

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. EPPRFQ-00401

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

Requisition No./Project No.: EPPRFP-02169
 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Containerized Cargo Consultant Services

Description: Miami-Dade County, hereinafter referred to as the County, as represented by the Port of Miami (also known as PortMiami, or the Port), is seeking experienced and qualified parties to submit their qualifications for consideration to provide the Port with generalized con

Issuing Department: ISD
 Contact Person: Coleen Christie
 Phone: 3053755765

Estimate Cost: 900,000

Funding Source:
 GENERAL
 FEDERAL
 OTHER

Funding Source: X

ANALYSIS

Commodity Codes:	<u>918-46</u>			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:	<u>JOHN C MARTIN ASSO</u>			
Small Business Enterprise:				
Contract Value:	<u>900,000</u>			
Comments: <u> </u>				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

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



REQUEST FOR PROPOSALS (RFP)
EVENT No.: EVN0000200
EVENT TITLE: CONTAINERIZED CARGO CONSULTANT SERVICES

ISSUED BY MIAMI-DADE COUNTY:
Strategic Procurement Department
(Through the Expedited Purchasing Program)
for
Port of Miami

MIAMI-DADE COUNTY CONTACT FOR THIS SOLICITATION:

Coleen Christie, Procurement Contracting Officer
111 NW 1st Street, Suite 1300, Miami, Florida 33128
E-mail: Coleen.Christie@miamidade.gov

PROPOSALS DUE:
DECEMBER 1, 2022 at 2:00 P.M. (local 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 Integrated Financial Resources Management System (INFORMS) until the date and time as indicated in this document. It is the sole responsibility of the Proposer to ensure its proposal reaches INFORMS 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 INFORMS. 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 system, INFORMS, 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 issuing 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.

Requests for additional information or inquiries must be made in writing and submitted using the question/answer feature provided by **INFORMS** at <https://supplier.miamidade.gov>. The County will issue responses to inquiries and any changes to this Solicitation it deems necessary via written addenda issued prior to the proposal due date and time (see Mandatory Online Forms and Addendum Acknowledgement section of INFORMS site). Proposers who obtain copies of this Solicitation from sources other than through INFORMS 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 Port of Miami (also known as PortMiami, or the Port), is seeking experienced and qualified parties to submit their qualifications for consideration to provide PortMiami with generalized consulting assistance services across a range of cargo related activities and objectives.

The County anticipates awarding a contract for a five (5) year period.

The anticipated schedule for this Solicitation is as follows:

Deadline for Receipt of Questions:	November 16, 2022 @ 12 noon (local time)
Proposal Due Date:	December 1, 2022 @ 2:00 pm (local time)
Evaluation Process:	December 2022/January 2023
Projected Award Date:	January 2023

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 words "Competitive Selection Committee" or "Review Team" to mean the group of individuals who are tasked with reviewing, evaluating and scoring the Proposals submitted in response to this RFP.
2. 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".
3. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
4. The words "Joint Venture" to mean an association of two or more persons, partnerships, corporations, or other business entities under a contractual agreement to conduct a specific business enterprise for a specified period with both sharing profits and losses.
5. The word "Neurodivergent" shall refer to the concept that certain developmental disorders are normal variations in the brain, and people who have these features also have certain strengths. Besides Attention Deficit Hyperactivity Disorder (ADHD), neurodiversity commonly refers to people with: autism spectrum disorder, dyslexia, dyspraxia and, other learning disabilities.
6. 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.
7. The word "Proposer" to mean the person, firm, entity or organization, as stated on the Submittal Form, submitting a proposal to this Solicitation.
8. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
9. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
10. 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.
11. 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 one hundred eighty (180) calendar days after the opening of proposals.

As further detailed in the 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, (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, 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 (the "Code"), 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 Outreach and Support Services Section, the responsible Procurement Contracting Officer (designated as the County's contact on the face of the Solicitation), 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 (the "Board") 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.

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 Competitive Selection Committee Members

Proposers are hereby notified that direct communication regarding this Solicitation, written or otherwise, to individual Review Team Members or, to 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, 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, 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, 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, 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.

1.11 Sustainable Procurement Practices

The County is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. Accordingly, the County has adopted sustainability policies which are incorporated into this Solicitation. The County will continue to explore and pursue sustainable procurement, development and business practices that: (a) reduce greenhouse gases; (b) foster and integrate supplier small business opportunities; (c) support safe and fair labor practices and ethical behavior throughout the supply chain, (d) maximize fiscally responsible "high value, high impact" actions, and (e) advocate for advancing a more equitable, inclusive workforce by encouraging vendors doing business with Miami-Dade County to actively recruit neurodivergent talent and individuals with disabilities for employment opportunities.

2.0 SCOPE OF SERVICES

2.1 Background

The PortMiami is among America's busiest ports and is recognized throughout the world with the distinction of the Cargo Gateway of the Americas. In fiscal year 2021, approximately 8 million tons and 1.2 million twenty-foot equivalent units (TEUs) of cargo traveled through the Port. The commercial trade contributes approximately 43 billion annually to the South Florida economy and helps provide direct, and indirect, and induced employment of 334,500 jobs. For a map of PortMiami, go to:

<http://www.miamidade.gov/portmiami/library/portmiami-map.pdf> . For more information about the Port, visit the Port's website at <http://www.miamidade.gov/portmiami/home.asp>.

The Port is positioning itself to capture an increased share of container volumes to the United States (U.S.) East Coast, which are expected to shift from the West Coast due to post-pandemic congestion and rapid population growth in Florida. The Port infrastructure includes a dredged harbor of -50/52 ft. (the deepest east coast harbor south of Virginia), a tunnel directly connecting the port to the interstate highway system, 13 ship to shore gantry cranes, state of the art gate system, E-RTGs and intermodal rail that links the Port to 70% of the US population between 1-4 days..

With the Port dredged to a depth of -50 feet, larger "New Panamax" ships have been frequently calling on PortMiami. The Port intends to leverage its expanding asset base and available information concerning trade flows, to increase its container trade. The Port is examining new efficiencies through infrastructure investments, yard alignments and inland assets.

2.2 Scope of Services

Miami-Dade County is hereby seeking experienced and qualified parties to submit their qualifications for consideration to provide the Port with consulting assistance services, on a non-exclusive basis, across a range of cargo related activities issues, and objectives, which are primarily related to containerized cargo. Although no minimum amount of services or Purchased Orders are guaranteed under this solicitation, it is anticipated that potentially requested services will fall primarily, but not exclusively, into one or more of the following five (5) categories: Assessing and Analyzing Port Competitiveness, Identifying Cargo Business Opportunities and Strategies, Providing Marketing Support, Providing Generalized Cargo Consulting Support, and Cargo Terminal Development Assessments. Further examples of the types of cargo consulting services that may be sought are set forth in Section 2.4.A.

Consulting service tasks or assignments, if any, will be authorized via issuance by the Port of written Purchase Orders delineating the scope of requested tasks, services, and deliverables and the required terms and timing of same.

2.3 Purchase Order Development

A. Request for Services

When and if the need arises, the Port will prepare one or more Requests for Services, which will provide the selected Proposer with information regarding the project's requirements, specific deliverables, payment terms, schedule, time frames, etc.,. Multiple Requests for Services may be issued simultaneously, depending on the need for the services. Any and all work to be performed under any contract entered into, as a result of this solicitation, requires the Port to first issue a Purchase Order.

B. Proposed Work Plan (Proposal issued by the Selected Proposer)

After a Request for Services has been issued by the Port, the selected Proposer shall promptly prepare a written Work Plan for review and approval by the Port. The written Work Plan must be received by the County's Project Manager within the time frame stipulated, and in the format set forth in the applicable Request for Service. Each Work Plan shall include, at a minimum, each of the following:

1. A description of the proposed approach and specific deliverables;
2. A project schedule and completion date of projects;
3. All proposed staff to perform the work in the applicable Work Plan, including key personnel's job title, hourly rate (rates established through this solicitation will be the maximum rates the selected Proposer can propose on a Work Plan); and estimated number of hours each staff person will spend on the requested tasks;
4. A breakdown of the cost per staff person; and
5. A total, not-to-exceed cost, for the requested assignment (including all deliverables)

C. Purchase Order

Any and all work to be performed under any contract entered into, as a result of this solicitation, requires the Port to first issue a

Purchase Order. There are no minimum amount of Request for Services or Purchase Orders guaranteed under this solicitation. In the event that the County negotiates and approves a Work Plan as submitted by the selected Proposer; or as the County may elect to modify at its discretion, the County will issue a Purchase Order. Work Plans may be negotiated with the selected Proposer. The Port reserves the right to develop or request an alternative, or alternatives, to proposals set forth in a Work Plan. All costs associated with estimating a project or Request for Services shall be borne by the selected Proposer. The selected Proposer shall not have any claim, financial or otherwise, against the County, as a result of the Port modifying or canceling a Request for Service, Purchase Order, or for electing not to issue a Purchase Order in response to a Work Plan, or associated Request for Services, or otherwise. The Port, at its sole discretion, may a). recommend modifications to the Scope of Services, if applicable; b). approve the selected Proposer's Work Plan as submitted, or as may be modified by the Port or the Project Manager in a Purchase Order; c). and/or c) suspend or cancel the Request for Services or Purchase Order, at any time, at no cost to the Port. The Port will pay only for work actually performed under a Purchase Order, up to the date and time of such suspension or cancellation, as applicable.

2.4 Tasks and Deliverables

A. Tasks

It is anticipated that the County's Request(s) for Services will likely fall into one or more of the below listed service categories. The selected Proposer shall be prepared to perform, on a non-exclusive basis, subject to the future issuance of one or more Purchase Orders, the following potential tasks and services:

1. **Assessment and Analysis of Port Competitiveness** – Includes an in-depth assessment and analysis of the Port's cargo operations, and industry efficiency standards and costs. Specific tasks may include analyzing vessel call shifts relating to the a pandemic (eg.COVID19), e-commerce, shipping industry consolidation, and port congestion. This analysis will take into account various cargo volume levels, trans-shipment splits, dwell times, and truck and rail splits. The analysis may look at vessel rotations, berth capacity, crane use and demand, cargo yard capacity and staging, and, potentially, gate systems rail integration, Ropax/Ferry Terminals and inland port operations. Also includes identifying the potential need for different types of yard configurations and facilities to accommodate anticipated vessel mix post-2021 , including, but not limited to covered storage vs. open storage, cargo dwell times, cranes (heavy lift, container cranes, etc.), tug, barge and fueling capacities, other specialized facilities, yard handling equipment, e-RTGs, federal inspection facilities, and potential value added services.
2. **Identifying Opportunities and Strategies** – Identifying key market opportunities that may become the focus of the Port's marketing initiatives. These efforts will identify key commodities, carriers, routes, in-land markets and distribution centers, Foreign Trade Zone operators, BCOs, importers, exporters, and logistics providers and retailers... Identifying strategies and specific actions for positioning the Port as a channel through which these various entities elect to import and export containerized cargo.
3. **Marketing Support** – Includes developing tailored materials in support of the key strategies for increasing the Port's market share and actively participating in efforts to increase market share, including participating in marketing and customer meetings and developing service level and cost models. Travel may include both national and international customer visits. Provide strategy for meetings with large retailers such as Amazon, Wal-Mart and Target, including specialized cargo handling to increase customs satisfaction and attract more cargo. Marketing support and travel may extend to PortMiami efforts to capture large federal and state grants, as well as focusing on initiatives that will attract new service routes and new commodities.
4. **Generalized Cargo Consulting Support** - The majority of support in this area will entail competitive assessments and be heavily reliant on cost information and trade flow data. The selected Proposer's recommendations will be targeted to establishing the most cost effective and efficient operating relationships among the entities involved, particularly in regard to the trade environment subsequent to 2021. Task includes identifying opportunities to align and increase the overall efficiency of various entities that operate at, and integrate with the Port; these entities include, but are not limited to: carriers, stevedores, terminal operators, BCOs, importers, exporters, truck and rail operators, and potentially, in-land logistics providers. The selected Proposer will develop a container costing model that can be used to inform the Port's direct efforts to attract and retain cargo business; the model will include ocean costs, port costs, and in-land transportation (truck and rail) and distribution costs. As part of this task, the selected Proposer will develop conceptual layouts and formulate cost estimates and work with the Master Plan Consultant to provide support data for projections and other essential analysis of short-term cargo development initiatives as well as the Master Plan update.
5. **Terminal Development** – Evaluating need and potential operational structure of inland facility and approaches to maximize

cargo throughout the existing terminals and rail facility on Port. Participating in the development of a terminal lease and the negotiation process. Using logistics cost modeling, economic impact modeling, forecast/projections, Piers Data existing billing data, Bluewater and the US Dept of Commerce data, among others, to calculate Return on Investment and requirements needed to address Post pandemic surges and regional growth in Florida and SE USA. Analysis may include in-depth look at PortMiami trucking activity and access to the Orlando (I-4 Corridor) market.

6. New Trends – In-depth analysis to create trade strategies to increase trade for perishables, specifically for flowers, fruits & vegetables, seafood, cosmetics, and pharma & medical equipment.
7. Supply chain challenges – How to address the challenges related to congestion, and any possible future challenges related to the supply chain logistics that can affect cargo moves at PortMiami.
8. Maximizing our future Port capacity with an in-land port project, to include O & M, Truck Parking and transloading.
9. Possible collaboration with industrial real estate interest, warehouses, and economic development agencies, such as, the Beacon Council, Enterprise Florida Inc to attract additional cargo as well as new distribution centers.

B. Deliverables

1. Prior to beginning work on a Purchase Order, the selected Proposer may be required to participate in an in-person Purchase Order planning meeting with the Port, as detailed in the Purchase Order. The meeting may include representatives from the Florida East Coast Railroad System, cargo partners, major importers, and exporters, global terminal operators, and existing as well as potential customers. The meeting will be scheduled by the County's Project Manager.
2. The selected Proposer may be required to provide Purchase Order or task status updates to the County's Project Manager periodically during the assessment and analysis process, with the scope and frequency of such updates being set forth by the County in Purchase Order(s) as may be required. At the discretion and direction of the Project Manager, status updates may be required in writing, on-site, via teleconference, video conference or web conference.
3. The selected Proposer may be required to participate in monthly project or Purchase Order status team meetings with the County's Project Manager, no later than the 10th day of the month following the preceding month, through the duration of each Purchase Order, as detailed in the Purchase Order or Purchase Order's Work Plan. Such team meetings may be held on-site, via teleconference, video conference or web conference, as dictated by the Project Manager.
4. The selected Proposer may be required to provide quarterly progress reports to the County's Project Manager by the 15th day of the month following the preceding quarter, as detailed in the applicable Purchase Order or Purchase Order's Work Plan. Quarterly progress reports should summarize information assessed during the previous quarter. The County's Project Manager may require the selected Proposer to provide reports as Power Point presentations and/or Excel based models, or any other format as designated by the Project Manager. Teleconferencing or other electronic communication between the selected Proposer and the County may occur after each report is submitted, or as requested by the County's Project Manager.
5. The selected Proposer may be required to submit marketing material to the County's Project Manager and attend marketing and customer meetings, as detailed in the Purchase Order or Purchase Order's Work Plan.
6. The County, at its sole discretion, may require the selected Proposer to (i) attend additional meetings as projects or assigned tasks Progress, and (ii) provide ongoing implementation and support services in furtherance of work or tasks assigned via Purchase Order throughout the contract term. These items, if assigned, will be detailed in applicable Purchase Orders and/or Purchase Order Work Plans or amendments thereto issued by the County as optional services, to be reimbursed based on established hourly rates in the Contract, but only if such additional services are not otherwise subject to lump sum or other pricing terms set forth in the applicable Purchase Order(s).
7. The County recognizes that some of the sources of data that the selected Proposer may be required to obtain from the County, in order to perform the tasks outlined in issued Purchase Orders, may be proprietary or otherwise confidential (and potentially exempt from Public Record disclosure requirements) and may be maintained in centralized applications. The County will prepare the data sources and make them readily available to the selected Proposer in electronic format, (refer to Article 27. Patent and Copyright Indemnification in the attached draft agreement).

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. To assist Proposers with completing their response to solicitations, please access the links below to view a video tutorial of the INFORMS submission process and a document that provides the steps on **How to Submit a Bid/Proposal**: Miami-Dade County Portal (Select the Recorded eSupplier Workshop link at the bottom of the page and enter passcode: **q37%t+pG**)

https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780

and Link to access the How to Submit a Bid/Proposal Job Aid (Supplier Portal's FAQs tile):

<https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf>

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 executives, professionals and subject matter experts within the County or from private or non-profit sectors, other governmental/quasi-governmental organizations, and retired executives 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 (105) points per Review Team Member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past performance	30
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	25
3. Proposer's Project Management Structures and Methodology and Key Personnel Retention Plan	15
4. Proposer's approach to providing the Services requested in this Solicitation And Proposer's adherence to budget and time schedules	20
5. Proposer's sustainable practices (environmental, social/fair labor standards to include employment opportunities for neurodivergent talent and individuals with disabilities, as well as economic)	5
<u>Price Criteria</u>	<u>Points</u>
6. Proposer's proposed price	10

Any Proposer, whether a joint venture or otherwise, may proffer the experience or qualifications of its corporate parent, sister, or subsidiary (collectively “an Affiliated Company”). However, given the unique nature of individual corporate relationships, Proposers seeking to rely on the experience or qualifications of an affiliated company are advised that the **Review Team** shall have the discretion to determine what weight, if any, it wishes to give such proffered experience or qualification on a case-by-case basis. **Review Team** may base such decision on the particulars of the relationship between the Proposer and the Affiliated Company, as evidenced by the information and documentation provided in the Proposer Information Section, during Oral Presentations, or otherwise presented at the request of the **Review Team**.

Additionally, pursuant to County Resolution No. [R-62-22](#), the Review Team shall be provided with all reports and findings (collectively “Reports”) of the Miami-Dade Office of the Inspector General (“OIG”) and/or the Miami-Dade County Commission on Ethics and Public Trust (“COE”) regarding any Proposer and their proposed subcontractor(s) under deliberation by the Review Team to be considered in accordance with the evaluation of each applicable criteria identified in the Solicitation. In the event the OIG and/or COE issues Reports after the Review Team has scored and ranked the Proposers, the County Mayor or County Mayor’s designee may re-empanel the Review Team to consider if such Reports would change the rankings. If the Review Team determines that Reports would change the rankings of the Proposer(s) identified in the Reports, then Review Team shall re-score the Proposer(s) identified in the Report solely based on the impact the information identified in the Report would have on the scoring of the Proposer(s) in accordance with the applicable criteria identified in the Solicitation, re-rank the Proposers, and submit a written justification for the revised rankings to the County Mayor or County Mayor’s designee. Upon review of such re-ranking and the justification, the County Mayor or County Mayor’s designee may accept or reject the revised rankings. The County Mayor shall, in any recommendation to the Board of County Commissioners, either attach all Reports issued by the OIG and/or the COE or provide a description of such Reports and a link to where such Reports may be viewed.

4.3 Oral Presentations

Upon evaluation of the criteria indicated above (Technical and Price), 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 “Lobbyist Registration Affidavit” regarding registering speakers in the proposal for an oral presentation and/or recorded negotiation meeting or sessions). 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

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE’s) as follows. A SBE is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer’s proposal. Pursuant to Sections 2-8.1.1.1.1 and 2-8.1.1.1.2 of the Code, Proposer shall have all the necessary licenses, permits, registrations and certifications, to include SBE certification, to perform a commercially useful function in the provision of the type of goods and/or services required by this Solicitation. For certification information, contact Small Business Development Division at (305) 375-3111, visit <http://www.miamidade.gov/smallbusiness/> or, e-mail your inquiries directly to: Sbdcert@miamidade.gov.

The SBE must be certified by proposal submission deadline, at contract award, and for the duration of the Contract to remain eligible for the preference. Firms that graduate from the SBE Program during the Contract term may remain on the Contract.

Any Proposer may enter into a Joint Venture with a Small Business Enterprise firm for the purposes of receiving an SBE Selection Factor. Joint Ventures will be considered as one entity by the County during the evaluation of the proposal in response to this Solicitation. Joint Ventures must be pre-approved by Small Business Development and meet the criteria for the purposes of receiving an SBE Selection Factor pursuant to this Section.

Whenever there are two best ranked proposals that are substantially equal and only one of the two so ranked proposals is submitted by a Proposer entitled to a selection factor, the selection factor shall be the deciding factor for award.

4.5 Local Certified Veteran Business Enterprise Preference

This Solicitation includes a preference for Miami-Dade County Local Certified Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code. “Local Certified Veteran Business Enterprise” or “VBE” is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code and (b) prior to proposal or bid submittal is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. A VBE that submits a proposal in response to this

solicitation is entitled to receive an additional five percent of the evaluation points scored on the technical portion of such vendor's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference. At the time of proposal submission, the firm must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the Submittal Form.

4.6 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.

4.7 Local Preference

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. If, following the completion of final rankings by the Review Team a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the highest ranked local Proposer shall have the opportunity to proceed to negotiations and the Competitive Selection Committee (or Review Team) will recommend that a contract be negotiated with said local Proposer.

4.8 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, and/or may request a better offer. In any event the County engages in negotiations with a Proposer and/or requests a better offer, the discussions may include price and conditions attendant to price.

Notwithstanding the foregoing, if the County and said Proposer 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. 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 Non-Collusion Affidavit, in accordance with Section 2-8.1.1 of the Code. (If a Proposer fails to submit the required Non-Collusion Affidavit, said Proposer shall be ineligible for award). Attendees actively participating in negotiation with Miami-Dade County shall be listed on the Lobbyist Registration Affidavit or registered as a lobbyist with the Clerk of the Board. For more information, please use the following link to access the County's Clerk of the Board Lobbyist Online Registration and Information System: <https://www.miamidade.gov/Apps/COB/LobbyistOnline/Home.aspx>

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.
- c) Disclosure of any lawsuits which include allegations of discrimination in the last ten years prior to date of solicitation, the disposition of such lawsuits, or statement that there are NO such lawsuits, in accord with Resolution No. [R-828-19](#).

4.9 **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.

4.10 **Rights of Protest**

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

5.0 TERMS AND CONDITIONS

The County's **draft form of agreement** is attached. Proposers should review the document in its **ENTIRETY**. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

a) **Supplier/Vendor Registration**

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Supplier/Vendor Registration Package. For online Supplier/Vendor registration, visit the **Supplier Portal**: <https://supplier.miamidade.gov>.

b) **Insurance Requirements**

The Contractor shall furnish to the County, Strategic Procurement Department, 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.

c) **Inspector General Reviews**

In accordance with Section 2-1076 of the Code, the Office of the Inspector General may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise indicated. The cost of the audit, if applicable, shall be one quarter (1/4) of one (1) percent of the total Contract amount and the cost shall be included in any proposed price. The audit cost will be deducted by the County from progress payments to the Contractor, if applicable.

d) **User Access Program**

Pursuant to Section 2-8.10 of the Code, any agreement issued as a result of this Solicitation is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Solicitation and the utilization of the County Contract price and the terms and conditions identified therein, are subject to the two percent (2%) UAP.

6.0 ATTACHMENTS

Proposal Submission Package, including:

- Proposer Information Section
- Web Forms – Submittal Form, Subcontracting Form, Lobbyist Registration Affidavit and Contractor Due Diligence Affidavit
- Form 1 – Price Proposal Schedule

Draft Form of Agreement

PROPOSER INFORMATION

Proposer's Experience and Past Performance

1. Describe the Proposer's past performance and experience and state the number of years that the Proposer has been in existence, the current number of employees, and the primary markets served.
2. Provide a detailed description of three (3) comparable contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three (3) years. In lieu of the comparable contracts from the Proposer, the County will consider the contractual experience from Proposer's proposed Subcontractor or proposed key personnel, in accordance with Resolution No. 1122-21.

The description should identify for each project: (i) client, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether Proposer/key personnel/Subcontractor was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the County).

3. List all contracts which the Proposer has performed for Miami-Dade County. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that "a Bidder's or Proposer's past performance on County Contracts be considered in the selection of Consultants and Contractors for future County Contracts." As such, the Proposer must list and describe all work performed for Miami-Dade County and include for each project: (i) name of the County Department which administers or administered the contract, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) County contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project.
4. List and describe all bankruptcy petitions (voluntary or involuntary) which has been filed by or against the Proposer, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.

Key Personnel and Subcontractors Performing Services

5. Identify all key personnel. Provide an organization chart showing all key personnel, including their titles, to be assigned to this project. This chart must clearly identify the Proposer's employees and those of the subcontractors or subconsultants and shall include the functions to be performed by the key personnel. All key personnel includes all partners, managers, seniors and other professional staff that will perform work and/or services in this project.
6. Identify Subcontractors, if any. List the names and addresses of all first tier subcontractors, and describe the extent of work to be performed by each first tier subcontractor. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of the Subcontractors who will be assigned to this project.
7. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key personnel, including those of Subcontractors, who will be assigned to this project. Please include: (i) names; (ii) titles; (iii) roles/functions to be performed; and (iv) copies of applicable certifications/accreditations. Address relevant experience, qualifications and other vital information on previous similar contracts, that qualifies the key personnel to perform the services as specified in Appendix A – Scope of Services. Provide resumes, if available, with job descriptions including any key personnel of subcontractors who will be assigned to this contract.

Note: After proposal submission, but prior to the award of any contract issued as a result of this Solicitation, the Proposer has a continuing obligation to advise the County of any changes, intended or otherwise, to the key personnel identified in its proposal.

Proposed Approach to Providing the Services

8. Describe Proposer's specific project plan and procedures to be used in providing the services in the Scope of Services (see Section 2.0).

9. Describe Proposer's approach to project organization and management, including the responsibilities of Proposer's management and staff personnel that will perform work in this project.
10. Provide a project schedule identifying specific key tasks and duration.

Proposer's Sustainable Practices

11. Describe in detail Proposer's sustainable business practices by addressing the three pillars of sustainability: environmental, social/fair labor standards and economic
 - a. **Environmental**
 - i. Provide Proposer's environmental policies, programs, certifications, efforts to promote environmental practices, and environmentally friendly practices in daily business operations.
 - b. **Social/Fair Labor Standards** - Contributions to the health, well-being, and development of its employees, including individuals with disabilities and neurodivergent persons.
 - i. Describe Proposer's criteria in support of safe, fair, and equitable work practices and ethical behavior, to include:
 - ✓ Job classification descriptions of any and all services to be performed;
 - ✓ Geographic area within which the services are to be performed, under safe and accessible working conditions;
 - ✓ Equitable wage/benefit determination practices; and,
 - ✓ Detailed documentation on employee development and evaluation process.
 - ii. Describe in detail Proposer's plan to actively recruit neurodivergent talent and individuals with disabilities for employment opportunities, including social and equitable fair labor standards which contribute to the development of Proposer's workforce and employees' well-being.
 - c. **Economic** - Equal access to small, diverse and disadvantaged suppliers.
 - i. Identify Proposer's direct efforts to develop supplier diversity initiatives used to increase the participation of small, diverse and disadvantaged enterprises, in contracting opportunities.
12. Identify if Proposer has taken any exception to the terms of this Solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s). Only those exceptions identified herein will be considered by the County. Exceptions not specifically delineated will not be accepted from any Proposer(s) that may be invited to participate in Negotiations as outlined in Section 4.8 of the Solicitation.