

CITY OF CORAL GABLES

-MEMORANDUM-

TO: **Honorable Mayor and**
Members of the City Commission

Date: October 8, 2021

FROM: Peter J. Iglesias, P.E.
City Manager



SUBJECT: Award Recommendation
RFQ 2021-008 Landscaping Architectural
Consulting Services

At the next available City Commission Meeting an award recommendation for RFQ 2021-008 Landscaping Architectural Consulting Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation for award of the subject RFQ is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFQ and authorize negotiations with the five (5) responsive-responsible proposers: Calvin, Giordano & Associates, Inc., Chen Moore and Associates, Inc., Kimley-Horn and Associates, Inc., Miller Legg and Savino & Miller Design Studio, PA. for Landscaping Architectural Consulting Services.
- 2) Reaffirm the City's right to pursue alternative courses of action.

On June 25, 2021, the Procurement Division of Finance formally advertised, issued, and distributed Request for Qualifications 2021-008 Landscaping Architectural Consulting Services with the intent to qualify a pool up to six (6) firms. Eighteen (18) prospective proposers downloaded the RFQ package from Public Purchase, the City's web-based e-Procurement service.

On July 23, 2021, five (5) firms submitted proposals in response to the RFQ: Calvin, Giordano & Associates, Inc., Chen Moore and Associates, Inc., Kimley-Horn and Associates, Inc., Miller Legg and Savino & Miller Design Studio, PA.

On September 23, 2021, the Evaluation Committee convened to evaluate the five (5) responsive and responsible proposals and recommended that the City negotiate a Professional Service Agreement ("Agreement") with the five (5) responsive-responsible proposers: Calvin, Giordano & Associates, Inc., Chen Moore and Associates, Inc., Kimley-Horn and Associates, Inc., Miller Legg and Savino & Miller Design Studio, PA.

After successful negotiations, a Professional Services Agreement will be executed for each of the proposers. A more detailed description of the RFQ, proposal responses and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:

Miriam Soler Ramos, City Attorney

Billy Y. Urquia, City Clerk

Hermes Diaz, P.E., Director, Public Works

Jose Oliveros, Assistant Director – Capital Improvements Public Works

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Finance Assistant Director for Procurement

**Proposal Evaluation Form
RFQ 2021-008 Landscaping Architectural Consulting Services
Totals Composite
Form Active**

Selection Criteria \ Proposers	Maximum Criteria Points per Evaluator	Total Maximum Sub-Criteria Points	Calvin, Giordano & Associates, Inc.	Chen Moore and Associates, Inc.	Kimley-Horn and Associates, Inc.	Miller, Legg & Associates, Inc.	Savino & Miller Design Studio, P.A
			TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:
Experience & Qualifications	40	160					
Provide a complete history and description of your company, including, but not limited to: the number of years in business, size, number of employees, office location where work is to be performed, copy of applicable licenses/certifications.		40	34.0	31.0	35.0	34.0	34.0
Describe the Proposer's expertise and experience in working with other disciplines, including coordination with other design professionals and sub-consultants.		20	18.0	18.0	19.0	19.0	17.0
Provide a statement detailing Proposer's familiarity with permitting agencies and permitting		40	36.0	36.0	35.0	36.0	35.0
Qualifications and experience of all proposed key personnel (including sub-consultants)		60	47.0	46.0	47.0	50.0	52.0
Experience & Qualifications Total			135.0	131.0	136.0	139.0	138.0
Project Understanding, Proposed Approach, Methodology	30	120					
Proposer's overall detailed approach and methodology to perform the services solicited herein. Understanding of the RFQ scope and requirements,		40	35.0	31.0	38.0	33.0	35.0
Recent, current, and projected workload for the Proposer and key personnel and how the potential contract will fit into the Proposer's workload.		20	17.0	18.0	16.0	15.0	15.0
Proposer's demonstrated ability to positively and innovatively move a project from the conceptual stage into a clearly defined project that may be designed and constructed, while minimizing the impact on the community		20	18.0	17.0	16.0	18.0	18.0
Proposer's demonstrated ability to provide schedule control, cost control and quality control for the services specified herein		16	14.0	14.0	15.0	15.0	14.0
Proposer's ability to successfully deliver similar projects that have significant community and business involvement		16	14.0	13.0	13.0	14.0	13.0
Proposer compliance with the public policies of the Federal Government.		8	8.0	8.0	7.0	7.0	8.0
Project Understanding, Proposed Approach, Methodology Total			106.0	101.0	105.0	102.0	103.0
Past Performance and References	25	100					
Provide detailed information on five (5) of the Proposer's most recent and relevant projects similar in scope and nature to the services described in the solicitation.		40	36.0	35.0	34.0	35.0	35.0
All contracts which the Proposer has performed (past and present) for the City of Coral Gables. The City will review all contracts the Proposer has performed for the City in accordance with Section 4.10 Evaluation of Responses (c) (4)		40	38.0	36.0	32.0	35.0	34.0
List with contact information of public sector clients, if any, that have discontinued use of Proposer's services within the past two (2) years and indicate the reasons for the same		20	19.0	19.0	18.0	19.0	18.0
Past Performance and References Total			93.0	90.0	84.0	89.0	87.0
Points shall be awarded to the Proposer for volume of work awarded by the City in the last three (3) years from the due date of this RFQ in accordance with the following table	5	20	20.0	20.0	12.0	20.0	20.0
Total Points	100	400	354.0	342.0	337.0	350.0	348.0
Ranking			1	4	5	2	3

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