

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

Rev 1

<input checked="checked" type="checkbox"/>	New contract	<input type="checkbox"/>	OTR	<input type="checkbox"/>	CO	<input type="checkbox"/>	SS	<input type="checkbox"/>	BW	<input type="checkbox"/>	Emergency	Previous Contract/Project No. 8818-0/18
--	--------------	--------------------------	-----	--------------------------	----	--------------------------	----	--------------------------	----	--------------------------	-----------	--

<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other
---------------------------------	--------------------------------

LIVING WAGE APPLIES: \_\_YES \_\_NO

Requisition/Project No: RQID17000140

TERM OF CONTRACT: 3 year with 1 three-year options-to-renew

Requisition/Project Title:- Testing & Certification Services

Description: Testing and examination services for certification of construction trade contractors.

User Department(s): RER & DTPW

Issuing Department: ISD

Contact Person: Caroline Burgos

Phone: 3053752037

Estimated Cost: \$450,000

Funding Source: General Funds

REVENUE GENERATING:     

**ANALYSIS**

Commodity/Service No: <u>924-20 Examination and Testing Services</u>	SIC: <u>                    </u>	
<b>Trade/Commodity/Service Opportunities</b>		
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <span style="background-color: yellow; padding: 0 5px;">  </span> if this is a New Contract/Purchase with no Previous History		
<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:		
Small Business Enterprise:		
Contract Value:		
Comments:		
Continued on another page (s): <u>    </u> Yes <u>    </u> No		

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Caroline Burgso

Date to SBD: 08/31/2017

Date Returned to PM:



**REQUEST FOR PROPOSALS (RFP) No. 00000  
FOR  
TESTING AND EXAMINATION SERVICES FOR CONSTRUCTION TRADE CONTRACTOR LICENSE**

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

\_\_\_\_\_, 2016 at \_\_:00 AM (local time)  
111 NW 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Conf. Rm. \_\_, Miami, Florida

**ISSUED BY MIAMI-DADE COUNTY:**

Internal Services Department, Procurement Management Services Division

(Through the Expedited Purchasing Program)

for

\_\_\_\_\_ Department

**COUNTY CONTACT FOR THIS SOLICITATION:**

Caroline Burgos, Procurement Contracting Officer  
111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128  
Telephone: (305) 375-2037  
E-mail: [ctburgo@miamidade.gov](mailto:ctburgo@miamidade.gov)

**PROPOSAL RESPONSES DUE:**

**TBD**

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

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

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

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

## 1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

### 1.1 Introduction

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County \_\_\_\_\_ Department, is soliciting proposals for the purchase of professional testing and examination services for certification of construction trade contractors. This solicitation will be utilized by Miami Dade County's Regulatory and Economic Resources Department and the Department of Transportation and Public Works (DTPW), on an as needed basis.

The County will award a single contract for two (2) groups as a result of this Solicitation. The resultant contract will be for a three (3) year period, with one (1), three-year option to renew, at the County's sole discretion.

- **GROUP A:** Examination & Testing for the Regulatory and Economic Resources Department for Certification Categories listed in the Technical Specifications (Attachment 1).
- **GROUP B:** Examination & Testing for the Department of Transportation and Public Works (DTPW) for Certification Categories listed in the Technical Specifications (Attachment 2).

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

#### Solicitation Issued:

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 [hjwrig@miamidade.gov](mailto:hjwrig@miamidade.gov) at least five days in advance.

#### Deadline for Receipt of Questions:

Proposal Due Date:

See front cover for date and time.

#### Evaluation Process:

#### Projected Award Date:

### 1.2 Definitions

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

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

### 1.3 General Proposal Information

The County may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; 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 responses 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 respondent regarding respondent's responsibility after the submission deadline as the County deems necessary.

The submittal of a proposal by a Proposer 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. Proposals 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 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 ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the Clerk of the Board at (305) 375-5126.

#### **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 Miami-Dade County Code, 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 employees, 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, Proposers, 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 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 Competitive Selection Committee Members**

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

#### **1.7 Public Entity Crimes**

Pursuant to Paragraph 2(a) of Section 287.133, 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 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 or the principals 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 interest 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 Ordinance 07-49, the County has created a pilot program for expedited purchasing, subject to terms and conditions as outlined in Section 2-8.1.6 of the Code of Miami-Dade County. The program shall be referred to as the Expedited Purchasing Program (EPP). Due to the expedited nature of County projects issued under the EPP, participating vendors should anticipate a shortened solicitation timeline for responding. 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 ordinance during its effective term.

