

## *CONDUCTING PROFESSIONAL SERVICES MEETINGS VIA COMMUNICATIONS MEDIA TECHNOLOGY*

**Policy / Legislation:** Florida Executive Order 20-69, issued March 20, 2020, in part, suspended any Florida Statute that requires a local government body to meet in a specified place and provided that during the COVID-19 emergency, local government bodies may utilize communications media technology, such as telephonic and video conferencing as provided in section 120.54(5)(b)(2), Florida Statutes. On March 28, 2020, the County Attorney’s Office (CAO) issued a memorandum which stated that the County may use communications media technology to provide remote access consistent with the requirements of Florida Statutes in order to conduct selection committee meetings. Additionally, the Commission on Ethics has provided an email, included as an attachment to the CAO memorandum, that conducting meetings using communications meeting technologies is consistent with current legislative requirements and does not create any Ethics violations. Further, on April 2, 2020, the CAO provide a written amendment to the previous memorandum in the form of an email to advise that a physical access point is no longer required for public meetings under Florida Sunshine Law or the Cone of Silence during the declared COVID-19 state of emergency as a result of the Florida Governor’s Executive Order 20-91 issued April 1, 2020.

**Purpose:** The purpose of this procedure is to establish the protocols and guidelines for conducting meetings associated with obtaining Professional Services and Construction Services using Communications Media Technology during the declared COVID-19 State of Emergency.

<b>Project Briefing</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
1	A/E Consultant Selection Coordinator (AE) / Support Staff / Senior A/E Consultant Selection Coordinator (SAE)	<p>AE must confirm availability of the SAE and/or another AE to be in attendance for the duration of the project briefing to serve as a technical backup in the event that the AE loses internet connection. AE shall discuss with the SAE to determine who will serve in the role of technical backup.</p> <p>AE or Support Staff advises the SAE of the date and time of the project briefing as well as the name and email address of all meeting attendees that need to have the ability to speak or share documents during the project briefing, and the SAE creates a Zoom meeting for the designated date and time. The SAE shall also include the following individuals: Client department’s contract manager, liaison (if different from contract manager) and project manager, Nubia Jarquin, Pre-</p>

**Project Briefing**

Step	Responsibility	Action
		<p>Qualification and Technical Certification, (<a href="mailto:Jarquin@miamidade.gov">Jarquin@miamidade.gov</a>), Laurie Johnson, (<a href="mailto:Laurie.Johnson@miamidade.gov">Laurie.Johnson@miamidade.gov</a>), Eddy Etienne, (<a href="mailto:Eddy.Etienne@miamidade.gov">Eddy.Etienne@miamidade.gov</a>), Lawanda Wright-Robinson, (<a href="mailto:Lawanda.Wright-Robinson@miamidade.gov">Lawanda.Wright-Robinson@miamidade.gov</a>) SBD (SBE measures), support staff and ISD A/E Calendar.</p> <p><i>For WASD capital improvement projects, invite the Office of Inspector General representatives for WASD, Carlos Baixauli, Patra Liu &amp; James Schlotzhauer.</i></p> <p><i>For MDAD capital improvement projects, invite Jennifer Chirolis, Office of Inspector General (<a href="mailto:JChirolis@miami-airport.com">JChirolis@miami-airport.com</a>), if needed.</i></p> <p>Projects which have DBE measures, invite appropriate client department personnel to attend. For MDT projects with DBE measures, invite Nathaniel Surrancy, Manager, DBE, Office of Civil Rights, (<a href="mailto:Nathaniel.Surrancy@miamidade.gov">Nathaniel.Surrancy@miamidade.gov</a>).</p> <p>The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <a href="#">See X-Files, COVID 19 PROCESS CHANGES &amp; UPDATES, Zoom Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</a></p> <p>When creating the meeting, the SAE will enter the name and email address for the participants and those listed above, the AE, and the technical backup. Zoom will automatically send an email notification. The SAE will send or forward to the AE the email invitation for public attendees that contains the website information for the public meeting.</p>
2	Support Staff	<p>Support staff shall advertise the Project Briefing meeting on the County Calendar a minimum of 48 hours prior to the scheduled date of the meeting, refer to Attachment C for procedures. The posting must contain the following information:</p> <ul style="list-style-type: none"> <li>• Event Title: Solicitation Number – Meeting Type (Ex: A20-ISD-XX – Pre-Submittal Project Briefing)</li> <li>• Event Description: Solicitation Title and the following information: This meeting is being conducted via Zoom. To join the meeting, please visit <a href="https://miamidade.zoom.us/xxxx">https://miamidade.zoom.us/xxxx</a> (this information is to be inserted by the AE from the webinar attendee invitation created by the SAE).</li> </ul>

Project Briefing		
Step	Responsibility	Action
		<p>Members of the public are not required to enter their name to join the meeting if they do not wish to do so. Members may identify themselves as “Public Attendee.” Members of the public will be granted view-only access to the meeting, but will not be have video or speaking capabilities.</p> <ul style="list-style-type: none"> <li>• Location: See Meeting Description for Access Information</li> <li>• ADA Contact: <a href="https://zoom.us/accessibility">https://zoom.us/accessibility</a> and AE contact information</li> </ul>
3	AE	AE shall create Agenda using standard template and follow steps outlined within which includes software specific guidance for the AE to follow to comply with the teleconference meeting guidelines specified in this document. Agenda is not be shared with the participants.
4	AE(s) / SAE	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the SAE shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking “Start” in the middle of the page. The AE, along with the technical backup as determined in Step 1, shall join the meeting by clicking the link in the Outlook invite (failure to use the link may result in the AE having restricted access).</p> <p>The AE shall confirm that their video functionality is working. If not, the AE may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, the restart their virtual desktop, and re-join the meeting.</p> <p>The AE may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the AE uses the call-in number, the AE shall place the call on speaker phone and click “Mute Audio” in the lower left corner of the window to avoid audio feedback/echoing/interference in the meeting.</p> <p>The AE shall click on the “Participants” icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The SAE shall right click on the AE’s picture and select “Make Host.” Then, the AE shall right click on the technical backup’s picture and select “Make Co-Host.”</p>
5	AE, panel members, Members of the Public	The AE shall wait until all panel members are present to begin the Zoom meeting. After logging into the meeting, panel members may either use the audio/microphone capabilities of

