

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No.

Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: EPPRFP-01158   
 TERM OF CONTRACT  YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title: Strategic Plan for South Dade Economic Development

Description:  
 Develop a Strategic Plan for South Dade Economic Development, which will guide the long-term economic recovery and resilience of the region. The Plan will include a strategy to increase diversification of existing industries (including but not limited to manufacturing, tourism, agriculture, retail, and military), and the growth of industries in promising clusters (including but not limited to trade and logistics, education, and biomedical). The Plan will include a strategy to increase South Dade’s resiliency and ability to recover after adverse shocks in the future. The Plan will also include important infrastructure and other suggested investments to make South Dade, Miami-Dade County, and the South Florida region economies more resilient and globally competitive. In addition, the Plan will include strategies to expand and leverage the talent of South Dade’s large youth population to ensure that the community’s workforce can be properly trained for local employment and business development opportunities. Furthermore, the Plan will identify opportunities for the vast number of South Dade residents to be employed close-to-home instead of commuting throughout the county and region to find work.

The Strategic Plan for South Dade Economic Development will refresh, update, and integrate the data and planning work that has been completed to date through efforts such as “Tomorrow’s South Dade”, the “Solution Summits”, and other studies and initiatives, to incorporate new trends, developments, and implementation strategies. The Plan should contain clear implementation steps and proposals to move South Dade toward a more resilient and diverse economy. This project will result in a plan for growth in targeted industry sectors to achieve economic diversification, economic resiliency, and high-wage job creation and retention as the Plan is implemented.

Issuing Department: RER   
 Contact Person: Joel Arango Jr.   
 Phone: 305 372-6652

Estimate Cost: 160,000

Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER

x

### ANALYSIS

<u>Commodity Codes:</u>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
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.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>			

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
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<b>SBE</b>				
Basis of Recommendation:				
Signed:		Date sent to SBD:		
		Date returned to SPD:		

*This document is a draft of a planned solicitation and is subject to change without notice.*



**REQUEST FOR PROPOSALS (EPPRFP) No. 01158  
FOR  
STRATEGIC PLAN FOR SOUTH DADE ECONOMIC DEVELOPMENT**

**ISSUED BY MIAMI-DADE COUNTY:**  
Internal Services Department, Strategic Procurement Division  
(Through the Expedited Purchasing Program)  
For  
Regulatory and Economic Resources Department

**MIAMI-COUNTY CONTACT FOR THIS SOLICITATION:**

[Christopher Hutchins Princess Brown](#), Procurement Contracting Officer  
111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128  
Telephone: (305) 375-2163  
E-mail: [christopher.hutchinsprincess.brown@miamidade.gov](mailto:christopher.hutchinsprincess.brown@miamidade.gov)

**PROPOSALS DUE:**

**INSERT DATE AND TIME**

**IT IS THE POLICY OF MIAMI-DADE COUNTY (COUNTY) THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN ENFORCEMENT ACTION. (SEE IMPLEMENTING ORDER 7-7)**

**Electronic proposal responses to this RFP are to be submitted through a secure mailbox at BidSync until the date and time as indicated in this document.** It is the sole responsibility of the Proposer to ensure its proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files. All proposals received and time stamped through the County's third party partner, BidSync, prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped after the proposal submittal deadline will be evaluated by the procuring department in consultation with the County Attorney's Office to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s).

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. The County will only consider the latest version of the proposal. For competitive bidding opportunities available, please visit the County's Internal Services Department website at: <http://www.miamidade.gov/procurement/>.

Requests for additional information or inquiries must be made in writing and submitted using the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). The County will issue responses to inquiries and any changes to this Solicitation it deems necessary in written addenda issued prior to the proposal due date (see addendum section of BidSync Site). Proposers who obtain copies of this Solicitation from sources other than through BidSync risk the possibility of not receiving addenda and are solely responsible for those risks.

**1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS****1.1 Introduction**

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Regulatory and Economic Resources (RER) Department, is soliciting proposals for the development of a Strategic Plan (Plan) for South Dade Economic Development containing a viable regional strategy for economic recovery, transformation, and resiliency with an emphasis on job creation and private investment in South Miami-Dade County, Florida.

**The anticipated schedule for this Solicitation is as follows:**

Solicitation Issued:

Deadline for Receipt of Questions:

Proposal Due Date: See front cover for date and time.

