



## **REQUEST FOR QUALIFICATIONS**

### **ARCHITECTURE SERVICES – AFFORDABLE HOUSING APARTMENT REHABILITATION TOWN PARK VILLAGE, NORTH AND SOUTH**

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**RFQ NUMBER  
12-001**

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**ISSUE DATE  
MAY 1<sup>ST</sup>, 2012**

**ADDITIONAL INFORMATION & CLARIFICATION DEADLINE  
MAY 17<sup>TH</sup>, 2012**

**PRE-SUBMITTAL MEETING  
MAY 15<sup>TH</sup>, 2012 AT 10:00 A.M.**

**RESPONSE SUBMISSION DATE  
JUNE 1<sup>ST</sup>, 2012  
2:00 PM**

#### **CONTACT**

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Director of Engineering and Construction  
City of Miami  
Community Redevelopment Agency  
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## **PUBLIC NOTICE**

SOUTHEAST OVERTOWN PARKWEST REDEVELOPMENT DISTRICT  
COMMUNITY REDEVELOPMENT AGENCY  
REQUEST FOR QUALIFICATIONS

### **ARCHITECTURE SERVICES – AFFORDABLE HOUSING APARTMENT REHABILITATION TOWN PARK VILLAGE, NORTH AND SOUTH**

**RFQ NO: 12-001**

The CRA is seeking the services of an Architecture firm(s) to provide professional services for the development of Architectural plans, specifications and construction administration/inspections services for the rehabilitation of Town Park Village, North and South. The Proposer and its Sub-consultants must be able to perform every element of the scope of services as outlined in the RFQ package.

**Completed Responses must be delivered** to the City of Miami City Clerk's Office, 3500 Pan American Drive, Miami, Florida 33133 **no later than 2:00 pm, on June 1<sup>st</sup>, 2012** ("Response Submission Date"). Any Responses received after the above date and time or delivered to a different address or location will not be considered.

RFQ documents may be obtained on or after **May 1<sup>st</sup>, 2012**, from the CRA offices, 49 N.W. 5<sup>th</sup> Street, Suite 100, Miami, Florida 33128, or from the CRA webpage ([www.miamicra.com](http://www.miamicra.com)). A non-mandatory pre-submittal meeting will be held at the CRA offices on **May 15<sup>th</sup>, 2012 at 10:00 a.m.** It is the sole responsibility of all firms to ensure the receipt of any addendum and it is recommended that firms periodically check the CRA webpage for updates and the issuance of addenda.

The CRA reserves the right to accept any Responses deemed to be in the best interest of the CRA, to waive any minor irregularities, omissions, and/or technicalities in any Responses, or to reject any or all Responses and to re-advertise for new Responses as deemed necessary by the CRA.

Clarence Woods, SEOPW Executive Director



## SECTION 1

### 1.0: INTRODUCTION TO REQUEST FOR QUALIFICATIONS

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#### 1. Invitation

Thank you for your interest in this Request for Qualifications ("RFQ"). The City of Miami Community Redevelopment Agency (the "CRA") invites responses ("Responses") which offer to provide the services described in Section 2.0: "*Scope of Services*." This RFQ is being issued pursuant to Florida Statute 287.055: "the Consultants' Competitive Negotiation Act."

#### 1.2 Agreement Terms and Conditions

The Proposer(s) selected to provide the service(s) requested herein (the "Successful Proposer(s)") shall be required to execute a Professional Services Agreement ("Agreement") with the CRA in substantially the same form as the Agreement included as part of the RFQ.

#### 1.3 Submission of Responses

Sealed written Responses must be received no later than the date, time, and at the location indicated in the Public Notice and on the cover of this RFQ in order to be responsive. Faxed documents are not acceptable. **One (1) original and four (4) copies** of your Response and sets of Response forms must be submitted or your Response may be disqualified.

#### 1.4 Additional Information or Clarification

Requests for additional information or clarifications must be made in writing to the CRA at the location listed on the cover page of this RFQ. Proposers may also fax or e-mail their requests for additional information or clarifications.. Facsimiles must have a cover sheet that includes the Proposer's name, the RFQ number and title, the specific project title and the number of pages transmitted. Any request for additional information or clarification must be received in writing **no later than 5:00 PM on May 17<sup>th</sup>, 2012**.