**Project Briefing**

<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
		<p>Zoom or use the call-in information. If members are using video feed from their computer and the call-in number for audio, the AE shall click on the microphone icon in the bottom left corner of the member’s video feed or “Mute” in the upper right corner of the member’s video feed in order to mute the member to avoid audio feedback/echoing/interference in the meeting. Panel members should appear in the Participants tab under the section labeled “Panelist.” This allows them to have both Zoom audio and video capabilities, assuming they have the technical capabilities in their computer (i.e. a microphone and web camera). Members of the public should appear in a separate tab named “Attendee” to the right of the Participant listing. Attendees do not have audio or video capabilities, but may view and listen. In the event that a panel member is appearing in the Attendee tab, the AE can grant them the ability to participate with audio by click on the member’s name and selecting “Allow to speak.” Video capabilities cannot be enabled. The likely cause of the panel member appearing as an Attendee is that they did not join using the link, but rather, went directly to the Zoom application and enter the meeting ID.</p> <p>Upon confirmation that all panel members are present in the Zoom meeting, which can be done by asking observing attendee names as they join and then asking each member to verbally announce themselves, the AE may begin the meeting.</p>
6	AE	<p>The AE shall advise that the meeting is going to begin. The AE shall begin an audio recording using an external recorder in accordance with Miami Dade County Code 2-8.1.1.1, IO 3-34 and AO 3-39. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced.</p> <p>The AE shall conduct the Project Briefing in accordance with the Project Briefing Agenda.</p> <p>The AE or panel members may use the screen sharing feature of Zoom to display various documents while the meeting is conducted. Should a panel member need to use screen sharing capability, the AE shall then right click on that participant and select “Make Co-host.” The AE shall then advise that participant that they may use screen sharing capability by clicking on “Share Screen” in the middle of the bottom area of the Zoom window.</p>

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		<p>AE shall advise members of the public that they will be permitted to pose questions after each panel member speaks, and that the order of questions will be first those attending the Zoom meeting via the internet, followed by those attending via phone. In order to do so, attendees must use the “Raise Your Hand” functionality in Zoom. To do so, attendees should click on the three dots located in the lower right corner of the Zoom window and then select “Raise Your Hand.” Zoom will automatically arrange the Attendee tab on the Participant window in the order in which attendees raise their hands. The AE can then click on the attendees one at a time and select “Allow Attendee to Speak.” After the attendee has asked the question, the AE should then click the attendee and select “Disable Attendee ability to Speak.”</p> <p>The AE shall allow the call-in participants to pose questions by clicking on the call in attendees one at a time and select “Allow Attendee to Speak.” After the attendee has asked the question, the AE should then click the attendee and select “Disable Attendee ability to Speak” prior to the next step.</p>
7	AE	<p>The AE shall advise that the project remains under the Cone of Silence.</p> <p>AE shall then follow the remaining steps on the Project Briefing Agenda. AE shall then click on the “Leave Meeting” link in the bottom right corner, select “End Meeting” from the pop-up window and shall then turn off the recorder.</p>
8	AE	<p>AE shall complete the remaining procedural steps associated with a Project Briefings.</p>

### **FIRST TIER/STEP 1 EVALUATION**

The First Tier/Step 1 Evaluation is the evaluation of the firms’ current statements of qualifications and performance data. The evaluation criteria used to evaluate the proposals is established in A.O. 3-39. The CSC may elect to waive the Second Tier Evaluation by majority vote and base their selection on the results of the First Tier Evaluation ranking only , except for Design Build procurements. These procedures are also applicable to the Design Build (DB) Process, and referenced as Step 1 and Step 2, any deviations specific to the DB process are noted.

First Tier/Step 1 Meeting		
Step	Responsibility	Action
1	AE	AE shall request availability of Competitive Selection Committee (CSC) members via email, advising that the meeting will be conducted remotely and will not require in person attendance. If a response is not received or follow up is required, Support staff may assist by reaching out to CSC members via telephone.
2	AE / SAE / Support Staff	<p>AE must confirm availability of the SAE and/or another AE to be in attendance for the duration of the project briefing to serve as a technical backup in the event that the AE loses internet connection. AE shall discuss with the SAE to determine who will serve in the role of technical backup. Depending on the number of proposals received, more than two AE may be needed to assist during tie-breaking.</p> <p>AE or Support Staff advises the SAE of the date and time of the meeting (to be set up a Webinar in Zoom) as well as the name and email address of all meeting attendees that need to have the ability to speak or share documents during the meeting, and the SAE creates a Zoom webinar for the designated date and time.</p> <p><i>For WASD capital improvement projects, invite the Office of Inspector General representatives for WASD, Carlos Baixauli, Patra Liu &amp; James Schlotzhauer.</i></p> <p><i>For MDAD capital improvement projects, invite Jennifer Chirolis, Office of Inspector General (<a href="mailto:JChirolis@miami-airport.com">JChirolis@miami-airport.com</a>), if needed.</i></p> <p>The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <a href="#">See X-Files, COVID 19 PROCESS CHANGES &amp; UPDATES, Zoom Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</a></p> <p>When creating the meeting, the SAE will enter the name and email address for the participants and those listed above, the AE, and the technical backup. Zoom will automatically send an email notification. The SAE will send or forward to the AE the email invitation for public attendees that contains the website information for the public meeting, including the Clerk of the Board (<a href="mailto:Clerk.board@miamidade.gov">Clerk.board@miamidade.gov</a>), A&amp;E Support Staff, and ISD AE Calendar.</p>
3	Support Staff	Advertise the First Tier/Step 1 meeting on the County Calendar a minimum of 48 hours prior to the scheduled date