#### **1.11 Contract Measures**

This Solicitation includes contract measures for Miami-Dade County Certified Small Business Enterprises (SBE's) pursuant to Sections 2-8.1.1.1.1 and 2.1.1.1.2 of the Code of Miami-Dade County as follows:

**Set-aside:**

This Solicitation is set-aside for SBE's.

**Subcontractor Goal:**

\_\_\_\_\_% SBE subcontractor goal is applicable. The purpose of a subcontractor goal is to have portions of the work under the prime contract performed by available subcontractors that are certified SBEs for contract values totaling not less than the percentage of the prime contract value set out in this Solicitation. Subcontractor goals may be applied to a contract when estimates made prior to solicitation advertisement identify the quality; quantity and type of opportunities in the contract and SBEs are available to afford effective competition in providing a percentage of these identified services. Proposers shall submit a completed Schedule of Intent Affidavit (Form SBD 504) at the time of proposal identifying all SBEs to be utilized to meet the subcontractor goal. The Schedule of Intent Affidavit shall specify the scope of work and commodity code the SBE will perform. The Schedule of Intent Affidavit constitutes a written representation by the Proposer that to the best of the Proposer's knowledge the SBEs listed are available and have agreed to perform as specified, or that the Proposer will demonstrate unavailability. The Schedule of Intent form can be found at <http://www.miamidade.gov/business/library/forms/sbe-soi.pdf>.

The participating SBE firms (or joint ventures) must have a valid Miami-Dade County SBE certification by the proposal submittal deadline of this Solicitation, as well as, meet all other requirements. Additional information regarding Miami-Dade County's Small Business Enterprise Program, including new amendments to the program, is available on the Small Business Development's website <http://www.miamidade.gov/business/business-certification-programs-SBE.asp>.

(If Selection Factor use Section 4.4 and delete above section.)

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

RER and DTPW are tasked with certifying individuals attaining licensure in a specific construction trade category. Therefore, Miami-Dade County is requesting bids from firms experienced in preparing competency examinations for construction trade contractors, masters, journeymen, and maintenance men needing certifications, as established under Chapter 10 of Miami-Dade County Code and the Florida Building Code, as well as special examinations as directed by the Regulatory and Economic Resources Department (RER) and the Department of Transportation and Public Works (DTPW).

Specifically, the County requires the services of a firm that will prepare, proctor and grade examinations for the certification of construction trade contractors, masters, journeymen and maintenance men. The Selected Proposer must be able to certify the results of the examinations to the County and shall conduct examinations at either Miami-Dade or Broward County sites.

**2.2 Preferred Qualifications**

The examination and testing services are to be held at the Proposer's facility. Therefore, Proposer(s) shall have at least one local facility/testing site within the geographic boundaries of Miami-Dade County or Broward County. The Proposer must submit (1) copy of its lease agreement or proof of ownership of a local facility, with the bid submittal.

Services must be conducted by staff with expertise in testing and examination services for construction trade categories. Proposer must provide a list of key personnel and description of expertise for staff performing services and copies of corresponding certifications. In the event the Selected Proposer(s) wishes to substitute or replace key personnel after contract award, the Selected Proposer(s) must notify the County in writing, request written approval, provide name and description of expertise for substitution/ replacement staff, at least ten (10) business days prior to effecting such substitution.

Proposer must have performed the services stipulated herein for a minimum of two (2) years preceding the due date of the response to this RFP ("Prior Experience"). A minimum of three references must be listed in the Proposer's Submittal Form (See Section 4) as proof of experience. The references listed must be customers for whom the Proposer has provided the services described in this solicitation prior to the bid opening date. The three references combined must serve of proof of experience for the past two (2) years.

Proposer must attach an English version sample of each certification tests, as stipulated in Attachment 1 and 2 of the technical specifications. These samples will be evaluated by the County to ensure comprehensiveness.

### **2.3 Responsibilities of the County**

The County shall furnish, complete or provide the following material, data or services as required in connection with the completion of the work to be performed under this contract.

