



**ADVERTISEMENT
REQUEST FOR QUALIFICATIONS FOR
TIER 2 AIRPORT SIGNAGE DESIGN, FABRICATION AND INSTALLATION
RFQ NO. MDAD-17-04**

Sealed Qualification Statements for the above will be received for and on 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 5, 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 ten (10) copies (a total of 11) 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 USB/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 and 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

The Request for Qualifications (RFQ) solicitation package will be available on or after NOVEMBER 22, 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 per set, and \$25.00 for the PDF Format (DVD) version. Check or money order payable to: Miami-Dade Aviation Department. Please specify if you would like a Hardcopy or PDF Format (DVD) version of the Solicitation Package.** 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 Instructions to Respondents.

PROJECT BRIEFING

The Miami-Dade Aviation Department will hold a Project Briefing on **WEDNESDAY, NOVEMBER 29, 2017 at 11:00 AM (LOCAL TIME) AT 4200 NW 36 Street, Building 5A, 4TH Floor, Conference Room F, Miami, FL 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.

INTRODUCTION/BACKGROUND

The purpose of this solicitation is to pre-qualify Respondents to provide Airport Signage Design, Fabrication and Installation Services for Tier 2 Work for the Miami-Dade Aviation Department (MDAD), as described below. This initial solicitation provides for the submission of documents and forms intended to verify that the Respondents meet or exceed the minimum criteria set forth elsewhere in this solicitation. The highest ranked six (6) Respondents which meet or exceed the criteria established in this solicitation shall be placed on a pre-qualification list that may be accessed by the Miami-Dade Aviation Department (MDAD) in order to obtain price quotations and/or issue Work Orders.

SOLICITATIONS RFQ-MDAD-17-03 (TIER 1) AND RFQ-MDAD-17-04 (TIER 2) ARE SEPARATE SOLICITATIONS, HOWEVER, FIRMS MAY ONLY BE AWARDED ONE OF THE TWO SOLICITATIONS/TIERS. IF A FIRM SUBMITS QUALIFICATION STATEMENTS ON BOTH TIER 1 AND TIER 2, EITHER AS A PRIME OR AS A MEMBER OF A JOINT VENTURE, THE TIER 2 SUBMITTAL SHALL BE DEEMED NOT-RESPONSIVE AND SHALL NOT BE CONSIDERED FOR AWARD. FAILURE TO BE AWARDED A TIER 1 CONTRACT SHALL NOT RENDER THE FIRM ELIGIBLE FOR AWARD UNDER TIER 2.

Miami-Dade County (the "County"), as represented by the Miami-Dade Aviation Department ("MDAD"), requires the services of:

Tier 2 Signage Firms: Firms having in-house design, production and installation capabilities to include non-structural and non-electrical signage elements.

Tier 2 projects will include non-structural and non-electrical signage tasks under \$50,000.00, to include printed signage, banners, decals, ADA signage, identification signage, fabricated letters, first-surface and second-surface printed signs with varying substrates, aluminum traffic signs of limited sizes, hazard & warning signs, vinyl sign applications, magnetic signs, vinyl wraps for architectural elements and vehicles, etc. Firms in this category will require licensure, insurance and minimum qualifications listed in the RFQ. Bonding will not be required as individual work orders will not exceed the amount stipulated in FS255.05.

Respondents must have, throughout the term of the agreement and any extensions, a valid contractor license, appropriate insurance, and the minimum qualifications listed in the RFQ.

TIER 2- SCOPE OF SERVICES

The required signage design, fabrication and installation work for Tier 2 projects will encompass a wide variety airport signs and related services located throughout Miami International Airport (MIA) and General Aviation Airports. Work scope under the contract may include fabrication and installation of new signs, signage removal/disposal, salvaging and relocation of existing signs. Types of signs

include: interior and/or exterior non-illuminated and static signs, directional signage, parking garage signage, Americans with Disabilities Act (ADA) signage, regulatory signs, identification signs, magnetic signs, dimensional letters, plaques, wayfinding elements and various other airport/transportation related signage as required by MDAD. Some signage work may require night or off-peak installation to avoid disruption of airport operations or conflict with public circulation.