First Tier/Step 1 Meeting		
Step	Responsibility	Action
		<p>of the meeting, refer to Appendix C for procedures. The posting must contain the following information:</p> <ul style="list-style-type: none"> <li>• Event Title: Solicitation Number – Meeting Type (Ex: A20-ISD-XX – First Tier/Step 1 Meeting)</li> <li>• Event Description: Solicitation Title and the following information: This meeting is being conducted via Zoom. To join the meeting, please visit <a href="https://miamidade.zoom.us/xxxx">https://miamidade.zoom.us/xxxx</a> (this information is to be inserted by the AE from the webinar attendee invitation created by the SAE). Members of the public are not required to enter their name to join the meeting if they do not wish to do so. Members may identify themselves as “Public Attendee.” Members of the public will be granted view-only access to the meeting, but will not be have video or speaking capabilities.</li> <li>• Location: See Meeting Description for Access Information</li> <li>• ADA Contact: <a href="https://zoom.us/accessibility">https://zoom.us/accessibility</a> and AE contract information</li> </ul>
4	AE	<p>AE shall create Agenda using standard template and follow steps outlined within which includes software specific guidance for the AE to follow to comply with the teleconference meeting guidelines specified in this document. Agenda is not to be shared with the participants.</p>
5	AE	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the SAE shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking “Start” in the middle of the page. The AE, along with the technical backup as determined in Step 2, shall join the meeting by clicking the link in the Outlook invite (failure to use the link may result in the AE having restricted access).</p> <p>The AE shall confirm that their video functionality is working. If not, the AE may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, then restart their virtual desktop, and re-join the meeting.</p> <p>The AE may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the AE uses the call-in number, the AE shall place the call on speaker phone and click “Mute Audio” in the lower left corner</p>

<b>First Tier/Step 1 Meeting</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
		<p>of the window to avoid audio feedback/echoing/interference in the meeting.</p> <p>The AE shall click on the “Participants” icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The SAE shall right click on the AE’s picture and select “Make Host.” Then, the AE shall right click on the technical backup’s picture and select “Make Co-Host.”</p>
6	AE, CSC, Members of the Public	<p>The AE shall wait for all CSC members to be present to begin the Zoom meeting. After logging into the meeting, panel members may either use the audio/microphone capabilities of Zoom or use the call-in information. If members are using video feed from their computer and the call-in number for audio, the AE shall click on the microphone icon in the bottom left corner of the member’s video feed or “Mute” in the upper right corner of the member’s video feed in order to mute the member to avoid audio feedback/echoing/interference in the meeting. CSC members should appear in the Participants tab under the section labeled “Panelist.” This allows them to have both Zoom audio and video capabilities, assuming they have the technical capabilities in their computer (i.e. a microphone and web camera). Members of the public should appear in a separate tab named “Attendee” to the right of the Participant listing. Attendees do not have audio or video capabilities, but may view and listen. In the event that a panel member is appearing in the Attendee tab, the AE can grant them the ability to participate with audio by click on the member’s name and selecting “Allow to speak.” Video capabilities cannot be enabled. The likely cause of the CSC member appearing as an Attendee is that they did not join using the link, but rather, went directly to the Zoom application and enter the meeting ID.</p> <p>Upon confirmation that all CSC members are present in the Zoom meeting, which can be done by asking observing attendee names as they join and then asking each member to verbally announce themselves, the AE may begin the meeting.</p>
7	AE	<p>The AE to is required to audio record in accordance with the Miami Dade County Code 2-8.1.1.1, IO 3-34 and AO 3-39 First Tier meeting. The AE shall advise the CSC that the meeting is going to begin. The AE shall begin an audio recording using an external recorder. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced.</p>

