



ADDENDUM NO. 2

City of Doral RFQ No. 2023-07 Design Services – Downtown Doral Arts District July 25, 2023

This Addendum No. 2 to the above-referenced Request for Qualifications (RFQ) is issued in response to questions from prospective respondents, or other clarifications and revisions issued by the City of Doral. The RFQ is amended in the following particulars only.

- 1. Question: Has the City conducted any feasibility or conceptual designs prior to this RFQ? If so, please provide.**

Response: Yes. The City's Adaptive Reuse Study Area Action Plan may be viewed on the below link:

<https://cityofdoral.files.com/f/76a43de2b00d4466>

- 2. Question: Section 4.5 Project Understanding and Approach to Scope of Services, (2). Are sketches renderings to illustrate the conceptual design to be included?**

Response: Yes, include typical sections of NW 54 Street, NW 56 Street, NW 82 Ave and NW 84 Ave.

- 3. Question: Does the City have any surveys available and/or will additional services be required?**

Response: Yes. The Typographic Survey may be viewed on the below link. There are no additional surveys required. However, the awarded firm must update and provide information on current existing utilities throughout the perimeter of project.

<https://cityofdoral.files.com/f/a77232c4cd39d893>

- 4. Question: May you provide a location map to outline and identify the project area and surrounding streets?**

Response: See pages 28 and 33 of the City's Adaptive Reuse Study Area Action Plan which can be found below Question No. 1.

5. **Question: Will community outreach be required under the awarded contract? If so, how many meetings are anticipated? Will the awarded firm be required to coordinate, organize, and conduct the meeting?**

Response: Yes. The awarded firm will be responsible for community engagement through public meetings and website notices to seek input from residents, commercial businesses, and other relevant groups. The city anticipates one (1) meeting.

The meeting shall be coordinated, organized, and conducted by the awarded firm.

6. **Question: Does the City have a Geotechnical survey and analysis available?**

Response: Yes. The City's Geotechnical Data Report can be found on the below link:

<https://cityofdoral.files.com/f/0ddee774d2fc276>

7. **Question: Will additional points be added for the awarded firm for Certified Veteran Business Enterprises and/or Offices headquartered or has an Office in Doral?**

Response: Yes, in accordance with City of Doral Code of Ordinance Section(s) 2-324 and Section 2-325, the availability of additional points meeting the required criteria were inadvertently left off. See attached amended Section 5.0 Evaluation Method and Criteria.

8. **Question: Is this projected funded through any federal or state grants.**

Response: No.

Any questions regarding this Addendum No. 2 should be submitted in writing to the Procurement at email: procurement@cityofdoral.com.

Proposers are reminded to acknowledge receipt of this addendum as part of your submission.

Sincerely,



Donna Rockfeld, Procurement Division

SECTION 5.0 EVALUATION EVALUATION METHOD AND CRITERIA

5.1 Evaluation of the submittals will be conducted by an Evaluation Committee, consisting of a minimum of three members of City Staff, or other persons selected by the City Manager or designee. All committee members must be present at scheduled evaluation meetings. Submittals shall be evaluated based upon the information and references contained in the SOQs as submitted. Evaluation procedures shall be regulated by F.S. § 287.055, referred to as Consultants' Competitive Negotiations Act (CCNA). Any firm(s) involved in a joint venture in its Statement of Qualifications (SOQ) will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

5.1.1 The committee shall short list no less than three (3) submittals, assuming that three submittals have been received, that it deems best satisfy the weighted criteria set forth herein and attempt to select the best qualified firm(s) for the particular project. The committee shall review and evaluate proposals, and may conduct interviews, and/or require oral presentations with all short-listed firms. The committee shall then rank the short-listed firms based upon the information provided in interviews and/or presentations, the materials presented, the firm's responses to the Request for Qualifications (RFQ), and deliberations of the Evaluation Committee at publicly advertised Evaluation Meetings. The City may request, and the firm shall provide additional information deemed necessary by the evaluation committee to conduct.

5.1.2 The ranking and the Evaluation Committee's recommendation shall be reported to the City Commission through and with the concurrence of the City Manager, who shall request the City Commission approve the final ranking and authorize staff to negotiate and execute a contract with the top ranked firm. If the City is unable to reach an agreement with the top ranked firm, negotiations will be cancelled at the sole discretion of the City. City staff will then begin negotiations with the next ranked firm and so forth until an agreement is reached, and a contract awarded.

5.2 EVALUATION CRITERIA

Per Florida Statute 287.055, in determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

Evaluation Criteria	Max Points
A. Technical Resources and Capabilities (Section 4.2)	20
B. Key Staffing, Organization, and Single Point Accountability (Section 4.3)	25
C. Relevant Project Experience (Section 4.4)	30
D. Project Understanding and Approach (Section 4.5)	<u>25</u>
	100

EXTRA POINTS: Points will be added for the following criteria (max 5 points):

- Vendor is headquartered or has an office in City of Doral 2.5 Points
- Vendor is a Certified Veteran Business Enterprise as Defined in Florida Statute 295.187 2.5 Points

Proof of location and certification must be included in the firm’s response in order to qualify for the extra points.

The above is provided to assist the Proposers in the allocation of their time and efforts during the submission process. The criterion also guides the Committee during the shortlisting and final ranking of Proposers by establishing a general frame work for those deliberations. During the evaluation process, City reserves the right, where it may serve the City’s best interest, to request additional information or clarification from Proposers.

5.3 ORAL PRESENTATIONS

Upon completion of the initial criteria evaluation ranking, the Committee may elect to shortlist all responsive proposals and may proceed with conducting oral presentation(s) with the Proposer(s) which the Evaluation Committee deems to warrant further consideration. Should the City require such oral presentation(s), the Proposer will be notified seven (7) days in advance of appearing before the Evaluation Committee. The Proposer’s Project Manager shall be the sole presenter. The Evaluation Committee will then re-rank the finalist’s proposals. The City also reserves the right to request additional materials of Proposers, including, but not limited to, financial statements, etc. Upon completion of oral presentation(s) and/or facility site visits, the Committee will re-evaluate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation(s) and/or facility site visits.