Furnish the Selected Proposer with a list of exam categories, a list of current codes and other relevant material that will assist in the preparation of the examinations.

Preview any examination for all exam categories listed in the bid up to ninety (90) days before the date of the examinations is to be conducted.

Review, approve, reject or return with indicated suggested revisions or recommendations within forty-five (45) days after delivery of the initial examinations. The County will furnish the Selected Proposer with copies of all changes or amendments to the relevant building code and licensing regulations pertaining to examinations and/or new trade categories, as they are approved. Such review, approval, revision or recommendations shall not relieve the Selected Proposer of the responsibility for preparing the examinations.

Notify the Selected Proposer in writing, at least two (2) weeks in advance, of:

- a) The number of applicants taking the examinations for each of the categories to be examined.
- b) The names of applicants taking the examinations.
- c) The number of applicants that have difficulty with the written or spoken English language or other impediment or affliction and which may require special provisions for taking the examinations pursuant to Section 10-11 of the Miami-Dade County Code. The County will supply a list of the applicants for a special scheduling.
- d) Advise applicants of the type of materials that are required for taking the exam and what is allowed in the examination room.

Authorization by the County, through the Directors of RER and the DTPW in writing, shall cover in detail the scope and intent of the proposed services.

### **2.4 Responsibilities of the Selected Proposer**

Perform professional services in connection with the project, the Selected Proposer(s) shall:

Agree that it will make available to the County copies of all the examinations that are conducted by the Selected Proposer during the time this contract is in effect. A copy of these examinations shall be delivered to the Director of RER or DTPW or designee upon request. The Selected Proposer further agrees to adhere to suggested changes to the examinations as considered appropriate by the County.

Send any notices, examinations, results or other written communications from the Selected Proposer to the County via certified mail.

Adhere to scheduled examinations in any category at any time and in any number categories, as specified by the County. Special provisions shall be made by the Selected Proposer to accommodate exam applications to those who request to take exams on alternate days due to religious observances. Special accommodations are to include administering the exam on an alternate date at a local office.

Provide special accommodations for American Disabilities Act (ADA) candidates in accordance with ADA regulations.

Have the quality and legibility of each examination meet the approval of the County. All services shall be performed by the Selected Proposer to the satisfaction of the RER and DTPW.



Keep all examinations material and other data developed by the Selected Proposer for the purpose of this agreement as they shall remain the property of the Selected Proposer. Such examinations materials and other data developed shall be made available by the Selected Proposer at any time upon request of the County up to five (5) years from the time the examinations were certified, after which such examination material may be destroyed by the Selected Proposer upon agreement by the County.

Provide exams in English, Spanish and Creole.

## **2.5 Examinations:**

The Selected Proposer(s) shall:

- a. Develop and administer monthly examinations in English for construction trade contractors, masters, journeyman, and maintenance men needing certifications as established under Chapter 10 of the Miami-Dade County Code and the Florida Building Code, as well as special examinations as directed by RER and DTPW.

Exams should be prepared in one (1) or two (2) parts. One part should test knowledge of business and finance principles pertaining to contracting work in the trades and contractor licensing regulations under Chapter 10 of the Miami-Dade County Code, and the Florida Building Code. The second part should test knowledge of applicable codes, business, finance and technical application of trade knowledge and codes.

