



**ADVERTISEMENT
FOR REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL COST ESTIMATING AND SCHEDULING SERVICES
FOR THE MIAMI DADE AVIATION DEPARTMENT
RFQ NO. MDAD-17-02**

Sealed Qualification Statements for the above will be received for and in behalf of Miami-Dade County, by the Office of the Clerk, in the Stephen P. Clark Center, Suite 17-202, 111 N.W. 1st Street, Miami, Florida, 33128 until **2:00 P.M., January 8, 2018**, or as modified by addendum, at which time all Qualification Statements will be taken to a room to be designated by the Clerk of the Board in said Stephen P. Clark Center, where the Qualification Statements will be publicly opened and the names of the Respondents will be read aloud. The County will receive sealed Qualification Statements from qualified, interested parties based upon the terms, covenants and provisions of this advertisement and the Request for Qualifications ("RFQ"). One (1) original and eight (8) copies (a total of 9) of the complete Qualification Statement must be received by the due date for this RFQ ("Qualification Statement Due Date and Time"), as may be amended by Addendum. One (1) PDF version of the complete Qualification Statement must be submitted in a CD/DVD or flash drive format. The original and all copies must be bound, and submitted in an envelope or container stating on the outside the Respondent's name, address, telephone number, RFQ number, RFQ title, and Qualification Statement Due Date to:

Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, FL 33128-1983

Hand-carried Qualification Statements may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays observed by the County. Respondents are responsible for informing any commercial delivery Service (if used) of all delivery requirements and for ensuring that the required address information, appears on the outer wrapper or envelope used by such service.

REQUEST FOR QUALIFICATIONS DOCUMENTS

Request for Qualification documents will be available on or after **Monday, December 4, 2017**. Prospective Respondents may obtain the Request for Qualifications documents from the Miami-Dade Aviation Department, Contracts Administration Division, 4200 N.W. 36 Street, Building 5A, 4th Floor, Miami, Florida 33122 or through a mail request to P.O. Box 025504, Miami, FL 33102-5504. The non-refundable cost for each hardcopy Solicitation package is \$50.00 and \$25.00 for the PDF Format (DVD) version per set, check or money order, made payable to the Miami-Dade Aviation Department. Each Respondent shall furnish an address, email address, telephone and FAX numbers for the purpose of contact during solicitation process. All Qualification Statements shall be submitted as set forth in the Request for Qualifications.

PROJECT BRIEFING

The Miami-Dade Aviation Department will hold a Project Briefing on **Thursday, December 14, 2017, at 2:00 P.M.** at the Miami-Dade Aviation Department, 4200 NW 36 Street, Building 5-A, Conference Room "F", 4th Floor, Miami, Florida, 33122, for all interested parties. Any changes to this Request for Qualifications will be by written addendum. It is the policy of Miami-Dade County to comply with all the requirements of the Americans with Disabilities Act (ADA). For sign language, interpreter services,

material in accessible format, other special accommodations, or airport-related ADA concerns, please contact the MDAD Office of ADA Coordination at 305-876-7024.

SCOPE OF SERVICES

The following is the Scope of Services to be performed by the Successful Respondent.

The services to be provided by the Respondent will be related to and be used in association with current construction projects, projects in design, projects in planning, and proposed construction projects, such projects being a part of the County's airport system. At the request of the Department, at any given time, the Respondent may be required to provide services for more than one (1) project, and/or for more than one (1) airport.

Consultant is not authorized to perform engineering services which require licensing pursuant to Florida Statute 471.

Furthermore, a firm awarded this Agreement may not provide services as Prime or Subconsultant to any (1) engineer, (2) designer, (3) contractor, or (4) tenant with respect to any project at Miami International Airport and/or the County's system of airports.

