

# **DEPARTMENTAL INPUT** **CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New    OTR    Sole Source    Bid Waiver    Emergency

Previous Contract/Project No.  
**RFP No. MDAD-09-02 /**  
**EPPRFP-01164 (CANCELED)**

Contract  
 Re-Bid    Other

LIVING WAGE APPLIES:    YES    NO

Requisition No./Project No.:   **RQAV1900048 /**  
**EPPRFP-01396**   TERM OF CONTRACT   **6 Years**

Requisition /Project Title:   **Real Estate Appraisal Services General Aviation Airports**

Description:   This solicitation will establish a contract for appraisal services for the land, pavement, and buildings at General Aviation Airports (GAA).

Issuing Department:   **MDAD**   Contact Person:   **DIANA OLIVARI**   Phone:   **305-869-1267**

Estimate Cost:   **\$780,000.00**   GENERAL   FEDERAL   OTHER  
Funding Source:   **X**

### **ANALYSIS**

Commodity Codes:   **946-15**   **946-16**   [ ]   [ ]   [ ]

Contract/Project History of previous purchases three (3) years  
Check here  if this is a new contract/purchase with no previous history.

**EXISTING**                      **2<sup>ND</sup> YEAR**                      **3<sup>RD</sup> YEAR**

**Contractor:**   Slack, Johnson, & Magenheimer, Inc.

**Small Business Enterprise:**   [ ]

**Contract Value:**   \$1,185,000 for 8 years

**Comments:**   [ ]

Continued on another page (s):    Yes    No

### **RECOMMENDATIONS**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>	[ ]			

**Basis of recommendation:**   [ ]

**Signed:**   Phillip A. Rincon   Date sent to SBD:   09/16/2019

Date returned to DPM:   [ ]



**REQUEST FOR PROPOSALS (RFP) No. 000000  
FOR  
REAL ESTATE APPRAISAL SERVICES AT GENERAL AVIATION AIRPORTS (GAA)**

**PRE-PROPOSAL CONFERENCE TO BE HELD:**

**April 19, 2019 at 11:00 AM (local time)**  
4200 NW 36th Street, 4<sup>th</sup> Floor, Conf. Rm. F, Miami, Florida 33166

**ISSUED BY MIAMI-DADE COUNTY:**

Internal Services Department, Strategic Procurement Division  
(Through the Expedited Purchasing Program)  
for  
Miami-Dade Aviation Department

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

Phillip Rincon, Procurement Contracting Officer  
111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128  
Telephone: (305) 375-3027  
E-mail: Sade.Chaney@miamidade.gov

**PROPOSALS DUE:**

**May 13, 2019, 6:00 PM (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 RFQ 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 Aviation Department ("MDAD"), is soliciting proposals from qualified and Certified General Real Estate Appraisers to provide appraisal services for the land, pavement, and buildings at General Aviation Airports (GAA) on an as needed basis. For this solicitation, GAA properties includes Miami - Opa Locka Executive Airport (OPF), Miami Executive Airport (TMB), and Miami Homestead General Aviation Airport.

The County anticipates awarding a non-exclusive agreement for a four (4) year term, with the option to renew for one (1), two (2) year period at the County's sole discretion.

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

Solicitation Issued:	April 12, 2019
Pre-Proposal Conference:	See front cover for date, time, and place. Attendance is recommended but not mandatory. If you need a sign language interpreter or materials in accessible format for this event, please call the ADA Coordinator at (305) 375-2013 or email <a href="mailto:hjwrig@miamidade.gov">hjwrig@miamidade.gov</a> at least five days in advance.
Deadline for Receipt of Questions:	April 29, 2019
Proposal Due Date:	See front cover for date and time.
Evaluation Process:	May 22, 2019
Projected Award Date:	July 12, 2019

### 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 "**Contractor**" or "**Appraiser**" 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 "**Service Order**" to mean a document internal to the County which authorizes the performance of specific professional services for a defined Project or Projects.
6. The words "**Scope of Services**" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
7. The word "**Solicitation**" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
8. 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.
9. 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**

