

REQUEST FOR PROPOSAL

PROFESSIONAL ENGINEERING SERVICES

FOR

HURRICANE SHELTER SURVEY/RETROFIT

PROPOSAL DUE:

WEDNESDAY, JULY 29, 2015
2:00 PM

CONTACT:

Julie L. Blanco
Director, Administration and Compliance
Miami-Dade County Fair & Exposition, Inc.
Direct Line: 786-315-5298 | Main: 305-223-7060, Ext. 298
E-mail: jblanco@fairexpo.com



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1. Instructions to Bidders

Miami-Dade County Fair and Exposition, Inc. (hereinafter referred to "The Fair") is seeking proposals from qualified Florida Licensed structural engineers for a Hurricane Shelter Survey/Retrofit Project as specified in this document.

Submittals are due at the Administration Building Front Desk located at 10901 SW 24 Street, Miami, FL 33165 or by e-mail (preferred) at jblanco@fairexpo.com on or before 2:00 pm on Wednesday, July 29, 2015.

All inquiries or Requests for Information (RFI's), regarding this Request for Proposal (RFP) shall be submitted to Julie L. Blanco, Director, Administration and Compliance with "Hurricane Shelter Survey/Retrofit Project" in the subject line by 5:00 pm on Wednesday, July 8, 2015. A response shall be e-mailed to all known vendors no later than 5:00 pm on Wednesday, July 15, 2015.

2. Terms and Conditions

- a. Qualified consultants providing proposals are responsible for reviewing all specifications, instructions and attachments herein. Failure to do so will be at their risk.
- b. Proposed fees must be itemized by task as specified in Attachment A.
- c. Estimated timeline of completion for each task specified in Attachment A is to be included with submittal.
- d. Vendors must submit all information requested in the RFP.
- e. The contract will be awarded to the responsible vendor whose proposal conforms to the RFP and will be most advantageous to The Fair, considering price and other factors.
- f. Late or unsigned proposals will not be considered.
- g. Any interpretation, correction or change of the RFP will be made by Addendum. Interpretations, corrections or changes of the RFP made in any other manner will not be binding and bidder shall not rely upon them.

3. Scope of Work

The scope of work will consist of a structural review of six existing structures to determine capability to withstand wind loads in accordance with ASCE Standard 7 and the building envelopes to resist large missile debris impact in accordance with ASTM E 1886 and ASTM E 1996 standards. If structures, or portions thereof, are determined to not meet this criteria, preliminary design documents for the required retrofit consistent with hurricane shelter standards will be prepared as well as an opinion of probable cost to complete the retrofit work.

A detailed Scope of Work can be found in Attachment A.

4. Preliminary Timeline

Monday, June 22, 2015		RFP Release
Wednesday, July 1, 2015	10:00 AM	Pre-Bid Meeting
Wednesday, July 8, 2015	5:00 PM	Closing Date for Receipt of Requests for Information (RFI)
Wednesday, July 15, 2015	5:00 PM	Response to Requests for Information (RFI)
Wednesday, July 29, 2015	2:00 PM	Closing Date for Receipt of Proposals
Thursday, July 30, 2015		Opening Date of Proposals
Monday, August 17, 2015		Award of Contract

5. Submittal Requirements

Qualified consultants interested in performing the work detailed in this RFP shall submit the following information:

- a. Qualifications of firm and staff that will be performing the work
- b. Experience with similar projects
- c. References from projects with similar requirements
- d. Current Business and Professional License
- e. Insurance Certification (General Liability, Worker's Compensation, Auto)
- f. Certification of Drug Free Workplace, if applicable
- g. Certification regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion
- h. Compliance with Statement of Assurances

6. Selection Criteria

Proposals received will be evaluated based on the following criteria:

- a. Qualifications
- b. Cost
- c. Past performance
- d. Availability to meet the schedule dates in the preliminary timeline

SIGNATURE PAGE

PROJECT: HURRICANE SHELTER SURVEY/RETROFIT
MIAMI-DADE COUNTY FAIR & EXPOSITION, INC.