<b>First Tier/Step 1 Meeting</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
		<p>The AE shall conduct the First Tier/Step 1 Meeting in accordance with the First Tier/Step 1 Meeting Agenda. Additionally, the AE should advise that members of the public may be observing the meeting via web broadcast but do not have audio or video capability as the meeting does not constitute a public hearing and therefore, members of the public will not be addressing the County participants.</p> <p>The AE may use the screen sharing feature of Zoom to display various documents while the meeting is conducted by clicking on Share Screen on the lower middle portion of the screen, and then selecting the appropriate window that they wish to display.</p>
8	CSC	<p>The AE shall provide instructions per the agenda and advise the CSC that evaluation will now begin. CSC will evaluate and score the firms based on the Evaluation Criteria included in the solicitation document.</p>
9	AE	<p>Upon conclusion of the CSC's deliberations/discussions, the AE shall instruct the CSC that they may complete their final scores in the Evaluation Report forms and provide it via email to the AE, including a CC to the Clerk of the Board (<a href="mailto:clerk.board@miamidade.gov">clerk.board@miamidade.gov</a>).</p> <p>The PCO shall then place all CSC members on mute by clicking into the Participants window on the right side of the screen, selecting the Panelist tab, and selecting "Mute All" on the bottom of the window.</p>
10	CSC	<p>Each CSC member shall email the Evaluation Report forms to the AE upon completion of scoring.</p>
11	AE	<p>The AE shall receive all Evaluation Report forms via email. The AE shall enter all CSC scores into the Tabulation Sheet.</p> <p>After all Evaluation Report forms have been received and the scores have all been entered into the Tabulation Sheet, the AE shall advise the CSC that all scores have been received and then read the scores out loud into the record.</p> <p>AE shall run Disparity Report per AO 3.39 and identify disparities to be addressed by the CSC. Any such disparities must be resolved prior to continuing the selection process and finalization of the ranking. AE to identify such disparities to the CSC member(s), if applicable, and afford the CSC member an</p>

<b>First Tier/Step 1 Meeting</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
		<p>opportunity to review/modify his/her score. CSC members will only be allowed to change scores for which disparities have been identified. AE will instruct CSC members that wish to modify scores that revised score sheets must be submitted via email immediately upon completion of the modification.</p> <p>Upon receipt of all applicable emails, the AE shall update the Tabulation Sheet and read any scores changed due to disparities out loud into the record.</p> <p>AE shall advise the CSC that an official break in the meeting shall be taking place to allow the AE to calculate the final ranking and tabulation of scores. AE shall ask if the CSC has any questions and then provide the exact time at which the meeting shall reconvene. This time should account for a SAE and/or AE peer review of the Tabulation Sheet to be completed.</p> <p>The AE shall leave all participants in "Mute" for the duration of the official break.</p> <p><b><u>Note: The Zoom meeting should not be exited or "ended" during this time, it is to remain open as closing it will end the session and the meeting access code will no longer be valid. The audio recorder may be paused during this time.</u></b></p>
12	AE(s), SAE	<p>AE to send preliminary Tabulation Sheet via email to SAE or other designated AE for quality control. The party conducting the review must be aware that the meeting is ongoing and be capable of conducting an immediate review.</p> <p>The AE shall apply all applicable preferences, convert qualitative points to ordinal scores (for A/E projects only) and go through the process as outlined in the solicitation document to obtain a final ranking.</p> <p>After completing above process, AE to conference call with all parties doing a concurrent quality control review for concurrence before proceeding to calculating the final ranking. The AE Complete Tabulation Sheet to achieve a final ranking.</p>
13	AE	<p>The AE shall reconvene the meeting and restart the audio recorder at the predetermined time, unmute the CSC</p>

First Tier/Step 1 Meeting		
Step	Responsibility	Action
		<p>members by selected “Unmute All” on the bottom of the Panelist tab of the Participant window. The AE shall ask all CSC members to announce themselves for the record to confirm they are still in attendance.</p> <p>The AE shall share the final Tabulation Sheet by clicking on the Share Screen icon in the bottom middle section of the screen and then review each section out loud with the CSC.</p> <p>The AE shall notify the CSC if any tie breaks were identified and explain the tie-breaking process, citing samples from the Tabulation Sheet for their understanding.</p> <p>The AE shall notify the CSC if any Local Preference adjustments to the CSC Rank were made and explain them.</p> <p>Ask if there are any questions. If there are none, the AE shall read final rankings into the record including the adjusted ordinal ranking (for A/E projects only) and the final ranking for each respondent.</p>
14	AE	<p>For A/E projects, the AE shall advise the CSC that pursuant to A.O. 3-39, they have the ability to choose whether they feel it necessary proceeding to a Second Tier Meeting/oral presentations or to waive the Second Tier Meeting and recommend to the Mayor or Mayor’s designee to start negotiating a Professional Services Agreement with the highest ranked firm.</p> <p><b>For DB projects the Step 2/Oral Presentations Meeting cannot be waived, go to step 16 of these procedures.</b></p> <p>The AE shall state the following for the record: “You should only base your decision on whether the information provided in the proposals is sufficient to determine the qualifications of the teams.”</p>
15	CSC	<p>The AE shall advise the CSC that a member needs to make a motion for the next action. A CSC voting member shall make a motion and by majority vote decide whether to waive Second Tier/Oral Presentations and recommend to the County Mayor or designee that the highest ranked firm(s) be recommended for negotiation of a PSA(s). A CSC voting member may alternatively motion and by majority vote decide to proceed to shortlist the highest ranked three firms (if three were at least evaluated) or more depending on the number of agreements to be issued, and invite them to give an Oral Presentation during the Second Tier meeting. The AE will ask each of the</p>