The CRA will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Response Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ or in any written addendum to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

It is the Proposer's responsibility to assure submission and receipt of all addenda. Prior to submitting the Response, the Proposer should check the CRA webpage, where all addenda will be posted.



### **1.5 Award of an Agreement**

An Agreement may be awarded to the Successful Proposer for the project by the CRA Board of Commissioners, based upon the qualification requirements reflected herein. The CRA reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer when it is determined to be in the CRA's best interests. The award and execution of the Agreement shall comply with the Consultants' Competitive Negotiation Act, Florida Statute §287.055.

### **1.6 Agreement Execution**

By submitting a Response, the Proposers agree to be bound to and execute an Agreement for Architecture Services.

### **1.7 Unauthorized Work**

The Successful Proposer(s) shall not begin work until the CRA issues a Notice to Proceed. Such Notice to Proceed shall constitute the CRA's authorization to begin work. Any unauthorized work performed by the Successful Proposer(s) shall be deemed non-compensable by the CRA and Proposer will not have any recourse against the CRA for performing unauthorized work.

### **1.8 Submittal Instructions**

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit Responses in accordance with the requirements of this RFQ. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE.** Proposers shall make the necessary entry in all blanks and forms provided for the Response.

Responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

### **1.9 Changes/Alterations**

Proposer may change or withdraw a Response at any time **prior to** Response Submission Deadline. All changes or withdrawals shall be made in writing. Oral/Verbal changes, modifications or withdrawals will not be recognized and will be disregarded. Written modifications will not be accepted after the Response Submission Deadline. Proposers shall not assign or otherwise transfer their Response.

### **1.10 Sub-consultant(s)**

A Sub-consultant is an individual or firm contracted by the Proposer or Proposer's firm to assist in the performance of services required under this RFQ. A Sub-consultant shall be paid through Proposer or Proposer's firm and not paid directly by the CRA. Sub-consultants are allowed by the CRA in the performance of the services delineated within this RFQ. Proposer must clearly reflect in its Response the major Sub-consultants to be utilized in the performance of required services. The CRA retains the right to accept or reject any Sub-consultant proposed in the Response of Successful Proposer(s) or proposed prior to Agreement execution. Any and all liabilities regarding the use of a Sub-



consultant shall be borne solely by the Successful Proposer(s) and insurance for each Sub-consultant must be maintained in good standing and approved by the CRA throughout the duration of the Agreement. Neither the Successful Proposer(s) nor any of its Sub-consultants are considered to be employees or agents of the CRA. Failure to list all major Sub-consultants and provide the required information may disqualify any proposed Sub-consultants from performing work under this RFQ.

Proposers shall include in their Responses the requested Sub-consultant information and include all relevant information required of the Proposer.

Proposers are expressly prohibited from substituting Sub-consultant contained in the Response. Such substitution, for any reason, after receipt of the Response, and prior to award by the CRA, shall result in disqualification of the Response from further consideration for award.

#### **1.11 Discrepancies, Errors, and Omissions**

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing to the CRA in the manner prescribed in the RFQ Section 1.4. Should it be necessary, the CRA will issue an addendum clarifying such conflicts or ambiguities.

#### **1.12 Disqualification**

The CRA reserves the right to disqualify Responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Response; to reject any or all Responses in whole or in part, or to reissue a RFQ.

Any Response submitted by a Proposer who is in arrears, e.g., money owed or otherwise in debt by failing to deliver goods or services to the CRA (including any agency or department of the City of Miami) or where the CRA has an open claim against a Proposer for monies owed the CRA at the time of Proposal submission, will be rejected as non-responsive and shall not be considered for award.

Any Proposer who submits in its Response any information that is determined by the CRA, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of the Agreement.

The CRA reserves the right to reject Responses submitted by limited liability corporations.

#### **1.13 Proposer's Expenditures**

Proposers understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the CRA in connection with the Responses to this RFQ are exclusively at the expense of the Proposers. The CRA shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response and/or anticipation of a contract award and/or to maintain the approved status of the Successful Proposer(s) if an Agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process.



## **SECTION 2**

### **2.0. RFQ SCOPE OF SERVICES**

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#### **2.1. Purpose**

The CRA is seeking the services of an Architecture firm (prime) to provide professional services for the development of Architectural plans, specifications, bidding assistance and construction administration/inspection services for Town Park Village, South and North. The Proposer and its Sub-consultants must be able to perform every element of the scope of services as outlined below.

