

Request for Qualifications No. 18-19-001 PLANNING
Non-Mandatory Pre-Bid Teleconference Summary
Friday, February 8, 2019 at 2pm

At 2pm, Lawrence Young of the Miami Downtown Development Authority welcomed everyone to the call and introduced Patrice Gillespie Smith and Prisca Tomasi, also of the Miami DDA. Mr. Young then gave a brief overview of RFQ No. 18-19-01. Ms. Tomasi reminded everyone that an Addendum of the RFQ has been issued and posted and the RFQ has been amended to reflect the changes in Addendum 1. She also stated that responders can submit their questions in writing until Feb. 15th. Below is a summary of the questions received on the call.

- 1. Under section 3.3 the Miami DDA asks for a complete client list for the past five years. Does that need to be every single client or just related to these services?**
Answer: Just related to the service.
- 2. Would that list of services be firmwide or just locally?**
Answer: Local
- 3. For the references you want a minimum of how many?**
Answer: Please provide 3 comparable projects and at least three references to go with those three comparable projects. See Section 3.4.
- 4. Can we provide more than three comparable projects or is three the maximum?**
Answer: Three max.
- 5. For the comparable projects in this case it's more of a contract where we don't know the project we would be doing since it is as-needed basis. Would you prefer to see similar contract references versus project types?**
Answer: Whatever service you are applying for, please provide three representative projects.
- 6. In Section 3.3 in the list of clients are you looking for client references since we already provided references on the project pages in 3.4?**
Answer: In your client list you want to show an applicable reference feel free to do so, but the most important place is to put it under the three comparable projects in Section 3.4 B.
- 7. If we want to list references under clients, we can in addition to the projects?**
Answer: Yes. The review panel will be looking at the three comparable projects, so we will amend 3.3 to just say complete client list.
- 8. Is Section 3.5 being eliminated?**
Answer: Yes, it has been.
- 9. Have you sent out an addendum?**
Answer: Yes. We've sent the addendum and updated RFQ packet out to all registered firms. If your firm has registered it was sent to the contact listed on the registration form. If not, send Prisca an e-

mail at tomasi@miamidda.com and she will forward it to you, but we have uploaded the documents to the website as well.

10. For the organizational chart can we create that on a 11x 17?

Answer: For reproduction purposes, please keep it on 8 ½ x 11.

11. If your bidding to multiple disciplines can there be overlap with the different projects provided or do you want different projects for each discipline?

Answer: Yes, there can be overlap. Please reference the service you are providing the sample for (since we are asking for three) or say see previous example and cite exactly the name of the project.

12. Under 2.1 Scope of work B: Architectural services, urban design, and historic preservation why were the lumped together?

Answer: It was an arbitrary decision.

13. Based on 2.1 Scope of services is it possible to respond to a certain few disciplines under each of the lettered sections or do you have to submit on the entire discipline as specified?

Answer: You can submit even if it's a portion of one of the letters just make that clear in your response, which section you are applying for.

14. The item that is labeled miscellaneous services and/or assessments those are building surveys versus the topographical surveys?

Answer: It can apply to either one. We tried to capture all so if you fall under that umbrella, you may apply.

15. Miscellaneous services and/or assessments would that include asbestos survey or mold assessments, lead-based paint survey and more in that category or which category would those fall under?

Answer: Yes, you can apply for those specialties under letter (n), but to date we have never needed that particular service.

16. It would be one submittal where we classify the different items where we would qualify ourselves under?

Answer: Yes, one submittal and then it would be up to us to separate it out according to each service. Make it very clear the services you are applying for.

17. Will there be any mechanical or plumbing engineering required for this project?

Answer: Not that we are aware of.

18. Could we submit under that category even if it's not listed? (follow up question)

Answer: You could apply under letter (d) and make a note of it.

19. How did aviation planning come about? Is it just related to the height in the flight path or is there anything else under aviation planning that you are looking for?

Answer: Yes, exactly. That's what we have needed in the past as of now. However, we don't know what we will need in the future. For example, drones delivering packages. We just don't know.

20. If we apply under multiple disciplines is the page limits that were just set forth per discipline?

Answer: Yes.

21. Question on services: Is it the Miami DDA's intent for us to bring on those teams as the projects may need it or will you have those engineers on board?

Answer: There are no teams encouraged at this time. Should a particular project require a team, we would assemble a team from the approved Pool of vendors or ask an approved vendor to bring someone on board.

22. You don't want to see any of the qualifications of sub consultants now? (follow up question)

Answer: No, not at this time.

23. If we assemble a team under some of the other services do, we have to submit two separate submittals?

Answer: No, only one submittal per firm applying.

24. You are not looking for a team?

Answer: No, we are not looking for a team. We only want to hear from individual firms at this time and then we may need to assemble at a later time.

25. Would we be permitted one organization chart per service area?

Answer: Yes.

26. Just to confirm, one organization chart per service line?

Answer: Yes, but do not duplicate your organization chart. Only if changes with the service.

27. Will you select multiple teams for each discipline?

Answer: It's up to the selection committee. They did select more than one firm per discipline area in the last RFQ.

28. There are projected project lists available?

Answer: In the past we have done aviation planning, master plans, pedestrian and bicycle related initiatives, complete streets, construction documents, public outreach, grant writing, and underground utility work.

Moving forward we may be looking at things such as curbspace management, autonomous vehicles, environmental or green infrastructure plans, master plan updates, pedestrian priority zone, Baywalk construction, evaluation of how roads are functioning or operating, and conceptual drawings.

29. Do you have a list of the current firms that are under contract with you all now?

Answer: Yes, we will be sending that out when the Q&A section concludes.

30. Have the selection committee members been identified yet?

Answer: We are still in the process of recruiting the selection committee members.

31. Will you issue the sign-in sheet to the consultants on the phone?

Answer: Yes, all consultants will be able to receive the entire registration list.

32. Do you plan on having any environmental permitting or regulatory permitting services?

Answer: We do require that, but not sure if we will be awarding that or when. We have needed those services in the past.

33. Would we be able to provide projects under a new discipline here or would it fall under environmental services?

Answer: Yes, use for environmental services.

34. For (l) on the services listed is that strictly LID or other sustainable design services?

Answer: If you can provide a service that's relevant to our needs, you can fit it under (l) or (q).

35. For the environmental impact studies is this referring to NEPA work or just general reference to environment investigation?

Answer: All the above.

36. The service areas are listed (a-l), and the last page you use numbers to list the service areas. How should this be reflected in the proposal?

Answer: The reference is according to how the services are listed in 2.1.

37. On the proposal format the section 8.0 are you looking for those forms to be put in front of the proposal?

Answer: Yes. It is up to you but would be easier.

38. On Page 16 where you have the Proposal evaluation criteria you have crossed out hourly rate to be included but you haven't adjusted the distribution of the points to add to 100?

Answer: Hourly rates have been crossed out and replaced with firm profile. There's a new evaluation scoring matrix that shows the change.

39. For 7.2 there's an item (f) is there a threshold? Is something we tell you we prefer to be over or under 50k?

Answer: No, 7.2 is explaining what happens if you're selected as a firm that will be included in our pool. It should not influence how you submit your qualifications.

Seeing that there were no further questions, Mr. Young concluded the call at approximately 2:38 pm.