1. One part examinations shall consist of the technical aspects of each category, as stipulated in Attachment 1 and 2.
  2. Two part examinations shall consists of Business Practices and Technical aspects of each category, as stipulated in Attachment 1 and 2.
- b. The vendor shall provide the location and should also format the examination as required by RER and DTPW. In preparing the examinations, the vendor must conform to the following:
    1. Although test may be administered writing, computerized testing is preferred in order to provide applicants of results on the same day of the exam.
    2. Have the written examination multiple-choice or fill-in-the-blank types and shall include questions with diagrams, plans or sketches in which the applicant is required to demonstrate knowledge of circuits, installations or the like by answering multiple-choice or one-word fill-in questions keyed to such diagrams, plans or sketches.
    3. Have the examinations made with reference to knowledge of such portions of the Florida Building Code, Chapter 10 of the Miami-Dade County Code or other rules, laws, or principles as may be relevant to the trade or specialty involved.
      - i. The examinations should be prepared and administered based on the most updated edition of the Florida Building Code.
      - ii. Questions taken from Chapters containing High Velocity Hurricane Zone Provisions should be taken from those sections exclusively.
      - iii. Reference should be made on the exams to the specific standard when questions are not taken from the Florida Building Code.
    4. Have the passing grade be seventy-five percent (75%) for all journeyman and general engineering license category, and seventy percent (70%) for all other skills levels.
    5. Have all exams to be open book with the option of the County to request partial closed book questions. All exams shall have a minimum of seventy-five (75) questions. For examinations consisting of two (2) parts as designated in the attached exams list summary, each part shall have a minimum of seventy-five (75) questions, and a minimum fifty (50) questions for Public Works.
    6. A different examination shall be prepared by the vendor each time the examinations are conducted. By different, it is meant that the vendor may ask questions that deal with the same subject matter, but answers must not coincide with answers from the previous examination.
    7. There shall be three (3) types of examinations as specified in the attached Exam List Summary:



- a) Exams of two (2) parts: Business and Technical. One part (Business) should test knowledge of business and finance principles pertaining to contracting work in the trades and contractor licensing regulations under Chapter 10 of the Miami Dade County Code. The other part (Technical) should reflect knowledge of applicable codes and technical application of trade knowledge and codes.
- b) Business Exam of one (1) part with a minimum of seventy-five (75) questions consisting of business and finance principles pertaining to contracting work in the trades and contractor licensing regulations under Chapter 10 of the Miami-Dade County Code. A minimum of 50 questions for Public Works categories.
- c) Technical Exam of one (1) part with a minimum of seventy-five (75) questions consisting knowledge of applicable codes and technical application of trade knowledge and codes. A minimum of 50 questions for Public Works categories.
- d) Furnish examinations at least twenty-four (24) times for two (2) years in all categories as required.
- e) Revise and update examinations as necessary by the County to include amendments to code and other applicable regulations and controls, and prepare new examinations for each successive examination in the same categories.
- f) Cooperate fully with the County in order for all phases of work to be properly scheduled and coordinated.
- g) Reference sheet should be upgraded as determined by the County to reflect current codes and references.
- h) The Selected Proposer shall provide examinations for any candidate wishing to take the examinations at other than the regular scheduled date, at the candidate's expense.

## **2.6 Development of New Exams**

From time to time, the County may make, based on the requirements of the departments and changes to the Florida Building Code or Chapter 10 Code of Miami-Dade County Code, requests for the development of new examinations. These examinations shall follow the general specifications and the guidelines established for examinations in this solicitation.

## **2.7 Examination Site**

The Selected Proposer must provide, at its own expense, a local examination site for the administration of examinations in Miami-Dade County and Broward County as agreed to by the RER and DTPW. Special examinations should be available at local test sites upon written approval of the RER and DTPW.

## **2.8 Grading**

The Selected Proposer(s) shall be responsible for providing candidate on site scoring on the day of the examination. The award Proposer(s) shall:

- Score and report the examination results to Miami Dade-County within three (3) business days. Notification of results must be mailed to the individual taking the examination, within three days (3) of examination.
- Provide additional copies of grades to Miami-Dade County within five (5) business days after date of request.
- Notify all applicants and Miami-Dade County, via mail and/or email, of any changes in status as a result of review or re-grade.
- Include, whenever applicable, isometrics and practical exercises as a part of the test.

## **2.9 REVIEWS**

Selected Proposer(s) must conduct reviews of examination results. Exam reviews shall be conducted at Selected Proposer's facility.

The Selected Proposer(s) shall:

- Allow examinees a thirty (30) day period (this period starting on the date the results of the examinations are mailed out) the opportunity to request review results. Review by the Selected Proposer shall be conducted in Miami-Dade County within thirty (30) days of the request for review by examinees. Date(s) for review and the number of examinees per review shall be at the discretion of the Selected Proposer(s).
- Notify applicants that reviews of examination results will be offered by the Selected Proposer and that applicant must contact the Selected Proposer in order to obtain these services. Selected Proposer shall provide candidates reviewing their exams with a list of the questions missed and the answer choices they selected.
- Notify the County at least two (2) weeks in advance of the date(s) the reviews shall be conducted.
- Agree that the County and the Construction Trades Qualifying Board members have the right to be present during these reviews. The County and Board member involvement shall be limited to observation and shall be at County's discretion.
- Agree to conduct these reviews in a matter that will not jeopardize the integrity of the examination procedures.