#### **2.2. Background and Existing Conditions**

The Town Park Properties are located adjacent to and east of I-95 from NW 15<sup>th</sup> Street to NW 20<sup>th</sup> Street. These 2-3 story clustered affordable housing apartment building complexes consist of 3 separate developments with a total of 432 units that were built in the early 1970's: Town Park Village, Town Park South and Town Park North. Town Park Village "TPV" consists of 147 apartment units consisting of various building pods scattered throughout the property. TPV consists of garden style apartments with open corridors, open stair wells and concrete walkways that lead to small parking lots for the residents. TPV is a co-op community with a co-op board and managed by a separate management company. Town Park South "TPS" consists of 116 apartment units consisting of various building pods scattered throughout the property. TPS also consists of garden style apartments with open corridors, open stair wells and concrete walkways that lead to small parking lots for the residents. TPS is also a co-op community with a co-op board and managed by a separate management company. Town Park North "TPN" consists of 169 apartment units consisting of various building pods scattered throughout the property. TPN also consists of garden style apartments with open corridors, open stair wells and concrete walkways that lead to small parking lots for the residents. TPN was converted to condominiums and each unit is individually owned. Currently, all of the Town Park's are in the process of addressing the 40-year recertification issues. In general, the complexes are in various states of disrepair and on-going building maintenance has been neglected over the past 20 years. Town Park Village has had the benefit of some repairs including the replacement of all the glazing within the past 2-year to impact resistant windows and most if not all of the air conditioning units have been replaced. All of the units are original and have had no replacements or upgrades to the kitchens, bathrooms, flooring or lighting.



### **2.3. Scope of Services**

Consultant shall provide the following services:

- Architecture (schematic design, design development and construction documents)
- Building Inspection and Assessment
- 40-year Inspection, Report and Recertification
- Building Specifications
- Structural, Mechanical, Electrical, Plumbing, Civil Engineering and Landscape Architecture
- Permitting
- Cost Estimating
- As-built preparation
- Bidding Assistance
- Construction Administration/Inspection Services

These services shall include all trades deemed necessary to complete the plans and specifications in order for the CRA and the Town Park owners to have all the necessary documents required for the future advertisement of a construction bid for the rehabilitation of the 3 Town Park projects.

### **2.4. Proposed Project**

The intent of the project is to rehabilitate the existing buildings which depending on the assessment may include light re-finishing of the interiors to complete gut rehabilitation including site work reconstruction. The selected architect(s) should be able to provide the guidance and services necessary to re-develop these properties within the CRA's budget. This should include scope determination, value engineering and material selections that will assist the CRA in accomplishing this effort.



## SECTION 3

### 3.0: RFQ GENERAL CONDITIONS

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#### 3.1. Acceptance/Rejection

The CRA reserves the right to accept or reject any or all Responses or to select the Proposer(s) that, in the opinion of the CRA, is/are in its best interest(s). The CRA also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the CRA, and who is not in a position to perform the requirements defined in this RFQ. Further, the CRA may waive informalities, technicalities, minor irregularities, and/or request new Responses for the services specified in this RFQ and may, at its discretion, withdraw and/or re-advertise the RFQ.

#### 3.2. Legal Requirements

This RFQ is subject to all applicable federal, state, and local laws, codes, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

#### 3.3 Non-Appropriation of Funds

In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable in any fiscal period for this Project, then the CRA, shall have the unqualified right to terminate the Work Order(s), or Agreement upon written notice to the Consultant, without any penalty or expense to the CRA. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).

#### 3.4 Occupational License Requirement

Proposer(s) shall meet the City Occupational License requirements in accordance with Chapter 31, Article II of the City of Miami Code, as amended. Proposer(s) with a business location outside the City of Miami shall meet the applicable local Occupational License requirements. A copy of the license should be submitted with the Response. The CRA may, at its sole option, allow the Proposer to submit a copy of the Occupational Licenses after the Response Submission Date.

#### 3.5 Minimum Qualification Requirements

The Proposer(s) must have a minimum of five (5) years experience under its current name and ownership providing the required professional services as stipulated in Florida Statute 287.055 (CCNA). The Proposer must have a proven record of successfully completing projects. **The Proposer must be able to demonstrate past experience with the design and rehabilitation of affordable housing type renovation projects within the past 5 years. These projects must be of similar size, scope and**



**complexity and should include projects of various type of renovation from light interior/exterior renovations to full gut rehabilitation.**

**A minimum of three (3) references from Owner's of the project(s) of a similar size, scope, and complexity are to be included in the Response.** Failure to submit the reference forms may result in the Response being deemed non-responsive.