First Tier/Step 1 Meeting		
Step	Responsibility	Action
		voting members to say how they are voting on the motion out loud into the record.
16	AE	<p><b>For DB projects the AE shall inform the CSC that one CSC voting member may motion and by majority vote decide to shortlist the number of proposers with a minimum of three highest ranked proposers (if three were at least evaluated), and invite them to submit a technical and price proposal, and to provide an Oral Presentation during the Step 2 meeting. The AE will ask each of the voting members to say how they are voting on the motion out loud into the record.</b></p> <p>For A/E projects, if the CSC approves a motion to go to Second Tier, the AE to request from the CSC the time to be allotted for presentations, for question and answers, and to specify any questions or information that they would like the shortlisted proposers to address during the Oral Presentation.</p> <p>For A/E projects, the AE shall request dates of availability from the CSC for at least two tentative dates for the Second Tier meeting. The order of presentations for the short-listed proposers will be determined via reverse ranking order of the First Tier meeting as specified in the solicitation document.</p> <p><b>For DB procurements, the AE shall request from the CSC the time to be allotted for presentations, for question and answers, and to specify any questions or information that they would like the shortlisted proposers to address during the Oral Presentation. The AE shall inform the CSC that they will be asked to provide their availability in preparation for the Step 2 meeting in a forthcoming email.</b></p> <p><b>For DB procurements, skip to Step 18 of these procedures.</b></p>
17	AE	For A/E projects, if the CSC motions to waive Second Tier and proceed to negotiations, the AE shall inform the CSC members from the client department that they will automatically be part of the negotiation committee. The AE shall ask for volunteers from other department CSC members to achieve a minimum of three CSC members in the negotiation committee pursuant to A.O. 3-39.
18	AE	AE shall then follow the remaining steps on the First Tier/Step 1 Meeting Agenda.

First Tier/Step 1 Meeting		
Step	Responsibility	Action
		The AE shall advise the CSC that the project remains under the Cone of Silence. AE shall then click on the “Leave Meeting” link in the bottom right corner, select “End Meeting” from the pop-up window and shall then turn off the recorder.

**\*\*Note: No First Tier/Step 1 Scores Are Transferred To Second Tier/Step 2**

## **SECOND TIER/STEP 2 EVALUATION AND ORAL PRESENTATIONS**

In this phase, the short-listed proposers identified in the First Tier/Step 1 Evaluation participate in oral presentations. The evaluation criteria used to evaluate the presentations is established in A.O. 3-39.

Second Tier/Step 2 Meeting/Oral Presentations		
Step	Responsibility	Action
1	A/E Consultant Selection Coordinator (AE)	AE shall request availability of Competitive Selection Committee (CSC) members via email, advising that the meeting will be conducted remotely. If a response is not received or follow up is required, Support staff may assist by reaching out to CSC members via telephone.
2	AE	AE shall prepare a Presentation Schedule. Firms will present in the reverse order from the First Tier/Step 1 ranking. Ensure sufficient time between presentations to accommodate for any delays in the Presentations Schedule. A fifteen (15) minutes minimum between each presentation is recommended.
3	AE	AE shall prepare and send an email notification to shortlisted firms for the time as shown on the Presentation Schedule. The email should advise that the meeting will be conducted via Zoom and that a Zoom invitation will be sent in advance of the presentation. The email shall include a copy to Clerk of the Board ( <a href="mailto:Clerk.board@miamidade.gov">Clerk.board@miamidade.gov</a> ).
4	AE / Support Staff	<p>AE must confirm availability of the SAE and/or another AE to be in attendance for the duration of the project briefing to serve as a technical backup in the event that the AE loses internet connection. AE shall discuss with the SAE to determine who will serve in the role of technical backup. Depending on the number of proposals received, more than two AE may be needed to assist during tie breaking.</p> <p>AE or Support Staff advises the SAE of the date and time of the pre-meeting, each team presentation, and scoring meeting, as well as the name and email address of all meeting</p>

**Second Tier/Step 2 Meeting/Oral Presentations**

Step	Responsibility	Action
		<p>attendees, for each meeting, that need to have the ability to speak or share documents during the meeting, and the SAE creates separate Zoom webinars for the designated date and time.</p> <p>When creating the webinars, the SAE will enter the name and email address for the participants (including proposer representatives) and those listed above, the AE, and the technical backup. Zoom will automatically send an email notification. The SAE will send or forward to the AE the email invitations for public attendees that contains the website information for the public meetings, including the Clerk of the Board (<a href="mailto:Clerk.board@miamidade.gov">Clerk.board@miamidade.gov</a>), A&amp;E Support Staff, and ISD AE Calendar.</p> <p><i>For WASD capital improvement projects, invite the Office of Inspector General representatives for WASD, Carlos Baixauli, Patra Liu &amp; James Schlotzhauer)</i></p> <p><i>For MDAD capital improvement projects, invite Jennifer Chirolis, Office of Inspector General (<a href="mailto:JChirolis@miami-airport.com">JChirolis@miami-airport.com</a>), if needed.</i></p> <p>The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <i>See X-Files, COVID 19 PROCESS CHANGES &amp; UPDATES, Zoom Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</i></p>
5	Support Staff	<p>Support staff shall advertise the Second Tier/Step 2 meeting on the County Calendar a minimum of 48 hours prior to the scheduled date of the meeting, refer to Attachment C for procedures. The posting must contain the following information:</p> <ul style="list-style-type: none"> <li>• Event Title: Solicitation Number – Second Tier/Step 2 Meeting/Oral Presentations (Ex: A20-ISD-XX – Second Tier/Step 2 Meeting/Oral Presentations)</li> <li>• Event Description: Solicitation Title and the following information: This meeting is being conducted via Zoom. To join the meeting, please visit <a href="https://miamidade.zoom.us/xxxx">https://miamidade.zoom.us/xxxx</a> (this information is to be inserted by the AE from the webinar attendee invitation created by the SAE). Members of the public are not required to enter their name to join the meeting if they do not wish to do so.</li> </ul>