Services to be provided by the Respondent may include, but are not limited to, the following:

- A. Prepare project estimates at various project stages; planning, design, bid, and construction. Cost estimate escalation based on schedules, performing bid cost analysis, and participating in cost negotiations. Provide project management support by tracking budget expenditures, contracts, allowance accounts, budget changes, and preparing and publishing monthly cost reports at different levels. Provide contract commitment requests. Successful Respondent shall be responsible for maintaining SharePoint 2016 (or higher) up to date with all project information, preparation of cash flows, performing value engineering, and performing financial project close outs.
- B. Prepare and analyze project schedules using Primavera Project Planner version 15.1 or higher, or other comparable scheduling software. Support the development of schedule specifications, review contractors' baseline schedules, and monthly updates. Prepare and update project close-out schedules. Track schedule progress to ensure project completion within time and budget (including earned value analysis). Prepare recommendations to get project back on schedule and budget. Prepare and publish monthly schedules reports.
- C. Support modification of procedures, processes and systems to meet evolving needs and departmental goals.
- D. Perform risk analysis on project changes, develop risk mitigation registry, develop risk mitigation options, and support the execution of risk mitigation options.
- E. Maintain estimating, cost, and schedule databases.
- F. Upon request of the Department, analyze/evaluate claims arising from the design and construction of projects including, but not limited to, the following services:
 1. Review and organize relevant project schedules, cost estimates, and claim information.
 2. Prepare and present reports, diagrams, sketches, illustrations, and spreadsheets.
 3. Identify crucial documents to assist in claims processing.

4. Analyze the impact of delays, inefficiencies, interferences and schedule accelerations by use of claims analysis methodologies such as windows or time impact analyses.
5. Prepare project schedules (as planned, as built and as adjusted).
6. Formulate cost estimates for disputed items.
7. Prepare detailed reviews of existing projects, costs and contractor/consultant costs regarding performance, problems and delays.
8. Prepare a chronological list of major problems and delays segregated by cause (owner, contractor or other).
9. Calculate damages and assisting in development of back charges.
10. Write technical reports, prepare evidentiary tools, design and construct demonstration models.
11. Review and coordinate claim findings with MDAD staff.
12. Recommend procedures to be undertaken to minimize the impacts of continuing actions for which claims have been asserted.
13. Provide software license for licenses obtained under the Owner's name.
14. Participate in meetings with MDAD staff, as it relates contractor claims.

MINIMUM QUALIFICATIONS

1. Respondent should possess and demonstrate at least seven (7) years of cumulative and verifiable experience in providing cost estimating and scheduling services in large capital programs over one billion dollars. Airport experience and knowledge of the South Florida construction market is preferred.
2. Respondent should have successfully completed at least one (1) cost estimating or scheduling project, in excess of One Hundred Million Dollars (\$100,000,000), total project cost, within the last five (5) years.
3. Respondent should have experience in the fields of forensic scheduling, cost estimate validation, change order management, cost estimating, Critical Path Method (CPM) scheduling, claims management, and dispute resolution. The firm should be up to date with the latest versions of scheduling and estimating industry software such as Primavera 15.1, schedule analyzer enterprise, Microsoft Project, Hard Dollar, and RS Means.
4. Respondent must provide evidence in its submittal that principal or senior staff are currently designated with at least one (1) of the following certifications:
 - Certified Cost Professional (CCP)
 - Planning and Scheduling Professional (PSP)
 - Certified Estimating Professional (CEP)
 - Earn Value Professional (EVP)
 - Project Management Professional (PMP)

5. If the Respondent is an individual or partnership, the individual and/or the partner, who shall be responsible for the operation of the Agreement, should have met the specified minimum qualifications. If the Respondent is a Joint Venture, then at least one (1) of the Joint Venture Partners should satisfy all of the foregoing Minimum Qualifications. A Respondent, whether a joint venture or otherwise, may proffer the experience of its corporate parent, sister, or subsidiary (“an affiliated company”) in meeting these minimum qualifications. Given the unique nature of individual corporate relationships, Respondents seeking to rely on the experience of an affiliated company should be advised that the Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience on a case-by-case basis, and may base such decision on the relationship between the Respondent and the affiliate, as evidenced by whatever documentation is provided in the qualification statement submission or otherwise presented at the request of the Selection Committee.
6. Respondents who are less qualified than is suggested above may be considered for award. However, such Respondents may receive less points or no points from the Selection Committee, or may be found non-responsible.
7. Respondent must be authorized to do business in the State of Florida by the time of award.