Each firm interested in responding to this RFQ must provide information on the firm's qualifications and experience, qualifications of the project team, members and staff, Project Manager's experience, and previous work of similar size, scope and complexity. See Section 4.0 "Instructions for Submitting a Response: Submission Requirements" for further direction. Responses that do not completely adhere to all requirements may be considered non-responsive and eliminated from the process.

### **3.6 Public Entity Crimes**

A person or affiliate who has been placed on the convicted Proposer/Bidder list following a conviction for a public entity crime may not submit a Response on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the construction or repair of a public building or public works project, may not submit a Response on a 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 Section §287.017, Florida Statutes, as amended, for Category Two for a period of 36 months from the date of being placed on the convicted Bidder / Proposer list.

### **3.7 Review of Responses for Responsiveness**

Each Response will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A "responsive" Response is one which meets the requirements of the RFQ, is submitted in the format outlined in the RFQ, is of timely submission, and has appropriate signatures/attachments as required on each document.

### **3.8 Collusion**

The Proposer, by submitting a Response, certifies that its Response is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Response for the same services, or with the CRA. The Proposer certifies that its Response is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws. The CRA will investigate all situations where collusion may have occurred and the CRA reserves the right to reject any and all Responses where collusion may have occurred.

### **3.9 Clarifications**

The CRA reserves the right to request clarifications of information submitted and to request any necessary supporting documentation or information of one or more Proposers after the deadline for submission of Responses.



### **3.10 Key Personnel**

Subsequent to submission of a Response and prior to award of an Agreement, Key Personnel shall not be changed. Any changes in Key Personnel will result in the Response being rejected and not considered for award.



## **SECTION 4**

### **4.0: INSTRUCTIONS FOR SUBMITTING A RESPONSE**

Submit the following information and documents with Proposer's Response to this RFQ. Failure to do so may deem your Responses non-responsive. Non-responsive submittals will receive no further consideration.

#### **4.1 Submission Requirements**

Each Response must contain the following documents required by Sections 4.1 A&B, each fully completed, and signed as required. Proposers shall prepare their Responses utilizing the same format outlined below in Section 4.1.B. Each section of the Response as stipulated in 4.1.B. shall be separated by a tabbed divider identifying the corresponding section number. Proposers are not to submit any information in response to this RFQ that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. Proposers are not to include any documents not specifically required or requested.

Hard cover binders and not be used in the submission of the Response. Only heavy stock paper, not exceeding 100#, is to be used for the front and back covers as well as the required section dividers. Proposers should also make every effort to utilize recycled paper in preparing its proposal. Double sided printing is permitted provided that the Response complies with the format set forth in 4.1B.

**Do not include additional information not requested in this RFQ unless specified in the form of an Addendum.**

#### **A. CONTENTS OF QUALIFICATION STATEMENT:**

- 1. Proposal Letter (1 page maximum)**
- 2. Qualifications of the Firm**

Proposer shall provide the following information as separate sections under this Category. Each section is to be identified by the corresponding letter for the section and the sections are to be submitted in the same order as that shown below:

- a. Copies of any federal, State of Florida, county or local small and/or minority business certifications. (Submit company certification, not personal certifications)
- c. Copy of business licenses, including Occupation, and Florida Registration. (Submit company certification, not personal certifications)
- e. Copy of Certificate of Status or proof that the Proposer is authorized to perform work in the State of Florida.



**3. Qualifications of the Proposer's Team**

An organizational chart of the Project Team shall be provided along with a one page resume for key personnel as well as copies of any related professional registrations. The team shall include a General Contractor/Construction Manager and all other trades deemed necessary to prepare a complete Design Criteria Package.

**4. Qualifications of Project Manager**

The individual **must** have a minimum of ten (10) years experience and have served as a Project Manager on similar projects on a minimum of three (3) previous occasions. Failure to meet the specified minimum requirement will result in the proposal being deemed non-responsive.

Provide a one page resume reflecting the Project Manager's education, experience and qualifications as they relate to this Project is required.

