

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.
Contract 4907-3/13-3

X Re-Bid Other

Requisition No./Project No.: RQID1500028

LIVING WAGE APPLIES: YES X NO
 TERM OF CONTRACT **8** YEAR(S) WITH **0** YEAR(S) OTR

Requisition /Project Title: Playground – Installation and Infrastructure Services, Request to Qualify

Description: This Request to Qualify will establish a pool of submitters capable of providing installation and infrastructure services for playground and park equipment.

Issuing Department: ISD Contact Person: Jennyfer Calderon Phone: 305-375-3859

Estimate Cost: \$16,000,000.00

Funding Source: Capital Funding Sources, including Building Better Communities Bond Program, Park Impact Fee and Grants

ANALYSIS

Commodity Codes: 650-12			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$
Comments:			

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE			X	

Basis of recommendation:

Signed: <u>Lina Bonilla for Jennyfer Calderon</u>	Date sent to SBD: <u>11/10/2014</u>
	Date returned to DPM: <u></u>

SECTION 2
SPECIAL CONDITIONS

2.1 DEFINITIONS

- A. Submittal – shall refer to the form submitted in response to this Request to Qualify.
- B. Submitter – shall refer to anyone responding to this Request to Qualify.

2.2 PURPOSE

This Request to Qualify (RTQ) will establish a pool of submitters capable of providing installation and infrastructure services for playground and park equipment. Entry into the qualification pool is not a contract between Miami-Dade County and any Submitter, but an acknowledgement that the included Submitter(s) meet the qualifications as outlined throughout this RTQ. The pool shall be open for Submitters to qualify at any time after the initial RTQ opening date. Pre-qualified Submitters will be invited to participate in future competitions.

2.3 TERM OF CONTRACT

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The pre-qualification pool shall expire on the last day of the last month of the 8 year period.

2.4 QUALIFICATION CRITERIA

Submitters who meet the following minimum qualifications will be placed on a list for participation in future competitions for playground installation and/or infrastructure services:

Minimum Qualification

- A. Submitters shall have a General Contractor (GC) license issued by the State of Florida Construction Industry Licensing Board or by the Miami-Dade County's Construction Trades Qualifying Board. A Miami-Dade County General Engineering (GE) license may be provided in lieu of the GC license requirement. For more information on licensing requirements link to:
www.myfloridalicense.com/dbpr/pro/cilb/index.html
<http://www.miamidade.gov/licenses/contractors-licensing.asp>

Additional Qualification(s) for Playground Installation Services

Submitter(s) or their approved subcontractor offering playground installation services shall hold and provide the following with their bid submittal:

- B. Certification as a Certified Playground Safety Inspector (CPSI) issued by the National Recreation and Park Association. For more information on certification requirements link to:
www.nrpa.org/content.aspx?id=413
- C. Submitters shall provide correspondence on manufacturer letterhead stating that either their firm or their listed subcontractor is authorized to do installation of playgrounds and parks equipment. A copy of the manufacturer's approval on letterhead shall accompany the submittal package.

Submitters deemed pre-qualified by the County will participate in subsequent requests for quotations (RFQ) on an as needed basis. When a requirement to procure services listed is identified, Submitters pre-qualified under that service will be invited to quote. When a requirement to procure services falls under multiple services, Submitters pre-qualified under the combination of identified groups will be invited to quote. For example, should the County identify the need to procure playground installation and infrastructure services, submitters that are pre-qualified to provide both services will be invited to quote. The County at its sole discretion and in its best interest may choose to quote services in the combination that best meets its needs.

Submitters shall provide all of the specified information, documents and attachments listed above with their submittal form as proof of compliance to the requirement of this RTQ. However, the County may, at its sole discretion and in its best interest, allow submitters to complete, supplement or supply the required documents. It shall be the sole prerogative of the County as to the number of submitters who will be included under this RTQ. During the term of this RTQ, the County reserves the right to add or delete submitters as it deems necessary and in its best interests.

2.5 CHANGES IN MANUFACTURER DESIGNATION

Submitters shall report to the County any changes in their designation as an approved installer, agent, dealer, representative, or distributor of the manufacturer lines submitted for approval. Should a submitter cease to be a manufacturer approved installer, agent, dealer, representative, or distributor of the manufacturer lines, the product or service will be removed from the submitter's qualification list. Should a submitter and/or subcontractor(s) become authorized to do installation of playgrounds and parks equipment of a manufacturer that conforms to the contract's specifications, the submitter may submit proof of their firm's designation.

2.6 SITE VISITS

Site visits may apply if so defined in the Request for Quote (RFQ).

2.7 LIQUIDATED DAMAGES

Liquidated damages may apply if so defined in the RFQ.

2.8 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.9 CONTACT PERSON

For any additional information regarding the terms and conditions of this RTQ, contact Jennyfer Calderon at 305-375-5312 or at jcalder@miamidade.gov.

SECTION 3
TECHNICAL SPECIFICATIONS

3.1 SCOPE

This Request to Qualify is intended to establish two Groups of Prequalified bidders as described below. Submitters awarded a contract through this Pool shall:

- A. Furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications of the Request for Quotation (RFQ), such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval by the County. Barricades shall be provided by the Submitter when work is performed in areas traversed by persons, or when deemed necessary by the County.
- B. Conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Vendor.

Installation and Infrastructure Services

- A. Installation services shall include the removal and disposal of playground and park equipment inclusive of ancillary parts being replaced and the installment of the new item(s) leaving the unit in proper working condition and in compliance with the manufacturer's specifications and applicable Florida Building Code safety regulations.
- B. Infrastructure services shall refer to the incidental work required for the installation of playground and park equipment in accordance with plans and specifications provided by the County. Infrastructure services may include but is not limited to the pouring of asphalt or concrete for the paving of walkways, water line installation for shelters, and electrical connections.

**SECTION 4
BID SUBMITTAL FOR: PLAYGROUND AND PARK EQUIPMENT**

FIRM NAME: _____

Company name _____
Address _____
e-mail address _____

Contact person _____
Office # _____
Fax # _____

Submitters shall provide the following for informational purpose:

**Section 2 Paragraph 2.3.1
Qualification Criteria A : Installation Services**

Manufacturer's Name: _____

Designation: _____

General Contractor's or Engineer Name: _____

General Contractor's or Engineer License #: _____

Certified Playground Safety Inspector's Name: _____

Attached a copy of GC or GE license.

Attached a copy of CPSI certificate

Attached a copy of manufacturer's correspondence.

Additional pages for manufacturers may be added.

**Section 2 Paragraph 2.3.1
Qualification Criteria B : Infrastructure Services**

General Contractor's or Engineer Name: _____

General Contractor's or Engineer License #: _____

Attached a copy of GC or GE license.