

**Land Planning Consultant**

**Estimated Cost - \$400,000.00**

**RQPR1500004 - Verification of Availability**

**February 2, 2015**

Find attached the “**Scopes of Work/Background**” and “**Minimum Qualifications**” for an upcoming **contract**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

Please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

**Are you able to satisfy the requirements of the attached document?**

**YES**  **NO**

**Are you able to satisfy the “Preferred” “Requirements” as described in the attached (Section 2.2)?**

**YES**  **NO**

**Are you able to satisfy the required “Scope of Services” as described in the attached (Section 2.3 – A. through I)?**

**YES**  **NO**

**Are you able to satisfy the required “Work Assignment” as described in the attached (Section 2.4)?**

**YES**  **NO**

**Do you have prior experience consistent the scope as described in the attached?**

**YES**  **NO**

I am “**NOT**” interested in this solicitation.

**Name of Firm:** \_\_\_\_\_ **SBE Exp. Date:** \_\_\_\_\_

**Owner’s Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please respond by **2:00pm, Wednesday February 4, 2015**.

Any questions, feel free to contact me at the number below.

(Respond to the “**Verification**” whether you are interested or not (choosing “**Yes**” or “**No**”), as this helps SBD in the determination of measures).

**Vivian Walters, Jr.**

Small Business Development Division - Internal Services Department

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*“Delivering Excellence Every*

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Please (list any references consistent with the scope of services for this contract):

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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# LAND PLANNING CONSULTANT

## 2.0 SCOPE OF SERVICES

### 2.1 Background

Miami-Dade County herein referred to as "the County", as represented by the Miami-Dade County Parks, Recreation and Open Spaces "PROS" Department, is seeking proposals to provide professional land planning consulting services.

The County currently manages multiple properties owned or leased by PROS. These properties are managed under the discretion of the Florida Department of Environmental Protection – Division of State Lands, Florida Department of Community Affairs – Florida Communities Trust, and the National Park Service – Federal Lands to Parks Program. The proposed management plans developed shall serve to meet the statutory requirements of the ownership or lease agreements of those properties. For a list of Management Plan and Stewardship Report Sites, please refer to Attachment 1.

### 2.2 Preferred Requirements

The selected Proposer should have a successful track-record of providing professional services in the development and submittal of land management plans and stewardship reports for parks and natural area lands to include a minimum of three years' experience with projects of similar size and scope as requested herein.

The selected Proposer should have completed at least three land management plans in the last five years which included submissions to appropriate agencies and presentations to the Land Management Advisory Committee (LMAC) or the Acquisition and Restoration Council (ARC), or successor committees.

### 2.3 Required Services

The selected Proposer shall:

- A. Provide to the County completed land management plans and stewardship reports that will contain sufficient detail to ensure land management plans and stewardship reports meet County ordinances as required by state and federal legislation. The County anticipates requiring ten to fifteen plans. Land management plans and stewardship reports shall be compliant with County policies as well as the Federal Property and Administration Services Act of 1949; Florida Statutes Chapters 259.032 and 380, Part III; and Florida Administrative Code Chapter 18. Completed management plans shall be submitted to these agencies for review and approval. The County shall have direct input into the final product, and will only approve a work product that meets the legislative requirements. Several management plans and stewardship reports are time sensitive and need to be submitted within six months of assignment in the first year of contract. Some reports will be assigned in later years of the contract, and can be completed with a less rigid timeline.
- B. Research County records for each property to determine:
  - 1) Management Authority and Responsibility
  - 2) Surrounding Existing and Planned Land Uses
  - 3) Acquisition History, Deeds, Leases, and Easements
- C. Provide a description and assessment of Natural and Cultural Resources.

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- D. Develop a Resource Management Program, which shall include, but not limited to:
  - 1) Special Management Considerations
  - 2) Site Security Needs
  - 3) Management Needs and Problems
  - 4) Management Long Term and Short Term Goals, including Measurable Objectives
  - 5) Management Measures for Natural Resources and Cultural Resources
  - 6) Research Needs
  - 7) Resource Management Schedule (timetable for implementation of various stages of management and for providing public access)
  - 8) Land Management Review
  - 9) Potential Uses and Proposed Public Access Facilities
  - 10) Location, Vicinity, Topographic Maps
  - 11) Soil Descriptions & Map
  - 12) Natural Community Description(s) and Map
  - 13) Plant, Animal, and Protected Species Lists
  - 14) Cultural/Historical Resource Management Statement
  - 15) Management Priority Schedule and Cost Estimates
- E. Recommend management goals, objectives and business opportunities that could be realized through a program partnership, with a vendor hired through a public request for proposal.
- F. Provide PROS with an amended program of utilization or an amended original use plan, if applicable, for federal surplus properties acquired by the Department.
- G. Coordinate teleconferences or meetings with other agencies, interest groups, and advisory committees to gather pertinent project details for the development of the plans and reports. The selected Proposer shall meet with County staff at critical milestones in the project development, to include meetings at the site if necessary.
- H. Conduct presentations at publicly advertised meetings, community meetings and meetings of advisory committees upon request of PROS to ensure public participation.
- I. Provide the County Project Manager daily contact access and availability to key staff for project status reporting.

### **2.4 Work Assignment**

It is the County's intention to solicit proposals from as many Proposers as are interested, to evaluate submissions, and to select up to two contractors to participate on future Work Orders. The County anticipates awarding contracts to a Primary Contractor and a Secondary Contractor.

All work to be performed under any contract, as a result of this Solicitation, requires that the County issue a Work Order. Individual assignments will be made on a project by project basis.

When projects arise, the County will prepare a Scope of Services and provide it to the Primary Contractor. The Primary Contractor shall provide a written proposal and estimate, which shall include the following:

- a) description of the project(s) scope;
- b) staff performing the work, each person's job title, hourly rate and estimated;
- c) estimated date of project completion;

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- d) estimated cost per staff person; including (estimated out-of-pocket costs, estimated total for the project; and a "not to exceed" cost for the project).

In the instance where the Primary Contractor is a) unable to respond in a timely manner, b) cannot fulfill its contractual obligations due to time constraints, c) is too expensive, or d) cannot reach an acceptable Work Order arrangement, the County reserves the right to request a written proposal and estimate from the Secondary Contractor, and assign the work to the Secondary Contractor.

The County, at its sole discretion, may modify, suspend, or cancel any Work Order at any time and shall only pay for work actually performed by the selected Proposer. The County may negotiate each Work Order award or may award a Work Order on the basis of initial offer received. Multiple Work Orders may be issued simultaneously, depending upon the need for services.

### **2.5 Additional Services**

At the County's sole discretion, the selected Proposer shall provide additional related services as may be required by the County, including additional land management plans and stewardship reports for additional park locations, on a Work Order basis.