TERM

The term of this Agreement shall be five (5) years. The County reserves the right to extend the Agreement for up to five (5) additional years at the County’s sole discretion, on the same terms and conditions contained herein, unless terminated under the provisions contained in the Agreement.

CONTRACT MEASURES

This solicitation includes Small Business Enterprise (SBE) Goods/Services goal as follows: 20%

QUALIFICATION STATEMENT GUARANTEE DEPOSIT

NOT APPLICABLE.

THE RESPONDENT’S QUALIFICATION STATEMENT IS SUBJECT TO THE FOLLOWING PROVISIONS, AMONG OTHERS:

1. CONE OF SILENCE/CONTRACTING OFFICER: CONE OF SILENCE

Pursuant to Section 2-11.1(t) of the Code and Administrative Order 3-27 (“Cone of Silence Provisions”), as amended, a “Cone of Silence” is imposed upon RFPs, RFQs, or bids after advertisement and terminates at the time the Mayor (or designee) issues a written recommendation to the Board of County Commissioners. The Cone of Silence prohibits communication regarding RFPs, RFQs, or bids between: A) potential vendors, service providers, bidders, lobbyists or consultants and the County’s professional staff; B) a potential vendor, service provider, bidder, lobbyist, or consultant and the Mayor, County Commissioners or their respective staffs; C) the Mayor, County Commissioners or their respective staffs and any member of the County’s professional staff; D) a potential vendor, service provider, bidder, lobbyist, or consultant and any member of the selection committee assigned to this Solicitation; E) the Mayor, County Commissioners or their respective staffs and member of the selection committee assigned to this Solicitation; and, F) any member of the County’s professional staff and any member of the selection committee therefor.

Section 2.11.1(t) of the Code and Administrative Order 3-27, as amended, permits oral communications regarding a particular RFP, RFQ or bid for solicitation of goods or services between any person and the Contracting Officer responsible for administering the procurement

process for such RFP, RFQ, or bid, provided that the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.

The Cone of Silence Provisions do not apply to communications with the Office of the County Attorney or members of the staff of that office; communications with employees of the Management and Technical Assistance Unit of the County's Small Business Development Division/Internal Services Department regarding small and/or minority business programs, the Community Business Enterprise and Equitable Distribution Programs; oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meetings, public presentations made to the Board of County Commissioners during any duly noticed public meeting, or communications in writing at any time unless specifically prohibited by the applicable RFP, RFQ, or bid document. Respondents must file a copy of any written communications with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be submitted via e-mail to the Clerk of the Board at CLERKBCC@MIAMIDADE.GOV. The Contracting Officer shall respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request.

In addition to any other penalties provided by law, violation of the Cone of Silence Provisions by any proposer, respondent or bidder shall render any RFP award, RFQ award, or bid award voidable. Any person having personal knowledge of a violation of the Cone of Silence provisions shall report such violation to the State Attorney and/ or may file a complaint with the Ethics Commission. Respondents should reference the actual Cone of Silence Provisions for further clarification.

All Respondents will be notified in writing when the Mayor (or designee) makes an award recommendation to the Board of County Commissioners.

The Contracting Officer for this RFQ is:

Name and Title: Amelia M. Cordova-Jimenez, Contract Officer
Name of Agency: MDAD - Contracts Administration Division
Physical Address: 4200 NW 36th S., Bldg. 5A, 4th Floor, Miami, FL 33122
Mailing Address: P.O. Box 025504, Miami, FL 33102-5504
Telephone: (305) 876-7935
Facsimile: (305) 876-8068
Email Address: acordova-jimenez@miami-airport.com

2. The County shall not be responsible for any modifications or alterations made to the Request for Qualifications Documents other than those made by Addendum. Respondents are advised to carefully check their Request for Qualifications Documents to make certain the documents they obtained contain the complete set of documents. Any partial set of documents obtained shall be at the Respondent's risk.

MIAMI-DADE COUNTY, FLORIDA
HARVEY RUVIN, CLERK

DEPUTY CLERK

END OF ADVERTISEMENT