Respondent's expertise and experience in working with other disciplines, including coordination with other design professionals and consultants.
5. Provide qualifications, licenses and references for proposed sub-consultants other than the ones listed under Section 1.25 on page 3.

Submittal – Section IV: Project Control Experience

1. Provide a section indicating how the Respondent intends to positively and innovatively work with the community to move this project with multiple stakeholders from the conceptual stage into a clearly defined project that may be designed and constructed.
2. Provide specific examples of similar initiatives that the Respondent has successfully undertaken with other public entities completed on-time and within budget.
3. Describe Respondent's ability and experience with moving the project along on a fast-track or expedited pace (e.g., staging work, extended hours) while minimizing the impact on adjacent businesses. Explain in detail the methods to be used.

4. Describe Respondent's ability to successfully deliver similar projects that have significant community and business involvement.
5. Describe respondent's willingness to work with other consultants designated by the City.

4.13. **Respondent Evaluation Criteria**

Firm Qualifications

1. Respondent's qualifications, including, but not limited to: the number of years in business, credentials, licenses, capabilities and size of the firm.
2. The location of Respondent's headquarters and of the staff and any sub-consultants that will be assigned to the project.
3. Respondent's knowledge of permitting agencies and permitting procedures, especially in Miami-Dade County.
4. Respondent's financial stability.
5. Ability of the Respondent to provide required insurance coverages as specified.
6. Respondent's demonstrated experience and references with regard to recent and relevant projects to those described in the Specifications/Scope of Work.
7. Respondent's demonstrated creativity as shown in the signature projects.
8. Demonstrated experience incorporating art into projects.
9. Respondent's demonstrated experience in working with a Construction Manager at Risk delivery method.

Staffing Plan

1. Respondent's ability and experience in providing the required services, including key personnel's demonstrated experience with similar projects.
2. Availability of the Respondent's personnel to perform and successfully complete the project in an expeditious manner.
3. Qualifications and experience on similar projects of the personnel who will design and engineer the project, including expertise with subtropical climate requirements and fountain engineering.
4. Respondent's expertise and experience in working with other disciplines, including coordination with artists and other design professionals and subconsultants.
5. Qualifications, licenses and references for proposed sub-consultants.

Project Control Experience

1. Respondent's demonstrated ability to positively and innovatively work with the community to move this project with multiple stakeholders from the conceptual stage into a clearly defined project that is designed and constructed.
2. Respondent's demonstrated ability to provide schedule control, cost control and quality control for the specified herein. Provide information on experience with similar projects completed on-time and within budget.

3. Respondent's demonstrated ability and approach to handle the various tasks specified herein on a fast track or an expedited basis (e.g. staging work, extended hours, etc.), while minimizing the impact on adjacent businesses.
4. Respondent's demonstrated ability and experience in delivering similar projects successfully that have significant community and business involvement.
5. Respondent's demonstrated willingness to work with other consultants designated by the City.

4.14. **SELECTION**

A Selection Committee will evaluate all written submissions received and will establish a short list of no less than three (3) firms. The City may request additional information if deemed necessary for this evaluation. The Selection Committee will require each short-listed firm to be present for interviews. Upon the completion of the evaluation and interviews, the committee recommended rank will be presented to the City Commission for authorization to proceed with Phase II, Contract Negotiations. Additionally, the City Commission may choose to interview and rank short-listed firms.

The City will enter into negotiations with the top ranked firm. Should the City be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the City determines to be fair, competitive, and reasonable, negotiations with that firm will be formally terminated. The City shall then undertake negotiations with the second ranked firm. Failing accord with the second ranked firm, negotiations will be terminated. The City shall then undertake negotiations with the third ranked firm. Should the City be unable to negotiate a satisfactory contract with the third ranked firm, the City may terminate the negotiations and initiate a new Request for Qualifications process. At the conclusion of a successful negotiation with a firm, the agreement will be submitted to the City Commission for approval.

SECTION 5 – TERMS AND GENERAL CONDITIONS

- 5.1. The City reserves the right to accept or reject any or all submissions, request resubmissions and to enter into negotiations with Respondents as warranted. The City reserves the right to award a contract to those firms whose submissions are most advantageous to and in the best interest of the City. The City shall be the sole judge of which submission is in its best interest.
- 5.2. The City shall further reserve the right to waive and determine the nature of any minor irregularities. A minor irregularity is a variation from the Request for Statements of Qualifications, terms and conditions which do not constitute failure to substantially comply with requirements set forth in this request. A Respondent may not modify its statement after submission.
- 5.3. **Public Records**
 1. Once opened by the City, a response to this Request for Statements of Qualifications is a public record under Chapter 119, Florida Statutes.
 2. Any Respondent awarded a contract under this Request for Statements of Qualifications will be required to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Respondent in conjunction with such contract.