**Second Tier/Step 2 Meeting/Oral Presentations**

Step	Responsibility	Action
		<p>Members may identify themselves as “Public Attendee.” Members of the public will be granted view-only access to the meeting, but will not be have video or speaking capabilities.</p> <p><b>*Zoom meeting information must be provided and clearly labeled for the Pre-meeting, for each team presentation, and for scoring meeting.</b></p> <ul style="list-style-type: none"> <li>• Location: See Meeting Description for Access Information</li> <li>• ADA Contact: <a href="https://zoom.us/accessibility">https://zoom.us/accessibility</a> and AE contact information.</li> </ul>
6	AE	<p>AE shall create Agenda using standard template and follow steps outlined within which includes software specific guidance for the AE to follow to comply with the teleconference meeting guidelines specified in this document. Agenda is not be shared with the participants.</p>
7	AE	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the SAE shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking “Start” in the middle of the page. The AE, along with the technical backup as determined in Step 2, shall join the meeting by clicking the link in the Outlook invite (failure to use the link may result in the AE having restricted access).</p> <p>The AE shall confirm that their video functionality is working. If not, the AE may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, the restart their virtual desktop, and re-join the meeting.</p> <p>The AE may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the AE uses the call-in number, the AE shall place the call on speaker phone and click “Mute Audio” in the lower left corner of the window to avoid audio feedback/echoing/interference in the meeting.</p> <p>The AE shall click on the “Participants” icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The SAE shall right click on the AE’s picture and select “Make Host.” Then, the AE shall right click on the technical backup’s picture and select “Make Co-Host.”</p>

**Second Tier/Step 2 Meeting/Oral Presentations**

<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
8	AE, CSC, Members of the Public	<p>The AE shall wait for all scoring members of the CSC to join the Zoom meeting. After logging into the meeting, panel members may either use the audio/microphone capabilities of Zoom or use the call-in information. If members are using video feed from their computer and the call-in number for audio, the AE shall click on the microphone icon in the bottom left corner of the member’s video feed or “Mute” in the upper right corner of the member’s video feed in order to mute the member to avoid audio feedback/echoing/interference in the meeting. CSC members should appear in the Participants tab under the section labeled “Panelist.” This allows them to have both Zoom audio and video capabilities, assuming they have the technical capabilities in their computer (i.e. a microphone and web camera). Members of the public should appear in a separate tab named “Attendee” to the right of the Participant listing. Attendees do not have audio or video capabilities, but may view and listen. In the event that a panel member is appearing in the Attendee tab, the AE can grant them the ability to participate with audio by click on the member’s name and selecting “Allow to speak.” Video capabilities cannot be enabled. The likely cause of the CSC member appearing as an Attendee is that they did not join using the link, but rather, went directly to the Zoom application and enter the meeting ID.</p> <p>Upon confirmation that all CSC members are present in the Zoom meeting, which can be done by asking observing attendee names as they join and then asking each member to verbally announce themselves, the AE may begin the meeting</p>
9	AE	<p>The AE shall advise the CSC that the meeting is going to begin. The AE shall begin an audio recording using an external recorder in accordance with Miami Dade County Code 2-8.1.1.1, IO 3-34 and AO 3-39. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced.</p> <p>The AE shall conduct the Second Tier/Step 2 Meeting in accordance with the Second Tier/Step 2 Meeting Agenda. Additionally, the AE should advise that members of the public may be participating in the Zoom meeting, but have been placed on “Mute” as the meeting does not constitute a public hearing and therefore, members of the public will not be addressing the CSC.</p>

**Second Tier/Step 2 Meeting/Oral Presentations**

<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
		<p>The AE may use the screen sharing feature of Zoom to display various documents while the meeting is conducted by clicking on Share Screen on the lower middle portion of the screen, and then selecting the appropriate window that they wish to display.</p>
10	AE, Presenting Proposer	<p>The AE shall have all members of the proposer identify themselves for the record, and validate each name against the Lobbyist Registration for Oral Presentation Affidavit. If a proposer representative is not listed on the affidavit, the AE shall mute that participant for the duration of the Oral Presentation by clicking on the participant's name from the Panelist tab, and selecting "Mute Audio."</p> <p>Upon completion of the introduction, the AE shall ask the proposer which participant requires screen sharing capability. The AE shall then right click on that participant and select "Make Co-host." The AE shall then advise that participant that they may use screen sharing capability by clicking on "Share Screen" in the middle of the bottom area of the Zoom window. The AE shall then advise that the time limit for the Oral Presentation is now beginning and advise that upon expiration of the time limit, the Zoom meeting will be promptly ended.</p> <p>Should the proposer wish to allow a different participant to display during the presentation, the AE shall then right click on that participant and select "Make Co-host."</p>
11	CSC, Presenting Proposer, AE	<p>The CSC and the presenting proposer engage in the question and answer session until the Q&amp;A time expires or the CSC is satisfied with the presenting proposer responses, whichever is sooner.</p>
12	AE	<p>The AE shall regain control of the video conference and complete the remaining steps in the Second Tier/Step 2 Meeting Agenda for the presenting proposer.</p>
13	AE	<p>Steps 10 through 12 shall be repeated for all presenting proposers. After each presentation, the meeting will be ended using "End Meeting" and all parties will be notified that the project is under the Cone of Silence, then the next presentation (meeting) will be started. The audio recorder shall be ended after each meeting, and restarted at the commencement of the next meeting.</p>