**5. Project Approach (3 page maximum)**

Proposer shall include a detailed explanation of its project design approach as it relates to these Projects. This section shall outline how the proposer intends on developing architectural plans that will meet the requirements outlined including their experience with past projects that supports these activities.

**6. Technical Capabilities (3 pages maximum)**

Proposer shall include a brief explanation of its technical capabilities as it relates to this Project in the following areas:

- Sustainable design – Approach to minimizing the daily and long term operational and maintenance cost, including the application of “green” design.
- Cost Estimating – Approach to cost estimating as it relates to this project.
- Value engineering – Approach used in determining material and equipment quality, and maximizing efficiency within the design.

**7. Project Experience Past Five (5) Years:**

Proposer shall only include projects that have been completed and are comparable to the types of projects to be awarded under the Agreement. The Proposer must be able to demonstrate past experience with the design and rehabilitation of affordable housing type renovation projects within the past 5 years. These projects must be of similar size, scope and complexity and should include projects of various types of renovations from light interior/exterior renovations to full gut rehabilitation.



**8. Proposers References:**

Proposer shall provide reference letters from past clients and a list of references from past clients. ***(3 reference letters required and a list of 5 references required)***

**9. Acknowledgment of Addenda and Proposer Information Forms**

**B. Response Submission Format**

Responses are to be prepared and submitted in the following format. Failure to comply with this format may result in the Response being determined non-responsive.

**Section A**

The following documents shall be included in the order listed.

1. Proposal Letter
2. Qualifications of Firm
3. Qualifications of Team
  - a. Team Organizational Chart
  - b. Resume of Key Personnel

**Section B**

1. Qualifications of Project Manager
  - a. Resume of Project Manager

**Section C**

1. Project Design Approach
2. Technical Capabilities

**Section D**

1. Proposer's Project Experience
2. Proposer's References

**Section E**

1. Agreement Provisions
2. Acknowledgment of Addenda and Proposer Information Forms



## 4.2. Response Submission

One (1) original and four (4) bound copies of your complete response to this RFQ must be delivered to:

**Ms. Priscilla A. Thompson, City Clerk  
City of Miami  
Office of the City Clerk  
3500 Pan American Drive  
First Floor  
Miami, Florida 33133**

Responses must be clearly marked on the outside of the package referencing

**RFQ No. 12-001**

### **ARCHITECTURE SERVICES – AFFORDABLE HOUSING APARTMENT REHABILITATION TOWN PARK VILLAGE, NORTH AND SOUTH**

**Responses received at any other location than the aforementioned or after the Response Submission Date and time shall be deemed non-responsive and shall not be considered.**

Responses should be signed by an official authorized to bind the Proposer to the provisions given in the Responses. Responses are to remain valid **for at least 180 days**. Upon award of an Agreement, the contents of the Responses of the Successful Proposer(s) may be included as part of the Agreement, at the CRA's discretion.

#### **SUBMITTAL GUIDELINES**

##### **1. General**

Only one (1) Response from an individual, firm, partnership, corporation or joint venture will be considered in response to this RFQ. Sub-consultants, business entity, or Sub-Contractors may be included in more than one Response submitted by more than one Proposer. A firm, partnership, corporation or joint venture that submits a Response may not be a Sub-Consultant on another Response submitted under this RFQ.

Joint venture firms must complete and submit with their Response the form titled "Information for Determining Joint Venture Eligibility", (Form A) and submit a copy of the formal agreement between all joint-venture parties. This joint venture agreement must indicate their respective roles, responsibilities and levels of participation for the Project. Failure to timely submit Form A, along with an attached written copy of the joint venture agreement may result in disqualification of your Response.



Joint Venture Submissions will be evaluated based on the combined team. Each member of a Joint Venture shall provide the information listed above.

Proposer must clearly reflect in its Response any Sub-Consultants proposed to be used, and provide for the Sub-Consultant the same information required of the Proposer. The CRA retains the right to accept or reject any proposed Sub-Consultants.

Throughout this RFQ, the phrases “must” and “shall” will denote mandatory requirements. Any Response that does not meet the mandatory requirements is subject to immediate disqualification.