5.4. **Indemnification, Hold Harmless & Insurance Requirements**

Indemnification and Hold Harmless Provisions

To the fullest extent permitted by Laws and Regulations, the Respondent who is awarded the solicitation shall defend, indemnify and hold harmless the City and its consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense (a) is attributable to property damage, bodily injury, sickness, disease or death, or to injury and (b) is caused in whole or in part by any willful or negligent act or omission of Respondent, any sub consultant, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

In any and all claims against the City or any of its consultants, agents, or employees by any employee of Respondent, and sub consultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Respondent or any such sub consultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06 (Chapter 725), Florida Statutes.

Insurance Requirements – General Conditions

Pursuant to the City of Coral Gables Code, Section 2-1007, the Risk Management Division of the Human Resources Department has developed the following insurance requirements to protect the City of Coral Gables to the maximum extent feasible against any and all claims that could significantly affect the ability of the City to continue to fulfill its obligations and responsibilities to the taxpayers and the public.

Consequently, upon receipt of the intent to award notification from the City prior to award and in any event, prior to commencing work, the Respondent shall procure, and provide the City with evidence of insurance coverage as required herein and name the City as an Additional Insured on a primary and non-contributory basis. The Respondent shall secure and maintain, at its own expense, and keep in effect during the full period of the contract and as required by the Professional Services Agreement, a policy or policies of insurance, and must submit the required documentation to the Risk Management Division for review and approval.

Respondent Requirements

The Respondent shall maintain, at its own cost and expense, the following types and amounts of insurance with insurers with rating of "A-" "VI" or better according to the most recent edition of the A.M. Best rating guide as a minimum standard. The insurers providing coverage must be approved by the State of Florida and hold all of the required licenses in good standing to conduct business within the State of Florida. In addition, they must be acceptable to the Risk Management Division.

Type of Coverage & Limit of Liability Requirement

Professional Liability and/or Error and Omissions Insurance with a limit of liability no less than \$5,000,000 per occurrence with a deductible per claim, if any, not to exceed 5% of the limit of liability providing for all sums which the Respondent shall become legally obligated to pay as damages for claims arising out of the services performed by the Respondent or any person employed, contracted and/or subcontracted in connection with this Agreement. This insurance shall be maintained for three (3) years after any WORK covered by this Agreement.

Workers' Compensation and Employers Liability Insurance covering all employees, subcontractors, and/or volunteers of the Respondent engaged in the performance of the scope of work associated with this Agreement. Regardless of the number of employees, any Respondent performing work for the City of Coral Gables must procure this coverage. The minimum limits of liability shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation insurance, with the following required limits of liability for this project:

Workers' Compensation - Coverage A

Statutory Limits (as required by State of Florida Statutes §440 or Federal Act)

Employers' Liability - Coverage B

\$1,000,000 Limit - Each Accident

\$1,000,000 Limit - Disease each Employee

\$1,000,000 Limit - Disease Policy Limit

Commercial General Liability Insurance written on an occurrence basis including, but not limited to; coverage for contractual liability, products and completed operations, personal & advertising injury, bodily injury and property damage liabilities with limits of liability no less than:

Each Occurrence Limit - \$1,000,000

Fire Damage Limit (Damage to rented premises) - \$100,000

Personal & Advertising Injury Limit - \$1,000,000

General Aggregate Limit - \$2,000,000

Products & Completed Operations Aggregate Limit - \$2,000,000

Business Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Contract, with a combined single limit of liability for bodily injury and property damage of not less than:

Combined Single Limit (Each Accident) - \$1,000,000

Minimum Coverage Form (Shall be at least as broad as the most recent edition of):

Workers Compensation

The standard coverage form approved by the State of Jurisdiction

Commercial General Liability

As a minimum standard, an unendorsed ISO (Insurance Services Office, Inc.) Commercial General Liability coverage form (CG 0001) or its equivalent. A "Claims made" form is unacceptable except for professional or environmental liability.