Evaluation Process:

Projected Award Date:

**1.2 Definitions**

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposal" to mean the properly signed and completed written good faith commitment by the Proposer submission in response to this Solicitation by a Proposer for the Services, and as amended or modified through negotiations.
4. The word "Proposer" to mean the person, firm, entity or organization, as stated on the Proposal Submittal Form, submitting a proposal to this Solicitation.
5. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
6. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
7. The word "Subcontractor" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
8. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services, and the terms and conditions of this Solicitation.

**1.3 General Proposal Information**

The County may, at its sole and absolute discretion, reject any and all or parts of any or all proposals; accept parts of any and all proposals; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the proposals received as a result of this process. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional information from any Proposer regarding Proposer's responsibility after the submission deadline as the County deems necessary.

The Proposer's proposal will be considered a good faith commitment by the Proposer to negotiate a contract with the County, in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a contract substantially in the terms herein. Proposer proposal shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the proposal due date and time, or upon the expiration of 180 calendar days after the opening of proposals.

As further detailed in the Proposal Submittal Form, Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law."

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible.

To request a copy of any code section, resolution and/or administrative/implementing order cited in this Solicitation, contact the Clerk of the Board at (305) 375-5126, Monday- Friday, 8:00 a.m. – 4:30 p.m.

#### **1.4 Aspirational Policy Regarding Diversity**

Pursuant to Resolution No. R-1106-15, Miami-Dade County vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally-based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of solicitations unless permitted by law.

#### **1.5 Cone of Silence**

Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff, County Commissioners or their respective staffs;
- the County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective Competitive Selection Committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Services Section, the responsible Procurement Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the Solicitation document;
- oral communications at pre-proposal conferences and oral presentations before Competitive Selection Committees during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting;
- recorded contract negotiations and contract negotiation strategy sessions; or
- communications in writing at any time with any County employee, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response is necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

All requirements of the Cone of Silence policies are applicable to this Solicitation and must be adhered to. Any and all written communications regarding the Solicitation are to be submitted only to the Procurement Contracting Officer with a copy to the Clerk of the Board. The Proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.

#### **1.6 Communication with Review Team Members**

Proposers are hereby notified that direct communication, written or otherwise, to Review Team members or the Review Team as a whole are expressly prohibited. Any oral communications with Review Team members other than as provided in Section 2-11.1 of the Code of Miami-Dade County are prohibited.

**1.7 Public Entity Crimes**

Pursuant to Paragraph 2(a) of Section 287.133 of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**1.8 Lobbyist Contingency Fees**

- a) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

**1.9 Collusion**

In accordance with Section 2-8.1.1 of the Code of Miami-Dade County, where two (2) or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean Proposer, the principals, corporate officers, and managers of the Proposer; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Proposer or the principals, corporate officers and managers thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

**1.10 Expedited Purchasing Program**

Pursuant to Section 2-8.1.6 of the Code of Miami-Dade County, the County created the Expedited Purchasing Program (EPP). Due to the expedited nature of County projects issued under the EPP, prospective Proposers should anticipate a shortened solicitation timeline for submission of proposals. Technical, professional and legal staff may be used to determine best value as set forth in the Solicitation documents without the need to utilize the formal Competitive Selection Committee process established by the County. The County Mayor's or designee's written recommendation to award a contract under the EPP shall be sufficient to commence the bid protest period and terminate the Cone of Silence. Any legislation contrary to the provisions of the EPP shall be deemed suspended or amended as necessary to give effect to the intent of this Program.

**2.0 SCOPE OF SERVICES****2.1 Background**

In 2014, a community driven effort was launched by a small group of business and government leaders with a stake and presence in South Dade. Nine committees, and more than 200 individual stakeholders established a vision for South Dade called *Tomorrow's South Dade*. The consensus goal from *Tomorrow's South Dade* focused on the need to create a plan for economic development that focused on: (1) Job Creation, (2) Job Retention, (3) Tax Base Expansion, and (4) Economic Stability/Growth. From 2014 to 2017, three "Solutions Summits" were convened, hosted and co-sponsored by Miami-Dade County Commissioners Dennis C. Moss and Daniella Levine Cava, and co-sponsored by the Economic Development Council of South Miami-Dade (EDC). The Solution Summits were held to continue addressing the area's long-standing economic needs and the absence of a definitive strategic plan for South Dade economic development, and further identified the following South Dade areas of opportunity for inclusion in a future plan: Biomedical Corridor; Tamiami Airport; ZooMiami; South Dade

Government Center; Homestead Air Reserve Base Surplus Property; Park of Commerce (Homestead area); Enterprise Zone; Vacant commercial property; and Urban Centers/Smart Plan.