Licensing Requirements:

All Tier 2 Work must be performed by a firm appropriately licensed and qualified to perform non-structural and non-electrical work per Miami Dade County Code, Chapter 10 or Florida Statutes Section 489, which authorizes the firm to perform the work under this contract. Failure to hold the appropriate license at the time the Qualification Statement is submitted shall render the Qualification Statement non-responsive.

A qualified and licensed sign contractor may subcontract installation services with qualified and licensed local contractor. Respondents should list all contractors that will be part of the team or joint venture.

Goods and Services that may be required include, but are not limited to:

1. Pre-fabricated signs and mounting hardware, extrusions, brackets, insertable and changeable panel sign systems, floor standing sign holders, banner stands, sign posts, frames, rotatable signs and other related signage and wayfinding systems in various forms and sizes, as required by MDAD.
2. Plastic signs in various sizes ranging in size and utilizing various graphic techniques such as vinyl cut graphics in multi-colors, digital imaging and printing. Graphics to be sub-surface laminated between high density plastic, acrylic or polycarbonate materials with edges sealed. Installations and conditions will vary and may include column mounted, overhead beam mounted and wall mounted.
3. Custom high-pressure laminate signs and graphics of varying thicknesses, suitable for exterior and interior applications. Finishes will range from matte to satin and scratch-resistant textures.
4. Floor and surface mounted directories as specified by MDAD. This may include static non-illuminated type, designed and planned according to MDAD standards.
5. Injection molded, photo polymer and similar type plaque signs for room identification complying with ADA (American with Disabilities Act). Signs to include required tactile copy and braille utilizing standard international pictograms. Sizes vary from 4"x4" to 12" x 18". Installation is to be wall mounted and conform to ADA standards.
6. Formed plastic sign letters, cast metal sign letters, cut metal and/or plastic sign letters and mounting systems/hardware meeting MDAD project specifications.
7. Modular sign and wayfinding system for room identification, as specified by MDAD. Installation may include varying wall mounting conditions and surfaces. All products and installations must conform to ADA standards.
8. Any other sign system or sign component for Miami International Airport and/or Miami-Dade County General Aviation Airports, as may be specifically requested by the Department.

9. Shipping, delivery and handling of the listed sign types, products and systems to the respective project sites at Miami International Airport or any of the Miami-Dade County General Aviation Airports.
10. Installation of any of the listed sign types or applications using best means and practices, applicable codes and MDAD guidelines. This includes providing the necessary materials, equipment and qualified personnel to accomplish the required task within the specified time-frame and budget.
11. Employees of the Contractor must obtain appropriate access badges at the Contractor's sole expense.
12. Bidding procedures will be in accordance with Article 5 of the General Conditions. The successful Signage contractors shall coordinate their installation work with other ongoing construction affecting the work areas. Signage contractor shall also coordinate delivery of all signage materials and equipment necessary for installation with MDAD. Signage contractor may be required to perform some of the work at night and may also be required to provide capability to design and /or engineer signage as may be requested under the contract. Prior to the issuance of work, MDAD will provide the awarded firm(s) with either MDAD issued specifications or may request that specifications be developed by the awarded firm(s) for the scope of work requested.
13. Signage design may encompass custom applications and/or graphic standards provided by MDAD to be used as reference. In other cases, MDAD will provide graphic file containing artwork to be used for production.

TIER 2 MINIMUM QUALIFICATIONS

RESPONDENT MUST PROVIDE PROOF FOR EACH MINIMUM QUALIFICATION. FAILURE TO PROVIDE PROOF FOR EACH MINIMUM QUALIFICATION MAY RENDER QUALIFICATION STATEMENT NON-RESPONSIVE.