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**

MDAD's vision is to grow from a recognized geographical hub to a global airport of choice that offers customers a world-class experience and an expanded network with direct passenger and cargo access to all world regions. Therefore growth, and the resources required to support growth, drive MDAD's strategies and operations. Accordingly, it has been the County's policy that recommendations for real estate appraisal adjustments be prepared by an independent Certified General Real Estate Appraiser to uphold the integrity of appraisals. The County's goal, therefore, is to establish processes and procedures in which accurate and timely valuation methods are utilized in the

establishment of rental rates and budget recommendations annually or as needed to conduct County business. As such, appraisal recommendations are subjected to review by MDAD staff, and subsequently approval by the Board of County Commissioners ("Board"). Appraisal recommendations may also, from time to time, be reviewed by various Aviation Consultants hired by MDAD to study airline passenger and cargo traffic, land and building requirements, and in support of aviation revenue bond issuances of the County. Therefore, the County is seeking an experienced and qualified general real estate appraisal firm with a comprehensive understanding of General Aviation Airports' visions and missions, and the potential influences of on and off airport economic and social indicators on GAA viability and the County at large; ultimately assisting the County in establishing fair market rental rates at General Aviation Airports, including the appraisal of adjacent lands and improvements to maximize revenues competitively.

## **2.2 Minimum Qualification Requirement**

The Contractor must be a Florida Certified Real Estate Appraiser to meet the minimum requirements of this solicitation.

## **2.3 Annual Rental Rate Review**

Appraiser shall perform the Annual Rental Rate Review and provide recommendations for determination of fair market value rental rates for land, pavement, designated buildings, improvements, and properties, including but not limited to offices, hangars, dry cargo warehouses, mechanical shop space and other improvements as defined in Exhibit A; review appraisals for the acquisition of land and improvements by a government entity by eminent domain or negotiations; and experience on behalf of a seller of a property to a government entity, vice versa or in defense of an eminent domain proceeding for GAA for the forthcoming lease year. Said appraisal services shall include, but not be limited to, the following activities:

- a. Meeting with MDAD staff to review all land, pavement, designated buildings, improvements, and properties to be designated for annual rental rate review and discuss any lease or other conditions, which MDAD determines as important for the Appraiser to consider in completing reviews and recommendations;
- b. Inspecting all designated GAA properties to determine their condition and any special circumstances as to individual properties, which may impact recommendations as to fair market value rental rates for properties, including visiting the interior of said properties at least once annually;
- c. Photographing each property being reviewed for identification purposes and for depicting any special conditions in consideration for completing a recommendation as to fair market value;
- d. Reviewing recent sales of and the rental rates of comparable properties in the general vicinity of GAA, to the extent such comparables may exist or impact recommendations. Appraiser shall also obtain, when available, comparable data for like facilities from other airports similar to MDAD GAA;
- e. Preparing draft reports summarizing recommend fair market value rental rates for all designated GAA land, paving, buildings and properties, including meeting with MDAD staff to review and/or approve said draft reports; and
- f. Attending additional meetings as may be required by MDAD, including tenant meetings, meetings with the appropriate committee for the Board, and regular meetings of the Board. Attendance at additional meetings, including those which may be required in connection with litigation or other challenges to recommendations provided by the Appraiser shall be considered additional services as provided below.

Recommendations for annual rate reviews shall be provided to MDAD by the date stated in the Service Order. As such, recommendations shall be provided no later than six (6) months prior to the scheduled annual rental rate review at the Board Budget Hearing typically held in September, at which the proposed rates will be presented for approval. Therefore, recommendations must be provided by March of each year. However, adjustments may be requested per the discretion of the County prior to or after the Board Budget Hearing.

### **2.3.1 Additional Services**

Appraiser may be engaged to fulfill the following additional services, as determined by the MDAD:

- a. Appraisals, in accordance with the current Miami-Dade County minimum appraisal requirements, of real property as may be determined to be disposed of or acquired of by the County for expansion and development of GAA. In this regard, the Appraiser may be required to only serve as a review appraiser or as one of several appraisers in determining the purchase price of the property to be acquired. Appraiser may also be required to serve as an expert witness in eminent domain proceeding. Services under this section may require compliance with the provisions of 49 CFR Part 24, the "Uniform Relocation Assistance and Real Estate Acquisition Regulations for Federal and Federally Assisted Programs" of the U.S. Department of Transportation;
- b. Appraisals of personal property to be disposed of or acquired by the County. Subcontractors specializing in this type of appraisal may be utilized upon approval of MDAD;

- c. An in-depth detailed appraisal of County-owned buildings, infrastructures (e.g. taxiways, lighting, runways, etc.), and contents at GAA, including structure type, build date, square footage, replacement value, and photographs of property as determined by MDAD;
- d. Additional tasks requiring appraisals or recommendation of value, including rates, for new development leases for unforeseen applications; and
- e. Performance of other closely related work as required by MDAD, including but not limited to, special reports, analyses, and attendance at meetings related to the services.