The State of Florida was declared a major disaster area as a result of Hurricane Irma by the President under the "Robert T. Stafford Disaster Relief and Emergency Assistance Act," on September 10, 2017. More specifically to the South Miami-Dade region, Hurricane Irma created a "special need" by causing extensive loss to the agricultural/tourism economy and allied businesses. It was estimated that crop losses, attributed to Hurricane Irma in South Dade, were approximately \$255.9 million. It is further estimated that approximately 700 full- and part-time workers employed with the numerous farms, suppliers, growers, and nurseries lost jobs as a direct result of the impact from Hurricane Irma. The job loss to seasonal/migrant workers (harvesters and pickers) was reported to be several thousand.

In August 2018, the Planning Division of the Miami-Dade County Department of Regulatory and Economic Resources (RER) and the South Florida Regional Planning Council (SFRPC), submitted an application as co-applicants to the U.S. Economic Development Administration (EDA) with the goal of developing a refreshed and comprehensive economic development plan for the South Miami-Dade region that integrates and builds on the efforts from *Tomorrow's South Dade* and the Solution Summits. On November 26, 2018, Miami-Dade County and the SFRPC received a Notice of Investment Award from the EDA to establish an economic development plan to support redevelopment and revitalization in the region after a natural disaster.

The Planning Division of RER provides services related to sound growth management, historic preservation, urban planning, and transportation development through the County's Comprehensive Development Master Plan. RER consistently utilizes economic, geographic, and demographic research to create data and stakeholder driven plans to shape the Miami-Dade community, and also releases economic and demographic profiles for the County on an annual basis as well as quarterly reports regarding the labor market, current economic trends, the real estate market, housing market, and international trade.

The South Florida Regional Planning Council (SFRPC) is one of ten regional councils created by the Florida Legislature to address issues and plan solutions that are of greater than-local scope, assist in area wide cooperative activities of all levels of government, provide a regional perspective, plan intergovernmental solutions to growth related problems and other challenges, provide technical assistance to local governments, and promote and facilitate economic development. The Council serves as the federally designated Economic Development District (EDD) for the geographic area of Broward, Miami-Dade, and Monroe counties. EDDs serve as geographic districts for the EDA and assist in the deployment of various economic development programs.

**Minimum Qualifications**

~~The Selected Proposer must be experienced in developing economic studies and economic development strategic plans for other public entity clients that are of comparable size and complexity as Miami-Dade County.~~

~~The Selected Proposer must have experience in Urban Planning, Economic Development, Economic and Demographic Studies, Post-Disaster Recovery efforts, Conducting Surveys, and Public Involvement processes, including the organization and hosting of public meetings and focus groups. The Selected Proposer must demonstrate experience with public engagement and graphically summarizing complex information in a way that can be readily understood by the public.~~

**Commented [MMF(1):** This was added by SFRPC, which now matches the first three tasks they also added in Section 2.4.

**2.2 Preferred Qualifications**

~~The Selected Proposer must should be experienced in developing at least three (3) economic studies and economic development strategic plans for other public entity clients that are of comparable size and complexity as Miami-Dade County.~~

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~~The Selected Proposer must should have experience in Urban Planning, Economic Development, Economic and Demographic Studies, Post-Disaster Recovery efforts, Conducting Surveys, and Public Involvement processes, including the organization and hosting of public meetings and focus groups. The Selected Proposer must demonstrate experience with public engagement and graphically summarizing complex information in a way that can be readily understood by the public.~~

**2-3**

The Selected Proposer should have extensive knowledge of the Miami-Dade County Comprehensive Development Plan, <https://www.miamidade.gov/planning/cdmp-adopted.asp>, the South Florida Strategic Regional Policy Plan, **Attachment A** and *Tomorrow's South Dade* vision process, **Attachment B**. It is preferred that the Selected Proposer have previous experience in working in projects with a South Miami-Dade County focus.