**Second Tier/Step 2 Meeting/Oral Presentations**

Step	Responsibility	Action
14	AE, CSC	<p>Upon conclusion of all Oral Presentations, the AE shall continue with the steps in the Second Tier/Step 2 Meeting Agenda until such time when the AE shall instruct the CSC that they may complete their final scores in the Evaluation Report forms and evaluate and score the presenting proposers based on the Evaluation Criteria included in the solicitation document, and advise each CSC member to provide score sheets to the AE via email, including a copy to the Clerk of the Board (<a href="mailto:clerk.board@miamidade.gov">clerk.board@miamidade.gov</a>).</p>
15	AE	<p>The AE shall receive all Evaluation Report forms via email, and shall enter all CSC scores into the Tabulation Sheet.</p> <p>After all Evaluation Report forms have been received and the scores have all been entered into the Tabulation Sheet, the AE shall advise the CSC that all scores have been received and then read each score out loud into the record.</p> <p>AE shall run Disparity Report per AO 3.39 and identify disparities to be addressed by the CSC. Any such disparities must be resolved prior to continuing the selection process and finalization of the ranking. AE to identify such disparities to the CSC member(s), if applicable, and afford the CSC member an opportunity to review/modify his/her score. CSC members will only be allowed to change scores for which disparities have been identified. AE will instruct CSC members that wish to modify scores that revised score sheets must be submitted via email immediately upon completion of the modification.</p> <p>Upon receipt of all applicable emails, the AE shall update the Tabulation Sheet and read any scores changed due to disparities out loud into the record.</p> <p><b>(Only applicable to DB Step 2, the AE shall announce the price proposal publicly by reading the price information out loud into the record.)</b></p> <p>AE shall advise the CSC that an official break in the meeting shall be taking place to allow the AE to calculate the final ranking and tabulation of scores. AE shall ask if the CSC has any questions and then provide the exact time at which the meeting shall reconvene. This time should account for a SAE</p>

**Second Tier/Step 2 Meeting/Oral Presentations**

Step	Responsibility	Action
		<p>and/or AE peer review of the Tabulation Sheet to be completed.</p> <p>The AE shall then place all CSC members on mute by clicking into the Participants window on the right side of the screen, selecting the Panelist tab, and selecting "Mute All" on the bottom of the window.</p> <p><b><u>Note: The Zoom meeting should not be exited or "ended" during this time, it is to remain open as closing it will end the session and the meeting access code will no longer be valid. The audio recorder may be paused during this time.</u></b></p>
16	AE(s), SAE	<p>AE to send preliminary Tabulation Sheet via email to SAE or other designated AE for quality control. The party conducting the review must be aware that the meeting is ongoing and be capable of conducting an immediate review.</p> <p>The AE shall apply all applicable preferences, convert qualitative points to ordinal scores (for A&amp;E Projects only), and go through the process as outlined in the solicitation document to obtain a final ranking.</p> <p>After completing above process, AE to conference call with all parties doing a concurrent quality control review for concurrence before proceeding to calculating the final ranking. The AE Complete Tabulation Sheet to achieve a final ranking.</p>
17	AE	<p>The AE shall reconvene the meeting and restart the audio recorder at the predetermined time, unmute the CSC members by selected "Unmute All" on the bottom of the Panelist tab of the Participant window. The AE shall ask all CSC members to announce themselves for the record to confirm they are still in attendance.</p> <p>The AE shall share the final Tabulation Sheet by clicking on the Share Screen icon in the bottom middle section of the screen and the review each section out loud with the CSC.</p> <p>For A&amp;E Projects only, the AE shall notify the CSC if any tie breaks were identified and explain the tie-breaking process, citing samples from the Tabulation Sheet for their understanding.</p> <p>The AE shall notify the CSC if any Local Preference adjustments to the CSC Rank were made and explain them.</p>

<b>Second Tier/Step 2 Meeting/Oral Presentations</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
		Ask if there are any questions. If there are none, the AE shall read final rankings into the record including the ordinal score (for A&E Projects only) and the final ranking for each respondent.
18	AE	<p>The AE shall inform the CSC members from the client department that they will automatically be part of the negotiation committee. The AE shall ask for volunteers from other department CSC members to achieve a minimum of three CSC members in the negotiation committee pursuant to A.O. 3-39.</p> <p>The AE shall advise the CSC that the project remains under the Cone of Silence.</p> <p>AE shall then follow the remaining steps on the Second Tier/Step 2 Meeting Agenda. AE shall then click on the "Leave Meeting" link in the bottom right corner, select "End Meeting" from the pop-up window and shall then turn off the recorder, then click on the "Leave Meeting" link in the bottom right corner, select "End Meeting" from the pop-up window and shall then turn off the recorder.</p>
19	AE	AE shall complete the remaining procedural steps associated with a Second Tier Meeting.

## **NEGOTIATIONS**

<b>Negotiation Meeting</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
1	A/E Consultant Selection Coordinator (AE)	<p>In order to schedule an initial negotiation meeting, AE shall obtain availability from the negotiation committee and client department liaison and technical staff, Assistant County Attorneys, and OIG staff as applicable (County Representatives) members via email, advising that the meeting will be conducted remotely.</p> <p>An internal negotiation strategy meeting maybe scheduled with the Negotiation Committee prior to conducting a meeting with the selected proposer(s). This internal meeting shall have a duration of at least 30 minutes, or longer as applicable depending on the complexity of a project or the associated negotiations.</p>