For Additional Services, projects shall be completed as indicated by the Service Order upon request by the County on an as needed basis, through the issuance of Service Orders. For each Service Order, the Contractor will be provided a detailed scope of services prior to commencement of each Project.

**Note:** Appraisals must be performed consistent with the Uniform Standards of Professional Appraisal Practice (USPAP) and may, under certain circumstances, when federally insured real estate loans are involved, conform to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). Adherence to USPAP requires appraisers to meet specific appraisal standards and a code of ethics in accepting and performing appraisals and must be consistent with the Federal Aviation Administration (FAA) requirements and, as necessary and as needed, may follow procedures identified in 49 CFR 24.103.

## **2.4 Appraisal Staff**

Appraiser shall propose a team of professionals consisting of the following disciplines:

- a. Principal Appraiser
- b. Staff Appraiser
- c. Researcher

Proposed staff shall be experienced and qualified to provide the services in accordance with the professional requirements and standards for real estate appraisal services for airports.

## **2.5 Appraisal Fees**

The Appraiser shall provide fees for the Annual Rental Rate Review and Key Personnel within Attachment 2, Price Proposal Schedule. Fees for the Annual Rental Rate Review shall be a lump sum not to exceed amount, invoiced on a Service Order based in accordance with the Appraiser's key personnel hourly rates. Fees for Additional Services shall be calculated in accordance with the Appraiser's key personnel hourly rates, per Service Order issued by MDAD.

# **3.0 RESPONSE REQUIREMENTS**

## **3.1 Submittal Requirements**

In response to this Solicitation, Proposer should **complete and return the entire Proposal Submission Package**. The Proposal Submission Package shall encompass the contents of Attachment 1 (Proposer Information), Attachment 2 (Price Proposal Schedule), and all Web Forms (Proposal Submittal Form, Fair Subcontract Practices Affidavit, Subcontractor Listing, and Lobbyist Registration Form). Proposers should carefully follow the format and instructions outlined herein. 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 fifty points (150) points per Review Team member.

<b>TECHNICAL EVALUATION</b>	
<b>TECHNICAL CRITERIA (Attachment 1)</b>	<b>POINTS</b>
Proposer's Experience, Qualifications, and Past Performance	50
Proposer's Key Personnel and Subcontractors Experience, Qualifications, and Past Performance	35
Proposed Approach to Providing the Services, including Technical Capabilities and Methodology	30
Proposer's MAI Designation with the Appraisal Institute	20
<b>TOTAL TECHNICAL CRITERIA POINTS</b>	<b>135</b>
<b>PRICE PROPOSAL EVALUATION</b>	
Price Proposal Schedule for Real Estate Appraisal Services at General Aviation Airports (GAA) - Attachment 2	15
<b>TOTAL MAXIMUM EVALUATION POINTS*</b>	<b>150</b>
*Includes the combined total Technical Criteria Points and Price Proposal Evaluation Points	

#### 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

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's proposal. An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or <http://www.miamidade.gov/smallbusiness/>.

The SBE/Micro Business Enterprise 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.

#### 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 of Miami-Dade County. "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 of Miami-Dade County 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 Proposal 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 Miami-Dade County Code of Miami-Dade County, 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 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, 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.

#### **4.9 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 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.

**c) Inspector General Reviews**

In accordance with Section 2-1076 of the Code of Miami-Dade County, 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.

## 6.0 ATTACHMENTS

**6.1 ATTACHMENTS**

Attachment 1 – Proposer Information  
Attachment 2 – Price Proposal Schedule  
Attachment 3 – Draft Form of Agreement

**6.2 EXHIBITS**

Exhibit A – General Aviation Airports Properties

**6.3 WEB FORMS**

Proposal Submittal Form  
Fair Subcontract Practices Affidavit  
Subcontractor Listing  
Lobbyist Registration Form