- (a) The Respondent must be appropriately licensed and qualified to perform non-structural and non-electrical work per Miami Dade County Code, Chapter 10 or Florida Statutes Section 489, which authorizes the firm to perform the work under this contract. Failure to hold the appropriate license at the time the Qualification Statement is submitted shall render the Qualification Statement non-responsive. **Attach a copy of valid license to Appendix A.**
- (b) The Respondent should have the capability of designing and fabricating commercial-grade, custom, high-quality signage products or systems and installing all proposed signage programs, as detailed in the RFQ. Installation crew, including sub-contractors, dedicated for Airport projects shall be disclosed. A list of installers describing employing contractor, trade, licenses, certifications, experience and base location shall be included in submittal package.
- (c) The Respondent should demonstrate ability to complete signage projects up to \$50,000.00 for other mass public transportation/airport or commercial contracts within the last five (5) years.

- (d) The Respondent should show proof of 24 hour access to a minimum of one (1) bucket truck available for work under this contract. All company vehicles used for sign installations shall be listed separately by year, make and description. Minimum insurance requirements will apply when performing work on airport property and accessing secured airside areas.
- (e) The Respondent should have the ability to dedicate a staff of 5 full-time employees assigned to signage design, production, manufacturing and installation functions related to airport projects under this contract. Employees working on airport premises must have ability to undergo required investigation process and obtain airport issued ID badges. Additional clearances will be required to access secure sterile areas in terminal and airside.
- (f) The Respondent should have a sign manufacturing facility sufficiently sized to accommodate and support the fabrication and assembly of commercial sign projects. Manufacturing equipment and sign making tools operating in the facility shall be kept up to date, well-maintained and include computerized digital processes. A detailed floor plan with description of the sign manufacturing facility, describing various shops by size and function, along with a detailed list of equipment and operating software will be required in the submittal package from each Respondent.

If the Respondent is an individual or partnership, the individual and/or the partner, who shall be responsible for the operation of the Agreement, must have met minimum qualifications in (a) and should meet the remaining minimum qualifications in (b) through (g). If the Respondent is a Joint Venture, then at least one (1) of the Joint Venture Partners must satisfy the minimum qualifications in (a) and should meet the remaining qualifications in (b) through (g). 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. However, 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 documents are provided in the proposal submission or otherwise presented at the request of the Selection Committee.

The Respondent must be authorized to do business in the State of Florida by the time of award.

Respondents who are less qualified than is suggested above may be considered for award. However, such Respondents may receive fewer points or no points from the Selection Committee, or may be found non-responsible.

CONTRACT MEASURES

There are no Contract Measures for this solicitation.

COMMUNITY WORKFORCE PROGRAM GOAL: 10%

Pursuant to Section 2-1701 of the Miami-Dade County Code, this solicitation includes a ten percent (10%) Community Workforce Goal to be applied to Work Orders, when possible. If a Project Order is longer than thirty (30) days, the successful Respondent must develop and submit to the County's Small Business Development Division (SBD) a Workforce Plan outlining how the CWP goal established will be met for the Project Order.

TERM/EXTENSION

The term of the agreement will be five (5) years, and will include an option to extend the term for one (1) five (5) year term at the sole discretion of MDAD.

QUALIFICATION STATEMENT DEPOSIT

No Qualification Statement Guarantee Deposit is required for this RFQ.

THE RESPONDENTS'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 project briefings, 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. Proposers/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: Kristina Guillen, Contract Officer
Name of Agency: MDAD - Contracts Administration Division
Physical Address: 4200 NW 36 Street, Bldg. 5A, 4th Floor, Miami, FL 33122
Mailing Address: P.O. Box 025504, Miami, FL 33102-5504
Telephone: (305) 869-1596
Facsimile: (305) 876-8068
Email Address: kguillen@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 Qualification 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