### 2.42.3 Tasks

Utilizing the most recent data as well as ample stakeholder involvement, the Selected Proposer will develop a Strategic Plan for South Dade Economic Development, which will guide the long-term economic recovery and resilience of the region. The Plan will include a strategy to increase diversification of existing industries (including but not limited to manufacturing, [tourism](#), agriculture, retail, and military), and the growth of industries in promising clusters (including but not limited to trade and logistics, [education](#), and biomedical). The Plan will include a strategy to increase South Dade's resiliency and ability to recover after adverse shocks in the future. The Plan will also include important infrastructure and other suggested investments to make South Dade, Miami-Dade County, and the South Florida region economies more resilient and globally competitive. In addition, the Plan will include strategies to expand and leverage the talent of South Dade's large youth population to ensure that the community's workforce can be properly trained for local employment and business development opportunities. Furthermore, the Plan will identify opportunities for the vast number of South Dade residents to be employed close-to-home instead of commuting throughout the county and region to find work.

The Strategic Plan for South Dade Economic Development will refresh, update, and integrate the data and planning work that has been completed to date through efforts such as "Tomorrow's South Dade", the "Solution Summits", and other studies and initiatives, to incorporate new trends, developments, and implementation strategies. The Plan should contain clear implementation steps and proposals to move South Dade toward a more resilient and diverse economy. This project will result in a plan for growth in targeted industry sectors to achieve economic diversification, economic resiliency, and high-wage job creation and retention as the Plan is implemented.

The Plan will include but must not be limited to the following:

- i. Targeted industry development strategies, [supply chain strategies](#), and cluster development strategies
- ii. Infrastructure and site development
- iii. Research and development capacity building
- iv. Talent development and attraction, including secondary/post-secondary certification/degree pathways, and transition pathways from military and underemployed populations into training/education for targeted sectors
- v. Entrepreneurial ecosystem development
- vi. Target marketing program enhancement
- vii. [Local stakeholder engagement capacity building](#)
- viii. [and eCapacity building strategies for the Economic Development Council of South Dade](#)
- ix. ~~viii.~~ Other programs of specific interest to project partners

Below is a list of minimal analysis and tasks to be included in the Selected Proposers analysis:

1. Coordinate a ~~in~~ coordination with the South Florida Regional Planning Council and Miami-Dade County, complete a literature review of existing strategic plans and analyses relevant to economic development within the South Dade community, Miami-Dade County, and South Florida region with emphasis on linkages and nexus to economic and community development within the South Dade Community ~~with the co-applicants.~~
2. In coordination with the South Florida Regional Planning Council, organize and execute at least three large community meetings with South Dade "More to Explore" stakeholders, municipalities, CRAs, employers, residents and others with an interest in the development of the Plan. These meetings will, at a minimum, consist of a community "Kick Off" meeting; meeting to review the draft plan; and meeting to review and receive the Plan.
  - a. The selected Proposer will be responsible for all aspects of the organization and execution of these meetings, including but not limited to, agenda development; presentation of materials and findings to the public; public meeting notices; identification of meeting venues; meeting expenses ~~including refreshments for approximately 125 attendees;~~ development of meeting invitation list; distribution of invitations; tracking of invitation responses; development and distribution of press releases; audio visual; recording and development of meeting minutes.
  - b. The selected Proposer will work in consultation and coordination with the South Florida Regional Planning Council with regard to the scope and attendees of these meetings.
3. In coordination with the South Florida Regional Planning Council, Economic Development Council of South Dade, and Project Steering Committee, organize and execute 6 to -8 small group focus meetings ~~—The Proposer will host these meetings~~ to gather input from specific interest groups and public, private, and nonprofit employers. These meetings will engage local leaders and employers in focused conversation about the short- and long-term challenges and opportunities of the community; investments, linkages, and coordination needed to expand and diversity business and employment opportunities for residents, including the youth of the community; opportunities to leverage existing and future investment by the public, private, and nonprofit sectors; and [needs and concerns of the area](#) residents and

**Commented [MMF(2)]:** I took out the reference "including refreshments for approximately 125 attendees." But need professional recommendation as to whether this detail is not necessary or prudent to include in the solicitation.



employers. These meetings will also serve as a forum for input on ~~the~~ what should be included in the Plan. Section 2.a. and 2.b. above hold true to these focus events, however the expected attendees are reduced.

- 4.4. Work with the South Florida Regional Planning Council to develop a strategy for engaging ~~with~~ recognized leaders with expertise in regional economic transformation strategies.
5. Complete a Strengths, Weaknesses, Opportunities, and Threats, (SWOT) analysis of South Dade economic landscape completed via a thorough review of all recent existing economic studies of South Dade, Miami-Dade County, and South Florida Comprehensive Economic Development Strategy.
6. Complete a Gap analysis using secondary data to identify opportunities for increased regional competitiveness;
7. Develop and compile ~~Compile~~ survey responses from economic development professionals in the region.
8. Survey the top 50 employers in the South Dade area (based on number of reported employees) to seek input on what their needs are as they relate to the development of an economic development strategy for South Dade.
9. Analyze regional economic clusters.
10. Gather and compile community stakeholder information regarding sector opportunities and needed labor market skill sets.
11. Augment Gap analysis with results from stakeholders and economic development professionals.
12. Engage regional stakeholders in the discussion of draft results and solicit additional participation and input.
13. Assist the SFRPC with presenting the project results to partners.

#### 2.52.4 Deliverables

The selected Proposer shall provide the following deliverables:

~~The selected Proposer shall provide a~~ written Strategic Plan (Plan) for South Dade Economic Development containing a viable regional strategy for economic recovery, transformation, and resiliency with an emphasis on job creation and private investment in South Miami-Dade County, Florida. The Plan will focus on building economic and community resiliency, resilient recovery and reconstruction, and diversification of the economy to hasten recovery and enhance the community's long-term economic stability and capacity to withstand future impacts of economic, natural, and other disasters.

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#### 2.62.5 Schedule

The deliverables must be completed and sent to the County within 6 months of award of the ~~contract~~ contract.

#### 2.6 Additional Services

The selected Proposer shall perform additional related services that may result from the provided assessment and/or as it may be requested by RER. Any additional services will be paid at the hourly rates proposed on Form 1, Price Proposal Schedule. Additionally, any requested additional services will be assigned through a work order and negotiated at the time of the work order request. Work orders may be issued simultaneously, depending on the need.

#### 2.7 Work Order Assignments

When the need arises for additional services, RER will prepare a Work Order assignment and provide the selected Proposer with information regarding the specific needs for the additional services. All additional services to be performed under any contract, as a result of this Solicitation, requires that RER issue a Work Order. The RER office, at its sole discretion, may modify, suspend, or cancel the Work Order at any time and shall only pay for work actually performed by the Selected Proposer.

#### 2.8 Payment Schedule

All payments are contingent upon the completion of tasks and deliverables outlined in this Solicitation. Completion of the services shall be measured as fulfillment of all services required, including submission to, and final acceptance by RER of a deliverable for the action unless otherwise negotiated. Invoices shall comport to the compensation terms of this Solicitation or issued Work Order and will provide a short description of the services performed. Any deliverables provided during the billing period shall also be described on the invoice, including a short statement of who the deliverable was provided to and the date it was provided.

- a) Payment will be paid upon completion, defined as the completion of the tasks and deliverables outlined in Section 2.0, Scope of Services, and the acceptance of the final deliverables by RER.
- b) The selected Proposer shall submit, when it pertains to an issued work order, a monthly invoice for services rendered. The invoice should be submitted by the 10<sup>th</sup> day of the month for activities completed in the prior month. The final invoice should be submitted within 15 days of the conclusion of the Work Order.

## 2.7 Compliance with Federal Requirements

All goods and/or services to be purchased as a result of any award under this solicitation shall be in accordance with all applicable governmental standards, including, but not limited to those issued by the Occupation Safety and Health Administration (OSHA), the National Institute of Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). It shall be the responsibility of Vendors to be regularly informed to conform to any changes in standards issued by any regulatory agencies that govern the commodities or services applicable to this solicitation, during the term of any contract resulting from this solicitation.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to 2 CFR, Part 200.318(i) (1), ISD-SPD and client departments will maintain records sufficient to detail the history of partially or fully federally funded procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Further, ISD-SPD and client departments will comply with all applicable requirements in 2 CFR, Part 200, 200.333-200.337 Records Retention and Access.

Pursuant to 2 CFR, Part 200.318(j) (1), the County may use a time and materials type contract for partially or fully federally funded acquisitions only after a determination has been made that no other contract type is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the County is the sum of: the actual cost of materials; and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the County will assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Pursuant to C.F.R. 200.321 (g) Contracting with Small and Minority Business, Women's Business Enterprises, and Labor Surplus Area Firms, the County will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.

When goods and/or services will be purchased, in part or in whole, with federal funding, and/or to meet Federal Emergency Management Agency's (FEMA) reimbursement, the Vendor hereby assures and certifies to the County that it will comply with:

- A. Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and any resultant contract by reference.
- B. The Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327, et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work-week.