## **SECTION 5**

### **5.0 EVALUATION/SELECTION PROCESS**

#### **A. Evaluation Procedures**

The procedure for response evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of Responses.
3. Opening and listing of all Responses received.
4. Preliminary review by CRA staff for compliance with the submission requirements of the RFQ, including verification that each Response includes all documents required.
5. Review by professional staff and/or Selection Committee certifying that the Proposer is qualified to render the required services according to State regulations.
6. The staff or Selection Committee, appointed by the CRA Executive Director, shall meet to evaluate each responsive Response in accordance with the requirements of this RFQ. The staff or Committee will select a minimum of three (3) firms deemed the most highly qualified to perform the required services, unless fewer than three Responses are received. At the option of the staff or the Committee, they may decide to hold brief presentations and interview sessions with all Proposers or Shortlisted firms.
7. The staff or Selection Committee will forward its recommendation to the CRA Executive Director, listing the Proposers in rank order.
8. After considering the recommendation of staff or the Selection Committee, the CRA Executive Director may approve the recommendation and authorize the CRA to enter into negotiations with the top ranked firm, request that staff or the Selection Committee provide additional information as to the ranking of the Responses, or reject all Responses and cancel or re-issue the solicitation. Upon approval of the Committee's recommendation the Proposers will be listed in rank order on the CRA webpage,
9. Upon successful negotiation of an Agreement, CRA Director of Engineering and Construction will forward the recommended Agreement to the CRA Executive Director for approval and the CRA Executive Director upon acceptance of the negotiated Agreement will recommend award by the CRA Board of Commissioners. Where the CRA is not able to successfully negotiate an Agreement with the top ranked Proposer(s), the CRA



Executive Director will recommend that such negotiations be terminated and that the CRA enter into negotiations with the next ranked Proposer(s) until an Agreement is negotiated or all Responses are rejected.

10. After reviewing the CRA Executive Director’s recommendation, the CRA Board of Commissioners may: approve the CRA Executive Director’s recommendation and authorize award of the Agreement; reject the Agreement; or reject all Responses and direct the CRA Executive Director re-open negotiations or to solicit new Responses.

**B. EVALUATION CRITERIA**

Responses shall be evaluated according to the following criteria and respective weight:

- Proposer’s Experience and Qualifications Maximum 20 points
- Proposer’s Team Experience Maximum 15 points
- Experience of Project Manager Maximum 15 points
- Design Philosophy and Process Maximum 15 points
- Technical Capabilities Maximum 15 points
- Location Maximum 15 points
- References Maximum 5 points

\* Location Criteria (15 points maximum)

Prime Firm is located within the City of Miami; or	10 Points
Prime Firm is located within Miami-Dade County (but not within City of Miami municipal boundary); and	4 Points
Sub-consultant Firm(s) is located within the City of Miami; or	5 Points
Sub-consultant Firm(s) is located within Miami-Dade County (but not within City of Miami municipal boundary).	3 Points

\* Note: To receive points from the sub-consultant category, all of the sub-consultants must be located within the boundary indicated; otherwise, the points will be prorated accordingly.

Located means a business which conducts all or a portion of its operations from a permanent structure that is located within the corporate limits of the City of Miami or within Miami-Dade County, and has operated legally pursuant to all applicable zoning and licensing laws for a minimum of one year prior to the issuance of this RFQ. If the business is located in the permanent structure pursuant to a lease, such lease must be in writing for a term no less than one year and have been in effect for no less than one year prior to the issuance of this RFQ. Firms must provide proof of office location; P.O. boxes will not be accepted. Firms must also be able to demonstrate that personnel assigned to this project work from the specific office location submitted.

**SECTION 6**

**6.0 RFQ RESPONSE FORMS**

**6.1. RFQ INFORMATION FORM**

**RFQ No. 12-001: ARCHITECTURE SERVICES – AFFORDABLE HOUSING APARTMENT REHABILITATION (TOWN PARK VILLAGE, NORTH AND SOUTH)**

I certify that any and all information contained in this RFQ is true. I certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFQ for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFQ, and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

\_\_\_\_\_  
Firm's Name

\_\_\_\_\_  
Principal Business Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

**SECTION 6**

**6.0 RFQ RESPONSE FORMS**

**6.1a. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUMS FORM**

**RFQ No. 12-001: ARCHITECTURE SERVICES – AFFORDABLE HOUSING APARTMENT REHABILITATION (TOWN PARK VILLAGE, NORTH AND SOUTH)**

I acknowledge the receipt and have familiarized myself with all addendums for this RFQ, and certify that I am authorized to sign for the Proposer’s firm. Any and all addendums can be found on the CRA website by the Response Submission Date. Please print the following and sign your name:

\_\_\_\_\_  
Firm’s Name

\_\_\_\_\_  
Principal Business Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

6.2.1 CERTIFICATE OF AUTHORITY (IF CORPORATION)

STATE OF )
) SS:
COUNTY OF )

I HEREBY CERTIFY that a meeting of the Board of Directors of \_\_\_\_\_

\_\_\_\_\_, a corporation existing under the laws of the State of \_\_\_\_\_, held on \_\_\_\_\_, 20\_\_\_\_\_, and the following resolution was duly passed and adopted:

"RESOLVED, that, \_\_\_\_\_, as \_\_\_\_\_ of the Corporation, be and is hereby authorized to execute the Response dated, \_\_\_\_\_, 20\_\_\_\_\_, for submission to the City of Miami CRA, and this Corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

Secretary: \_\_\_\_\_

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

6.2.2

**CERTIFICATE OF AUTHORITY  
(IF PARTNERSHIP)**

STATE OF )  
 ) SS:  
COUNTY OF )

I HEREBY CERTIFY that a meeting of the Partners of \_\_\_\_\_  
\_\_\_\_\_, organized and existing under the  
laws of the State of \_\_\_\_\_, held on \_\_\_\_\_, 20 \_\_\_\_\_, the  
following resolution was duly passed and adopted:

"RESOLVED, that, \_\_\_\_\_, as \_\_\_\_\_ of the Partnership, be  
and is hereby authorized to execute the Response dated, \_\_\_\_\_ 20\_\_\_\_\_, for submission  
to the City of Miami CRA, and this Partnership and that their execution thereof, attested by the  
\_\_\_\_\_  
\_\_\_\_\_ shall be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Secretary: \_\_\_\_\_

(SEAL)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE**

6.2.3

CERTIFICATE OF AUTHORITY

(IF JOINT VENTURE)

STATE OF )
) SS:
COUNTY OF )

I HEREBY CERTIFY that a meeting of the Principals of the
organized and existing under the laws of the State of
held on , 20 , the following resolution was duly passed and
adopted:

"RESOLVED, that as of the Joint
Venture be and is hereby authorized to execute the Response dated, 20 , for
submission to the City of Miami CRA, as an official act and deed of this Joint Venture."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this , day of
, 20 .

Secretary: \_\_\_\_\_

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FOR MAY DISQUALIFY YOUR RESPONSE

6.2.4

CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)

STATE OF )
) SS:
COUNTY OF )

I HEREBY CERTIFY that as an individual, I
(Name of Individual)
and as a d/b/a (doing business as)
(if applicable)
exist under the laws of the State of Florida.

"RESOLVED, that, as an individual and/or d/b/a (if applicable), is hereby authorized to execute the
Response dated, , 20, for submission to the City of Miami CRA, as an
individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the
State, shall be the official act and deed of this attestation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Notary Public this
, day of , 20.

NOTARY PUBLIC: \_\_\_\_\_

Commission No.: \_\_\_\_\_

I personally know the individual/do not know the individual (Please Circle)

Driver's License # \_\_\_\_\_

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

### 6.3 DEBARMENT AND SUSPENSION

(a) Authority and requirement to debar and suspend:

After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the CRA shall have the authority to debar a contractual party for the causes listed below from consideration for award of CRA contracts. The debarment shall be for a period of not fewer than three (3) years. The CRA shall also have the authority to suspend a contractor from consideration for award of CRA contracts if there is probable cause for debarment. Pending the debarment determination, the authority to debar and suspend contractors shall be exercised in accordance with regulations, which shall be issued by the CRA after approval by the CRA Board of Commissioners.

(b) Causes for debarment or suspension include the following:

1. Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract.
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty.
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or Responses.
4. Violation of contract provisions, which is regarded by the CRA to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a contract or to perform within the time limits provided in a contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension.
5. Debarment or suspension of the contractual party by any federal, state or other governmental entity.
6. False certification pursuant to paragraph (c) below.
7. Any other cause judged by the CRA to be so serious and compelling as to affect the responsibility of the contractual party performing CRA contracts.

(c) Certification:

All contracts for goods and services, sales, and leases by the CRA shall contain a certification that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above or debarred or suspended as set forth in paragraph (b) (5).

The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above, or debarred or suspended as set forth in paragraph (b) (5).

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE**