

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RFQ777
 Contract
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RFP-01535
 TERM OF CONTRACT 1 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Commission Redistricting Consulting Services

Description: Soliciting proposals from highly qualified consultants that will assist the County in redistricting of the Commission districts and evaluation of the existing voter precincts and delineation process.

Issuing Department: ISD-SPD
 Contact Person: Jonathan Desverguñat
 Phone: 305-375-5312
 Estimate Cost: \$162,300.00
 Funding Source:
 GENERAL
 FEDERAL
 OTHER
X

ANALYSIS

Commodity Codes:	<u>918-32</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:				
Small Business Enterprise:				
Contract Value:				
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				<u>X</u>

Basis of Recommendation:

Signed: Jonathan Desverguñat
 Date sent to SBD: 2/11/2020
 Date returned to SPD:

2.1 Background

Every 10 years, following the release of decennial census data, Miami-Dade County (the “County”) is required to amend the Commission District boundaries in accordance with the Home Rule Charter and applicable law. The Consultant will assist the Board of County Commissioners and County staff with the process. The purpose of this project is to facilitate the County’s decennial redistricting process, consistent with current legal standards.

Minimum Qualifications

In order to be evaluated for contract award, the proposer must satisfactorily demonstrate they meet the minimum qualifications listed below. The Consultant’s proposal shall specifically demonstrate how the project team meets the following minimum qualifications:

- Experience coordinating a detailed community outreach effort.
- Knowledge of federal, State of Florida and Miami-Dade County redistricting criteria.
- Experience specific to the facilitation of redistricting efforts.
- Demonstrate proficiency and experience in the use of ArcGIS software and the ability to utilize redistricting software to accomplish the scope outlined in this RFP. Proposers must have access to ArcGIS software.
- Demonstrated experience specific to bloc voting analysis for compliance with applicable law.
- Knowledge of Census products as they relate to population and ethnicity.
- Knowledge of local conditions and communities of interest in Miami-Dade County.

Technical: Project Scope

The Consultant shall use 2020 decennial federal census data, and all work and proposals shall conform to applicable law. The Consultant’s responsibilities shall specifically include, but not be limited to the following:

1. **Public Meetings:** The Consultant shall participate in redistricting meetings and discussions of appropriate boards and committees. Planned meetings would include a minimum of five (5) meetings before the Citizens Advisory Board and a minimum of three (3) meetings before the Board of County Commissioners or committees thereof. The Consultant’s role in the anticipated meetings is as follows:
 - a. Conduct an initial kick-off session to describe the process and legal requirements, and discuss districting principles and planned community outreach.
 - b. Present results of community outreach, bloc voting analysis, and criterion used in map evaluation, including communication received from members of the public.
 - c. Present draft and final redistricting map proposals and public input to the Board of County Commissioners or committees thereof for consideration and approval of a final plan.
2. **Community Outreach:** The Consultant shall schedule, present and receive public input at community meetings located at various locations throughout Miami-Dade County. It is anticipated that thirteen (13) community meetings will be scheduled in each Commission District. The Consultant’s tasks are detailed as follows:
 - a. Conduct community outreach: Meet and explain the process with key community leaders in business and civic organizations; determine

community leaders' expectations, and seek suggestions about the process; and develop a mailing list of people and organizations suggested by key community leaders to notify and invite to participate in the process. The County will provide non-English speaking support for non-English speaker inquiries.

- b. Prepare illustrative materials, maps, brochures, and advertising for public meetings, workshops, and outreach;
 - c. Coordinate with County staff and the Citizens Advisory Board on the preparation of public notices and media releases;
 - d. Provide a formal presentation on the scope, purpose, process, timelines, and legal issues. The Consultant shall elicit input from the public and document input received.
3. Redistricting Plans: The Consultant shall create at least four (4) draft redistricting plans for consideration by the Citizens Advisory Board. Following input by the Citizens Advisory Board, the Consultant shall prepare up to three (3) final redistricting plans for consideration by the Board of County Commissioners or committee thereof. The Consultant shall ensure that each draft and final plan has districts that comply with federal and state criteria as well as the local criteria outlined in Resolution 511-04. The Consultant shall ensure compliance with Section 2 of the Voting Rights Act including, but not limited to, testing for vote dilution and polarization. The Consultant shall:
 - a. Utilize ArcGIS software for the creation of the draft and final redistricting plans.
 - b. Prepare up to three (3) final redistricting plans for final consideration by the Board of County Commissioners.
4. Bloc Voting Analysis: The Consultant shall conduct performance tests to ensure compliance with Section 2 of the Voting Rights Act, including, but not limited to, testing for voting dilution and polarization. The Consultant shall issue a report for each of the draft and final redistricting plans outlining the results of the voting analysis.
5. The Consultant shall:
 - a. Obtain data necessary to complete the Scope of Services including, but not limited to, voting pattern information from the Miami-Dade County Elections Department.
 - b. Utilize the mapping software required by this Solicitation to develop draft maps and legal descriptions for adjustment of the County Commission District boundaries. The Consultant must have access to ArcGIS software. The County will provide the Consultant with one (1) license for the County-specified ArcGIS-compatible redistricting software for use during the course of the project. Additional licenses requested by the Consultant shall be indicated below and will be factored into the price proposal:

Number of additional software licenses requested: _____
 - c. The County requires GIS files (personal geo-database) from the Consultant that display newly defined district boundaries.
 - d. The Consultant shall issue a report for each of the draft and final redistricting plans outlining the results of the bloc voting analysis.

- e. **Timeline:** The Consultant shall provide and adhere to a detailed timeline for all requirements of this Scope of Services that incorporates the timelines provided in Resolution No. R-511-04 and allows for final adoption of the revised Commission District Boundaries by **December 2021**. The Consultant shall provide County staff with a bi-weekly report on the project status.

ADDITIONAL SERVICES:

The following additional services may be required of the Consultant, on an as needed basis. When required, the Consultant will be provided a Work Order prior to initiating these additional services. It is important that the proposer demonstrate its ability to perform these services, and provide a rate for such work as specified below.

- **Expert Testimony:** The Consultant shall provide an hourly rate for expert technical assistance to the County in the event any legal action arises relating to the redistricting process of plans developed with Consultant's assistance. The Consultant shall provide expert testimony and technical services, if necessary, in state and federal court in the area of redistricting.
- **Additional Community Outreach Meetings:** The Consultant shall provide an hourly rate for facilitating additional community outreach meetings beyond the 13 meetings outlined in the Scope of Services. When requested, the Consultant shall facilitate the requested meetings in accordance with the Scope of Services outlined above.
- **Additional Meetings:** The Consultant shall provide an hourly rate for meetings that are in addition to those outlined in the Scope of Services, such as meetings with individual or multiple members of the Board of County Commissioners.
- **Additional Redistricting Plans:** In addition to the four draft redistricting plans identified in the Scope of Services, the Consultant shall provide a fixed fee for additional redistricting plans as may be requested by the County. When requested, the Consultant shall prepare the additional redistricting plans in accordance with the Scope of Services outlined above.

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 the **Redistricting Subcommittee** in accordance with the evaluation criteria listed below. The **Redistricting Subcommittee** will evaluate the proposal response. Proposers may be asked to make oral presentations of proposals before the Redistricting Subcommittee prior to final evaluation of proposals. If presentations are deemed necessary, proposers will be contacted to arrange the date and time.

Technical:

The **Redistricting Subcommittee** will evaluate proposer responses to the work that will be required of the Commission Redistricting Consultant. The **Redistricting Subcommittee** will consider:

- The proposer's experience and that of the team, or team members in performing services of similar size and scope.
- Key personnel that will perform the work outlined in this solicitation. Review and evaluation of Resumes of all key individuals to be assigned to the contract, with emphasis on relevant qualifications and experience to perform the work specifically related to the scope of services for the Consultant, as outlined in this solicitation.
- The demonstrated knowledge of the redistricting process and the detailed plan and timeline for accomplishing the scope outlined in this solicitation for the Consultant.
- The demonstrated knowledge of the requirements of federal, state, and county redistricting criteria and guidelines.
- The proposer's demonstrate knowledge of ArcGIS software and ability to utilize the software for the completion of the scope outlined in this solicitation.
- The proposer's demonstrated experience with coordinating and conducting community outreach efforts.
- The proposer's experience and qualifications in providing expert testimony and technical services, in state and federal court in the area of redistricting.
- Results achieved by the proposer and team members on similar contracts, if any.
- The proposer's ability to conduct performance tests to ensure compliance with Section 2 of the federal Voting Rights Act including, but not limited to, testing for vote dilution and polarization.
- The proposer's demonstrated experience and ability specific to producing bloc voting analysis for compliance with applicable law.
- The proposer's experience attending and participating in redistricting meetings and discussions of appropriate boards and committees such as the Citizens Advisory Board and Board of County Commissioners meetings.

Consultant Milestone Pay Schedule:

- 1) Project Initialization: 10% of Contract Sum
- 2) Completion of Draft Redistricting Plans: 25% of Contract Sum
- 3) Completion of Public Outreach: 20% of Contract Sum
- 4) Completion of Final Redistricting Plans: 25% of Contract Sum
- 5) Final Adoption of Commission District Boundaries: 20% of Contract Sum