Commercial Auto Liability

As a minimum standard, an unendorsed ISO (Insurance Services Office, Inc.) Commercial Auto Liability coverage form (CA 0001) or its equivalent.

Copies of Endorsements providing the following coverage to the City of Coral Gables meeting the minimum coverage criteria standards must be provided along with the standard Certificate of Insurance:

1. Additional insured status providing coverage on a primary & non-contributory basis, including the exposure of Products and Completed Operations beyond the time period when operations are completed. Coverage cannot be restricted to specific designated premises or be restricted to sole negligence.
2. Waiver of Subrogation
3. Every effort must be made to have all insurance policies endorsed so that Notice of Cancellation, and/or Material Change to the policy are sent directly to the City of Coral Gables by the Insurance Company. The City only requires that the same statutory notice of cancellation or material change that is provided to the first named insured by the insurance company is also provided to the City of Coral Gables. Should the insurance company refuse to provide such notice, it will be the responsibility of the Respondent to immediately provide said notice of cancellation or material change to the City of Coral Gables Risk Management Division by receipted deliver within in 48 hours of receipt of said notice.
4. Notices of Cancellation, and/or Material Change must be provided to the following address:

CITY OF CORAL GABLES
INSURANCE COMPLIANCE
PO BOX 12010-CE
HEMET, CA 92546-8010

Required Endorsements Minimum Standard (Shall be at least as broad as the most recent edition date of):

Commercial General Liability – Additional Insured Coverage

As a minimum standard, an ISO (Insurance Services Office, Inc.) (CG 20 10) in conjunction with the (CG 20 37) or their combined equivalents.

All policies shall contain a “severability of interest” or “cross liability” clause without obligation for premium payment of the City.

The City reserves the right to require a complete copy of any insurance policies required by the City. Should the City invoke this right, the policy must be provided directly to the City by the insurance agent or insurance company.

The City reserves the right to require additional insurance requirements at any time during the course of the agreement.

How to Evidence Coverage to the City

Upon receipt of the intent to award notice from the City, Respondent shall provide all documents evidencing insurance to City of Coral Gables – Insurance Compliance and all documents shall be sent via email to cityofcoralgables@ebix.com with a copy to druiz@coralgables.com. Should you require assistance, contact the dedicated Call Service Lines for City of Coral Gables – Insurance Compliance at 951) 652-2883.

The Certificate Holder section of the Certificate of Insurance should read as follows:

City of Coral Gables
Insurance Compliance
PO Box 12010 –CE
Hemet, CA 92546-8010

The following required documents must be provided to the City;

1. A Certificate of Insurance containing the following information:

Issued to the entity contracting with the City
Evidencing the appropriate Coverage
Evidencing the required Limits of Liability required
Evidencing that coverage is currently in force

2. A copy of each endorsement extending the coverage provided by the insurance policy evidenced to the City.

All Certificates of Insurance must be signed by a person authorized by that insurer to bind or amend coverage on their behalf.

Respondents are encouraged review their individual insurance needs with their insurance agents/brokers regularly to determine the adequacy of the coverage and the limits of liability that are being purchased. In certain circumstances, the City of Coral Gables will require additional insurance to respond to the hold harmless and indemnification clauses executed with the City of Coral Gables. Based on the nature of the work performed, the City of Coral Gables will determine what additional types of insurance and/or higher limits of liability that must be obtained.

Should any of the indemnification and/or insurance provisions above not be complied with by the Respondent, it will be considered an immediate material breach of the contract with the City and the City will be entitled to any and all available remedies.

SECTION 6
RFQ SUBMISSION CHECK LIST

COMPANY NAME: (Please Print): _____

Phone: _____

Fax: _____

-- NOTICE --

BEFORE SUBMITTING YOUR RFQ, MAKE SURE YOU...