## **2.10 PROCTORING**

The Selected Proposer(s) shall be responsible for administering the examinations. In proctoring the examinations, the Selected Proposer(s) shall:

- Provide one (1) proctor per twenty (20) applicants.
- Provide for observation during examinations by the County staff and by members of the Construction Trades Qualifying Board. Such observation shall be at the discretion of the County.
- Provide for review of examination material by the County at examination site.
- Assume responsibility for the integrity of the examination procedure and provide the necessary mechanisms to avoid dishonesty by applicants during the taking of examinations. The Selected Proposer should provide written report of any incidents of cheating or unacceptable behavior to the County department.

## **2.11 TIME SCHEDULE**

The Selected Proposer(s) agrees to furnish all copies of examinations requested by the County within fourteen (14) calendar days after receipt of written notification that such copies are required. All such notifications shall be directed to the contact information provided by the Selected Proposer(s) on file with the County.

## **2.12 RELEASE OF INFORMATION**

The Selected Proposer will be prohibited from publishing or releasing any information related to the requested services without prior written permission of the County.

## **2.13 CONSTRUCTION TRADES QUALIFYING BOARDS**

The Selected Proposer shall be responsible to provide a representative to attend the Construction Trades Qualifying Boards A and B Divisions monthly meetings, when requested by the RER and DTPW.

## **2.14 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS**

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the Selected Proposer(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

## **2.15 PURCHASE OF OTHER SERVICES NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES**

While the County has listed all major services within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar services that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the Selected Proposer to obtain a price quote for the similar service. The County

reserves the right to award these similar services to the contract Selected Proposer (s) or to acquire the services through a separate solicitation.

### 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 responses 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 **Competitive Selection Committee (or Review Team)** which will evaluate and rank proposals on criteria listed below. The **Competitive Selection Committee (or 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 **Competitive Selection Committee (or Review Team)** is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per **Competitive Selection Committee (or 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	20
3. Proposer's approach to providing the services requested in this Solicitation	30
<u>Price Criteria</u>	<u>Points</u>
4. Proposer's proposed price	20

#### 4.3 Oral Presentations

Upon evaluation of the **technical** criteria indicated above, rating and ranking, the **Competitive Selection Committee (or Review Team)** may choose to conduct an oral presentation with the Proposer(s) which the **Competitive Selection Committee (or 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 **Competitive Selection Committee (or 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 access <http://www.miamidade.gov/business/business-certification-programs-SBE.asp>. 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 may remain on the contract.

**OR**

A Selection Factor is not applicable to this Solicitation.

**OR**

*(If no points are assigned to evaluation criteria, include the following in addition to above paragraph):*

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 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**

After the evaluation of the technical proposal, in light of the oral presentation(s) if necessary, the County will evaluate the price proposals of those Proposers remaining in consideration.

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, 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 Competitive Selection Committee (or 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 Competitive Selection Committee (or Review Team) will recommend that a contract be negotiated with said local Proposer.

#### **4.8 Negotiations**

The Competitive Selection Committee (or 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 Sections 2-8.1.1 of the Miami-Dade County Code. (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 County Code, as amended, and as established in Implementing Order No. 3-21.

### **5.0 TERMS AND CONDITIONS**

The 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>. Then, the recommended Proposer shall affirm that all information submitted with its Vendor Registration Package is current, complete and accurate at the time it submitted a response to the Solicitation by completing an Affirmation of Vendor Affidavit form as requested by the County.

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

The Contractor shall furnish to the County, Internal Services Department, Procurement Management Services 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**

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which 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 Miami-Dade County 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**

Draft Form of Agreement

Web Forms – Proposal Submission Package Including: Proposal Submittal Form, Fair Subcontract Practices Affidavit, Subcontractor Listing, Lobbyist Registration Form, and Contractor Due Diligence Affidavit.

Proposer Information Section\*

Form 1 – Price Proposal Schedule\*

\*Note – The Proposer Information Section and Form 1 have been posted to BidSync in the form of fillable Microsoft Word documents.