- C. The Federal Fair Labor Standards Act, 29 U.S.C. s. 201, et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.
- D. The Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act, 33 U.S.C. 1251-1387.
- E. The mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act, P.L. 94-163.
- F. Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.
- G. The Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)— In accordance with 31 U.S.C. 1352, the Vendor must provide a certification to the Procuring Agency that the Vendor has not and will not use Federal appropriated funds to pay any person or organization to influence or attempt to influence an officer or employee of any Federal department or agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.) A bid, which does not include this certificate, may be considered non-responsive.  
Vendors that apply or bid for an award exceeding \$100,000 must file the Byrd Anti-Lobbying Amendment Certification Form.
- H. C.F.R. pt. 180 and 2 C.F.R. pt. 3000. The vendor shall verify that none of the vendor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). By submitting the Suspension and Debarment Certification Form, the vendor certifies its compliance with this requirement.
- I. C.F.R. 200.321. If the Vendor is a prime contractor, and if subcontracts are to be let, the vendor will take the following affirmative steps:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- J. All other applicable requirements in 2 CFR, Part 200, 200.317-200.326 Procurement Standards.
- K. All applicable requirements in 2 CFR, Part 200, 200.333-200.337 Records Retention and Access.

### 3.0 RESPONSE REQUIREMENTS

#### 3.1 Submittal Requirements

In response to this Solicitation, Proposer should **complete and return the entire Proposal Submission Package**. Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required and submitted in the manner described.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate proposals are not requested or desired.

### 4.0 EVALUATION PROCESS

#### 4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

**4.2 Evaluation Criteria**

Proposals will be evaluated by a Review Team which will evaluate and rank proposals on criteria listed below. The Review Team will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Review Team is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Review Team member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past performance	35 <del>0</del>
2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors	20 <del>5</del>
3. Proposer's approach to providing the services requested in this Solicitation	25
<u>Price Criteria</u>	<u>Points</u>
4. Proposer's proposed price	20

**4.3 Oral Presentations**

Upon evaluation of the criteria indicated above, rating and ranking, the Review Team may choose to conduct an oral presentation with the Proposer(s) which the Review Team deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See Affidavit – "Lobbyist Registration for Oral Presentation" regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Review Team will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

**4.4 Selection Factor**

A Selection Factor is not applicable to this Solicitation.

**4.5 Price Evaluation**

The price proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer's understanding of the County's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The County reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

**4.6 Negotiations**

The Review Team will evaluate, score and rank proposals, and submit the results of the evaluation to the County Mayor or designee with its recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, taking into consideration the Local Preference Section above. The County Mayor or designee, at their sole discretion, may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, and/or may request best and final offers. In any event the County engages in negotiations with a single or multiple Proposers and/or requests best and final offers, the discussions may include price and conditions attendant to price.

Notwithstanding the foregoing, if the County and said Proposer(s) cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the County Mayor's or designee's discretion, begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall complete a Collusion Affidavit, in accordance with Section 2-8.1.1 of the Code of Miami-Dade County. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

Any Proposer recommended for negotiations may be required to provide to the County:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

#### 4.7 **Contract Award**

Any proposed contract, resulting from this Solicitation, will be submitted to the County Mayor or designee. All Proposers will be notified in writing of the decision of the County Mayor or designee with respect to contract award. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest listed below, the County's decision of whether to make the award and to which Proposer shall be final.

#### 4.8 **Rights of Protest**

A recommendation for contract award or rejection of all proposals may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the Code of Miami-Dade County, as amended, and as established in Implementing Order No. 3-21.

### 5.0 TERMS AND CONDITIONS

The County's anticipated form of agreement is attached. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

#### a) **Vendor Registration**

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Vendor Registration Package. For online vendor registration, visit the Vendor Portal: <http://www.miamidade.gov/procurement/vendor-registration.asp>.

#### b) **Insurance Requirements**

The Contractor shall furnish to the County, Internal Services Department, Strategic Procurement Division, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements.

### 6.0 ATTACHMENTS

Draft Form of Agreement

Proposal Submission Package:

Proposer Information Section

Web Forms – Proposal Submittal Form, Fair Subcontract Practices Affidavit, Subcontractor Listing, Lobbyist Registration Form, and Contractor Due Diligence Affidavit

Form 1 – Price Proposal Schedule

[Attachment A – South Florida Strategic Policy Plan](#)

[Attachment B – Tomorrow's South Dade](#)