- _____ 1. Carefully read the SPECIFICATIONS/SCOPE OF WORK and then properly fill out the RFQ SHEET and CERTIFICATION PAGE (Schedule "A").
- _____ 2. Fill out and sign the NON-COLLUSION AFFIDAVIT (Schedule "B") and have it properly notarized.
- _____ 3. Sign the VENDOR DRUG FREE STATEMENT (Schedule "C").
- _____ 4. Complete, sign and have notarized RESPONDENT'S QUALIFICATIONS STATEMENT (Schedule "D").
- _____ 5. Complete STATEMENT OF NO RESPONSE (Schedule "G") if applicable.
- _____ 6. Sign and return first page acknowledging CODE OF ETHICS and CONFLICT OF INTEREST, CONE OF SILENCE (Schedule "H").
- _____ 7. Submit Standard Form 330.
- _____ 8. Clearly mark the RFQ NUMBER AND RFQ NAME on the outside of your envelope.
- _____ 9. Submit ONE ORIGINAL and FOUR PHOTOCOPIES with ONE disk(s) of your RFQ.
- _____ 10. Make sure your RFQ is submitted prior to the deadline. Late RFQs will not be accepted.
- _____ 11. Include Bond if applicable.

FAILURE TO PROVIDE THE REQUESTED SCHEDULES MAY RESULT IN YOUR RFQ BEING DEEMED NON-RESPONSIVE.

THIS PAGE AND THE FOLLOWING PAGES ARE TO BE RETURNED WITH YOUR RFQ.

SCHEDULE "A"
CITY OF CORAL GABLES

CERTIFICATE OF CONSULTANT

I hereby certify that I am _____ and a duly authorized representative of the firm
_____, whose address is _____, and
that neither I, nor the above firm, I here represent has:

- a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this contract.
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the City of Coral Gables, and is subject to applicable Local, State and Federal laws, both criminal and civil.

Date

Consultant (signature)

Name (typed or printed)

Federal Employer I.D.

SCHEDULE "B"
CITY OF CORAL GABLES

NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

This affidavit is to be filled in, executed and notarized by the Consultant. If the Response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the Response.

STATE OF _____)
)ss
COUNTY OF _____)

_____, being first duly sworn, deposes and says that
(Type or print name of person who is signing below)

1. He/she is the _____
(Owner, Partner, Officer, Representative or Agent)
of the Consultant that has submitted the attached Response.
2. He/she is fully informed with respect to the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;
3. Said Response is made without any connection or common interest in the profits with any other persons making any Response to this solicitation. Said Response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Consultant's officers or employees are employed by the City, indicate name and relationship below.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

6. No lobbyist or other consultant is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

Company Name: _____

Consultant's Authorized Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public (Print, Type or Stamp name of Notary Public)

Personally known _____ or Produced I.D. _____

Type and number of I.D. Produced: _____

_____ Did take an oath, or _____ Did not take an oath

SCHEDULE "C"
CITY OF CORAL GABLES

VENDOR DRUG-FREE STATEMENT

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

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's policy of maintaining a 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 solicitation 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 solicitation, 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 a 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 form complies fully with the above requirements.

I hereby certify that the company submitting this solicitation has established a Drug Free work place program in accordance with Sate Statute 287.087

VENDOR'S SIGNATURE

COMPANY'S NAME

SCHEDULE "D"
CITY OF CORAL GABLES

CONSULTANT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

Company Name: _____

Address: _____
Street City State Zip Code

Telephone No: (____) _____ Fax No. (____) _____

How many years has your organization been in business under its present name? _____ Years

If Consultant is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:

Under what former names has your business operated? : _____

At what address was that business located? _____

Are You Certified? Yes _____ No _____ If Yes, **ATTACH COPY** of Certification.

Are You Licensed? Yes _____ No _____ If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes _____ No _____ If yes, explain: _____

Please identify each incident within the last five (5) years where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Consultant's rights, remedies or duties under a contract for the same or similar type services to be provided under this RFQ;

Have you ever been debarred or suspended from doing business with any government entity?

Yes ____ No ____ If Yes, explain _____

Signature of party authorized to sign on behalf of firm.

SCHEDULE "D" (Continued)
CITY OF CORAL GABLES

CONSULTANT'S QUALIFICATION STATEMENT

Print or type name of person signing

Title of person signing

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

(Print, Type or Stamp name of Notary Public)

Personally known _____ or Produced I.D. _____

Type and number of I.D. Produced:

_____ Did take an oath, or _____ Did not take an oath

Please attach additional sheets if a more comprehensive explanation is desired.

SCHEDULE "G"
CITY OF CORAL GABLES

STATEMENT OF NO-RESPONSE

NOTE: If you do not intend to propose on this RFQ, please return this form immediately. Failure to return this form may result in your name being removed from the list of qualified Respondents for the City of Coral Gables. Please indicate Statement of Qualifications name and number on the outside of the envelope.