Failure to complete, sign and return this submittal page with your proposal may be cause for rejection.

Company Name	
Name and Title of Primary Contact Person	
Company Address	
Phone Number	
E-mail Address	
Company Website	

By signing below, I certify that I am authorized to sign on my company's behalf.

Signature of Person Authorized to Bid on
Company's Behalf

Date

Print Name

ATTACHMENT A HURRICANE SHELTER SURVEY/RETROFIT SCOPE OF WORK

I. Project Overview

Provide a structural review of six (6) existing structures as referenced above to determine the structures' capability to withstand wind loads in accordance with ASCE Standard 7 and resist large missile debris impact to meet hurricane shelter standards; and if necessary, prepare preliminary construction documents and provide probable costs for the required building(s) retrofit to comply with these standards.

II. Project Identifier

The project consists of the following structures:

- Arnold Hall
- Arnold Hall North
- Arnold Hall South
- Arnold & Edwards Connector Hall
- Reilly Coliseum
- Edwards Hall

III. Scope of Services

Task 1

- A. Provide a site inspection and structural review of any existing construction documents, including but not limited to, permit plans, design calculations and construction inspection reports (if available) by a Florida Professional Structural Engineer to determine if enough information can be gathered to provide a set of as-built drawings with sufficient detail to allow:

Calculation of wind loads on all surfaces and structural elements to include but not limited to pilings, foundations, columns, beams, exterior walls, roofs, windows, doors, and entry ways necessary to determine the capability to withstand those wind loads in accordance with ASCE Standard 7, Risk Category IV and the building(s) envelope(s) capability to resist large missile debris impact in accordance with ASTM E1886 and ASTM E1996 standards, or similar wind loads performance standards.

- B. Provide a written report or statement as to the outcome of this review for each of the six (6) structures.

Task 2

Upon written authorization to proceed from THE FAIR:

- A. Provide as-built drawings necessary to complete Task 1.
- B. Perform wind load calculations as described by Task 1.
- C. Provide documentation (Notices of Acceptance, product certification, etc.) demonstrating that the existing system(s) and product(s) or the protective systems meet the large missile impact standards listed in Task 1.
- D. Provide Finish Floor Elevation Certificates by a licensed and certified Florida Surveyor for each of the six (6) structures.
- E. If a Florida Licensed Structural Engineer determines the structure(s) capable to withstand wind loads in accordance with ASCE Standard 7 and the building envelope capable of resisting large missile debris impact in accordance with ASTM E1886 and ASTM E1996 standards, or similar wind loads performance standards, Florida Licensed Structural Engineer shall provide certification statement(s) attesting to that effect.
If a Florida Licensed Structural Engineer determines the structure(s), or portion thereof, not capable to withstand wind loads in accordance with ASCE Standard 7 and the building envelope capable of resisting large missile debris impact in accordance with ASTM E1886 and ASTM E1996 standards, or similar wind loads performance standards, Florida Licensed Structural Engineer shall provide certification statement(s) attesting to that effect.
- F. Provide two (2) hard copies and one (1) digital copy on CD/DVD in Adobe PDF format of Items A – E listed above for each structure.

Task 3

Upon written authorization to proceed from THE FAIR:

- A. Florida Licensed Structural Engineer shall prepare a report including the preliminary scope of work necessary to retrofit the building(s) consistent with hurricane shelter standards and an opinion of probable cost including construction documents to complete the needed retrofit activities including Site Survey, Civil, Landscaping, Architectural, Structural, Electrical and Mechanical.