Negotiation Meeting		
Step	Responsibility	Action
		It recommended that a minimum period of at least 15 minutes be left between each meeting to allow for late starts or the needs of members to take a break between meetings.
2	AE / SAE / Support Staff	<p>AE must also confirm availability of SAE and/or another AE to also be in attendance for the duration of any meeting to serve as a technical backup in the event that the AE loses internet connection. AE shall discuss with the SAE to determine who will serve in the role of technical backup.</p> <p>AE advises the SAE of the date and time of the meetings, and the SAE creates a Zoom meeting for the designated date and time. SAE shall create separate Zoom meetings for the internal negotiation strategy meeting and the negotiation meeting with the firm for the designated date and time. The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <i>See X-Files, COVID 19 PROCESS CHANGES &amp; UPDATES, Negotiation Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</i></p> <p>SAE shall send the details of the Zoom meeting (Meeting ID Number and Password) to the AE.</p>
3	AE	<p>AE to prepare and send Outlook meeting invitation to the Negotiation Committee (Please note: the AE may wish to send a general invitation first without including the Zoom information in order to prevent the Zoom details from being disclosed via public records request prior to the meeting taking place. The AE may send the details of the Zoom meeting at a later time, closer to the actual negotiation meeting). In addition the following participants should also be invited: client contract manager, project manager. The Clerk of the Board (<a href="mailto:Clerk.board@miamidade.gov">Clerk.board@miamidade.gov</a>), A&amp;E Support Staff, and ISD AE Calendar should be included as "Optional" attendees. <i>For WASD capital improvement projects, invite Stephen Pollock, Office of Inspector General (<a href="mailto:Stephen.Pollock2@miamidade.gov">Stephen.Pollock2@miamidade.gov</a>).</i></p> <p><i>For MDAD capital improvement projects, invite Jennifer Chirolis, Office of Inspector General (<a href="mailto:JChirolis@miami-airport.com">JChirolis@miami-airport.com</a>), if needed.</i></p>
4	AE	<p>AE to prepare and send an email invitation to selected proposers (which contains the details of the Zoom meeting). The Clerk of the Board (<a href="mailto:Clerk.board@miamidade.gov">Clerk.board@miamidade.gov</a>), A&amp;E Support Staff, and ISD AE Calendar should be included as CC on the email. AE to include reminder that all representatives</p>

<b>Negotiation Meeting</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
		participating in the meeting must comply with the County's Lobbying Registration requirements.
5	AE	AE shall create Agenda using standard template and follow steps outlined within which includes software specific guidance for the AE to follow to comply with the teleconference meeting guidelines specified in this document. Agenda is not to be shared with the participants.
6	AE	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the SAE shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking "Start" in the middle of the page. The AE, along with the technical backup as determined in Step 2, shall join the meeting by clicking the link in the Outlook invite.</p> <p>The AE shall confirm that their video functionality is working. If not, the AE may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, then restart their virtual desktop, and re-join the meeting.</p> <p>The AE may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the AE uses the call-in number, the AE shall place the call on speaker phone and click "Mute Audio" in the lower left corner of the window to avoid audio feedback/echoing/interference in the meeting.</p> <p>The SAE shall click on the "Participants" icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The SAE shall right click on the AE's picture and select "Make Host." Then, the SAE shall right click on the technical backup's picture and select "Make Co-Host."</p>
7	AE, Committee	The AE shall wait for all members to join the Zoom meeting. After logging into the meeting, Negotiation Committee members may either use the audio/microphone capabilities of Zoom or use the call-in information. Upon confirmation that all Negotiation Committee members are present in the Zoom meeting, which can be done by asking observing attendee names as they join and then asking each member to verbally announce themselves, the AE may begin the meeting. All Negotiation Committee members must identify themselves for the record to confirm they are in attendance.

<b>Negotiation Meeting</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
8	AE, Committee	<p>The AE shall advise the Negotiation Committee that the meeting is going to begin. The AE shall begin an audio recording using an external recorder, in accordance with Miami Dade County Code 2-8.1.1.1, IO 3-34 and AO 3-39. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced.</p> <p>The AE shall conduct the Negotiation Meeting and/or Negotiation Strategy Meeting in accordance with the Meeting Agenda.</p> <p>Note: If a negotiation strategy session is held, at the scheduled time, AE will end the negotiation strategy meeting by clicking on the "Leave Meeting" link in the bottom right corner, select "End Meeting" from the pop-up window and shall then turn off the recorder. The SAE, AE, and all Committee members will need to complete Step 6 and join the new Zoom session with the new Meeting ID and password.</p> <p>The AE shall facilitate official breaks by placing all members on mute by clicking into the Participants window on the right side of the screen and selecting "Mute All" on the bottom of the window. The AE shall reconvene the meeting and restart the audio recorder at the predetermined time, unmute the participants by clicking into the Participants window on the right side of the screen and selecting "Unmute All" on the bottom of the window. After all breaks, the AE shall ask all Negotiation Committee members to announce themselves for the record to confirm they are still in attendance.</p> <p>The AE may use the screen sharing feature of Zoom to display various documents while the meeting is conducted by clicking on Share Screen on the lower middle portion of the screen, and then selecting the appropriate window that they wish to display.</p>
9	AE,	Once consensus has been reached on the terms of the contract, the AE shall notify the vendor and follow the remaining steps on the Negotiation Meeting Agenda.
10	AE	AE shall repeat Steps 6 thru 8 with all scheduled selected proposers, if applicable.

<b>Negotiation Meeting</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
11	AE	<p>After the conclusion of all sessions with selected proposer(s), the AE shall advise the Negotiation Committee that the project remains under the Cone of Silence.</p> <p>AE shall end the negotiation meeting by clicking on the “Leave Meeting” link in the bottom right corner, select “End Meeting” from the pop-up window and shall then turn off the recorder.</p>
12	AE	AE shall complete the remaining procedural steps associated with the negotiation process.