MAIL TO: CITY OF CORAL GABLES
2800 S.W. 72nd AVENUE
MIAMI, FL 33155
ATTN: CHIEF PROCUREMENT OFFICER

We, the undersigned have declined to respond for the following reason:

_____ Insufficient time to respond to the Request from Statement of Qualifications.

_____ We do not offer these services or an equivalent.

_____ Our schedule would not permit us to perform.

_____ Unable to meet specifications.

_____ Unable to meet Bond requirements.

_____ Specifications unclear (explain below).

_____ Unable to meet insurance requirements.

_____ Other (specify below).

REMARKS:

COMPANY NAME: _____

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

SCHEDULE "H"
CITY OF CORAL GABLES

CODE OF ETHICS AND CONFLICT OF INTEREST

CONE OF SILENCE

THIS FORM MUST BE COMPLETED BY PERSON RECEIVING THIS BOOKLET AND SENT TO THE CHIEF PROCUREMENT OFFICER, CITY OF CORAL GABLES, AS REQUIRED BY CITY OF CORAL GABLES SECTIONS 2-1055 AND 2-1059.

CODE OF ETHICS AND CONFLICT OF INTEREST

CONE OF SILENCE

IS HEREBY ACKNOWLEDGED

Printed Name: _____

Signature: _____

Board/Position/Department: _____

Date: _____

CODE OF ETHICS AND CONFLICT OF INTEREST (Revised 11-17-2009)

Sec. 2-1055. Ethics

Any attempt by city employees to realize personal gain by conduct inconsistent with proper discharge of their duties is a breach of public trust. Any effort to influence any public employee to breach the standards of ethical conduct set forth in this division is also a breach of ethical standards. The provisions of city ordinances, county ordinances, and state statutes shall be strictly enforced to preserve the public trust.

Sec. 2-1056. Prohibition on transacting business with the city

No commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee shall enter into any contract or transact any business in which that person or a member of the immediate family has a financial interest, direct or indirect with the board or committee of the City of Coral Gables on which that person serves, and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. Willful violations of this subsection shall constitute malfeasance in office and shall affect forfeiture of office or position. Nothing in this subsection shall prohibit or make illegal (1) the payment of taxes, special assessments or fees for services provided by the city government; (2) the purchase of bonds, anticipation notes or other securities that may be issued by the city through underwriters or directly from time to time. This provision shall not apply to boards and committees which have been exempted by the city commission from the requirement of the city's ethic code.

- (1) *Waiver of prohibition.* The requirements of this subsection may be waived for a particular transaction only by four affirmative votes of the city commission after public hearing upon finding that:
 - a. An open-to-all sealed competitive proposal has been submitted by the offeror; or
 - b. The proposal has been submitted by a person or firm offering services within the scope of the practice of architecture, professional engineering, or registered land surveying, as defined by the laws of the State of Florida and pursuant to the provisions of the Consultants' Competitive Negotiation Act, and when the proposal has been submitted by an offeror defined above; or
 - c. The property or services to be involved in the proposed transaction are unique and the city cannot avail itself of such property or services without entering a transaction which would violate this subsection but for waiver of its requirements; or
 - d. That the property or services to be involved in the proposed transaction are being offered to the city at a cost of no more than 80 percent of fair market value based on a certified appraisal paid for by the offeror; and
 - e. That the proposed transaction will be in the best interest of the city. Such findings shall be spread on the minutes of the commission. This subsection shall be applicable only to prospective transactions, and the city commission may in no case ratify a transaction entered in violation of this subsection.
- (2) *Provisions cumulative.* This subsection shall be taken to be cumulative and shall not be construed to amend or repeal any other law pertaining to the same subject matter.

Sec. 2-1057. Further prohibition on transacting business with the city

No commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee shall enter into any contract or transact any business through a firm, corporation, partnership or business entity in which that person or any member of the immediate family has a controlling financial interest, direct or indirect, with the city board or committee on which they serve, or with any person or agency acting for the city board or committee, and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. Waiver of this section may only be obtained by following the provisions of section 2-1056.

