

ACQUISITION OF ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURE AND LAND SURVEYING SERVICES

SUMMARY

This procedure explains the process required to be followed by Miami-Dade County departments for the acquisition of architectural, engineering, landscape architecture, land surveying, and design-build services. These procedures are in accordance with Florida Statute 287.055, Section 2-10.4 of the Code of Miami-Dade County, and Administrative Order (AO) 3-39.

PROCEDURE

A. Architectural/Engineering and Design-Build projects:

1. The Requesting Department shall contact the Internal Services Department (ISD), Architecture and Engineering (A&E) Unit, to obtain an assigned project number. The Requesting Department shall be responsible for completing the Request to Advertise (RTA) form.
2. The Requesting Department shall be responsible for preparing a detailed scope of work inclusive of projected participation measures and applicable technical certification categories for the specific solicitation. Subject information shall be forwarded to ISD's A&E Unit for review and approval prior to submitting to the ISD Small Business Development (SBD) Division for evaluation and assignment of applicable participation measures.
3. The Requesting Department shall be responsible for obtaining approval of the RTA by the Office of Management and Budget and by the County Attorney's Office.
4. Forward the RTA to the A&E Unit for approval by the County Mayor's designee and subsequent filing with the Clerk of the Board (COB).

For Design/Build projects, a Design Build Professional Criteria Specifications Package is required to accompany the approved RTA.

Upon filing of the RTA, the A&E Unit will draft the Notice to Professional Consultants (NTPC) or Request for Design Build Services (RDBS), as applicable. The A&E Unit will request appointment of a Competitive Selection Committee (CSC) through SBD. The Mayor or Mayor's designee approves the CSC Appointment Memorandum.

- #### **B. The A&E Unit will advertise the NTPC/RDBS through BidSync, as well as in a newspaper of general circulation.**
- #### **C. The Competitive Selection Process is composed of the First Tier/Step 1 and Second Tier/Step 2. All CSC proceedings are audio recorded pursuant to AO 3-34 and publicly noticed in the Miami-Dade County Calendar. The A&E Unit's representative is the appointed non-voting chairperson for all CSC proceedings and conducts all meetings.**

At the First Tier/Step 1 meeting the CSC shall evaluate and score the respondents found to have met the minimum qualifications pursuant to the following selection criteria:

1. Qualifications of firms including the team members assigned to the project.

2. Knowledge and past experience of similar types of projects.
3. Past performance of the firms.
4. Amount of work awarded and paid by the County
5. Ability of team members to interface with the County.

A minimum of three responsive and qualified respondents will advance from the First Tier/Step 1 to the Second Tier/Step 2 meeting, if applicable. For A&E projects, the CSC, by a majority vote, may waive the Second Tier selection process and base its selection on the results of the First Tier ranking only.

- D. If applicable, the Second Tier/Step 2 meeting provides an opportunity for the short-listed firms identified in the First Tier/Step 1 selection to participate in oral presentations. For A/E Projects, the CSC shall evaluate the firms on the following selection criteria:
1. Knowledge of Project Scope.
 2. Qualifications of team members assigned to the project.
 3. Ability to provide required services within schedule and budget.

For Design-Build Projects, the CSC shall evaluate the firms on the following selection criteria:

1. Project design approach.
2. Project construction approach.
3. Ability to provide required services within schedule and budget.

At the conclusion of the oral presentations, the CSC shall recommend to the Miami-Dade County Mayor or Mayor's designee, in order of preference, the most highly qualified respondents determined as follows:

1. Each CSC member shall assign points on a written evaluation form in accordance with the established evaluation criteria factors.
2. Final ranking for A&E projects shall be determined by the highest overall Second Tier score.
3. Final ranking for Design-Build projects shall be determined by the lowest Adjusted Bid, which is calculated by dividing the price by the total qualitative points.
4. ISD shall prepare a report to the Miami-Dade County Mayor or Mayor's designee, including supporting data with CSC's recommendation.

- E. The Miami-Dade County Mayor or Mayor's designee shall select, in order of preference and from the firms recommended by the CSC, the firm(s) with whom the County shall enter into negotiations for contract award.
- F. The Miami-Dade County Mayor or Mayor's designee shall appoint a Negotiation Committee comprised of a minimum of three (3) members from the CSC. The non-voting Chairperson shall be a representative from the A&E Unit and shall be responsible for scheduling, coordinating, and audio recording the negotiation meetings in accordance with AO 3-34.
- G. The Requesting Department shall be responsible for preparing and finalizing the contract. The Requesting Department shall also be responsible for the Award Recommendation for BCC approval or designee approval, as applicable.

CONTACT(S):

Department Division

Internal Services Department/Strategic Procurement Division

Internal Services Department/Strategic Procurement Division/Architecture & Engineering Unit

REFERENCE DOCUMENT(S):

Florida Statute 287.055, Section 2-10.4 of the Code of Miami-Dade County

Administrative Order (AO) 3-39