Additionally, no commission member shall vote on or participate in any way in any matter presented to the city commission if that person has any of the following relationships with any persons or entities which would be or might be directly or indirectly affected by any action of the city commission: (i) officer, director, partner, of counsel, consultant, employee, fiduciary or beneficiary; or (ii) stockholder, bondholder, debtor, or creditor, if in any instance the transaction or matter would affect the commission member in a manner distinct from the manner in which it would affect the public generally. Any commission member who has any of the specified relationships or who would or might, directly or indirectly, realize a profit by the action of the city commission shall not vote on

or participate in any way in the matter.

Sec. 2-1058. Compulsory disclosure by employees of firms doing business with the city

Should any commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee be employed, by a corporation, firm, partnership or business entity in which that person or the immediate family does not have a controlling financial interest, and should the corporation, firm, partnership or business entity have substantial business commitments to or from the city or any city agency, or be subject to direct regulation by the city or a city agency, then the person shall file a sworn statement disclosing such employment and interest with the clerk of the City within 15 days after the person has actual or constructive notice of the relationship.

DRAFT

CONE OF SILENCE (Revised 11-17-2009)

Sec. 2-1059. Cone of Silence; contracts for the provision of goods and services.

The requirements of section 2-11.1(t) ("Cone of Silence Ordinances") of the Code of Miami-Dade County, Florida, as amended, shall not be applicable to the City of Coral Gables.

- (1) *Purpose and intent.* It is the intent of this article to prevent city commissioners, potential vendors, bidders, offerors or service providers from communicating with city department directors, their staff or selection and evaluation committee members during the period of time in which the cone of silence is imposed on the request for proposals (RFP), request for qualifications (RFQ), or invitations for bids (IFB).
- (2) *Cone of silence* is defined to mean a prohibition on:
 - a. Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and city department directors, their staff, selection committee or evaluation committee members;
 - b. Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between the city commissioners and city department directors, the city departments' staff, selection committee or evaluation committee members.
- (3) *Applicability.*
 - a. The cone of silence shall be applicable only to contracts for the provision of supplies, services and construction for amounts greater than \$25,000.00.
 - b. The cone of silence shall not apply to:
 1. Informal bids as defined in the procurement code;
 2. Emergency purchases of supplies, services or construction;
 3. Duly noticed pre-bid or pre-proposal conferences;
 4. Duly noticed site visits;
 5. Sole source procurements;
 6. Bid waivers;
 7. Oral presentations during duly noticed meetings;
 8. Competitive negotiations;
 9. Public presentations made to the city commission during any duly noticed public meeting;
 10. Contract negotiations and electronic commerce;
 11. Inquiries by the city commissioners or third parties to the city manager or assistant city managers to determine responsibility or responsiveness of bidders/offerors regarding a particular solicitation, or with regard to the process;
 12. Written communications with the chief procurement officer or staff responsible for administering the procurement process for a particular solicitation, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation;
 13. Communications with the city attorney, **city manager or chief procurement officer**;
 14. Communications between a city commissioner, the city manager, assistant city managers, the city clerk and the city attorney;
 15. Communications between a city commissioner, the city manager, assistant city managers, the city clerk, the city attorney and potential offeror, vendors, service providers, lobbyists or consultants;
- (4) *Procedure.*
 - a. *Imposition.* A cone of silence shall be imposed upon each request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) and any other solicitation when advertised. At the time of imposition of the cone of silence, the city manager shall provide public notice of the cone of silence and shall advise the affected department(s) in writing. The affected departments includes, but is not limited to, selection committee members, user departments, department directors, city attorney, city manager, assistant city manager(s), and the city commission.

- b. *Termination.* Except as otherwise provided herein, the cone of silence shall terminate at the time of the city manager's approval of the award, or the city manager's written recommendation to the city commission, as may be applicable, is received by the city clerk, or at such time that bids or proposals are rejected by the city commission or the city manager; provided, however, that if the commission refers the city manager's recommendation back to the city manager or staff for further review, the cone of silence shall be re-imposed until such time as the city manager's subsequent written recommendation is received by the city clerk.
- (5) *Penalties.* Violation of the cone of silence by a particular bidder or offeror shall render any award to said person voidable by the city commission. In addition to any other penalty provided by law, violation of any provision of this ordinance by a city employee shall subject said employee to disciplinary action up to and including dismissal. Any person who violates a provision of this ordinance shall be prohibited from serving on a city competitive selection or evaluation committee unless such appointment is approved by a four-fifths vote of the city commission. A violation of this section by a particular bidder, offeror, lobbyist or consultant shall subject such person or persons to potential debarment pursuant to the provisions of this chapter.