Task 4

Upon written authorization to proceed from THE FAIR:

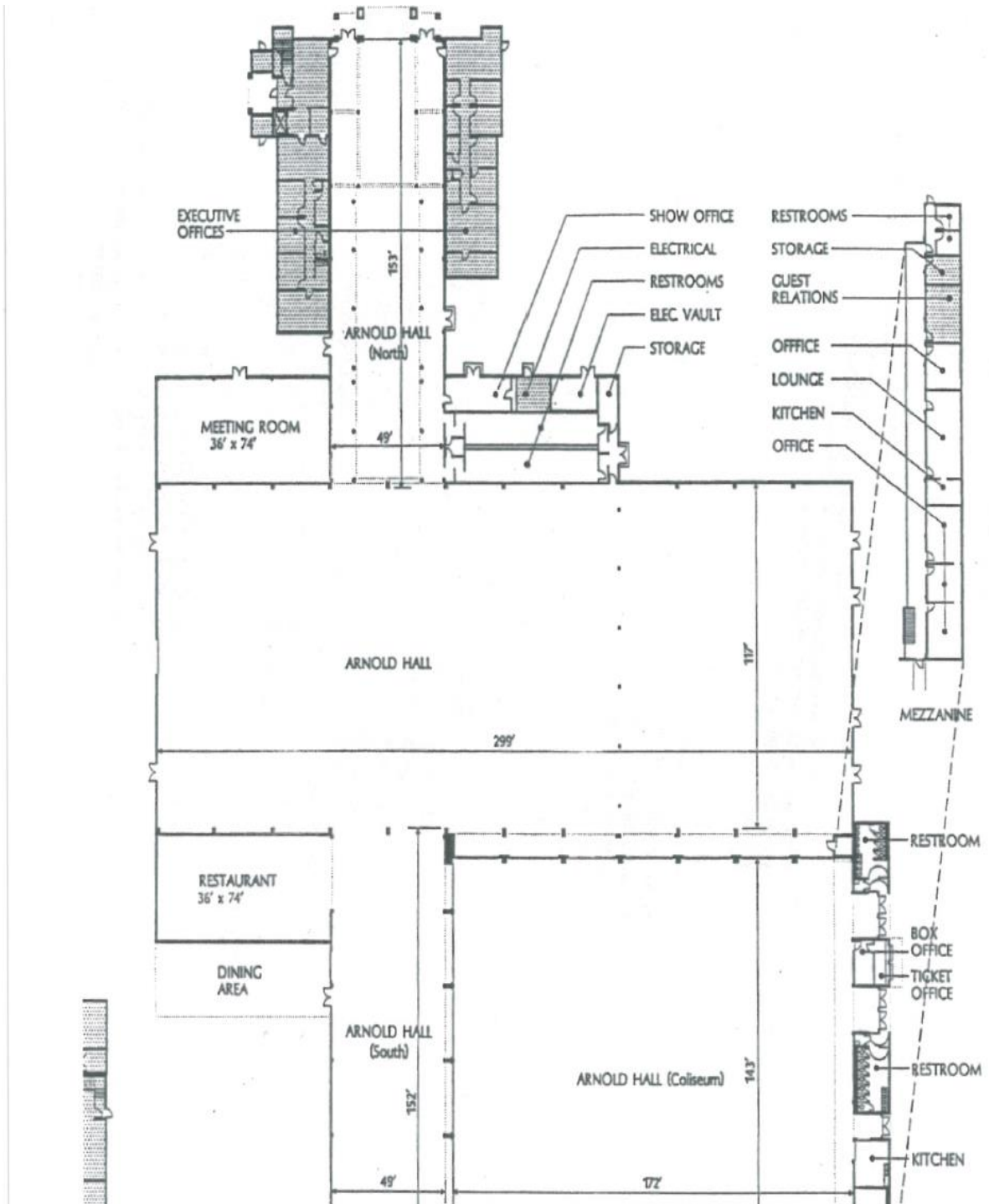
- 1. Florida Licensed Structural Engineer shall prepare design/construction documents for the structure(s) retrofit as required by the Miami-Dade County Building Department including Site Survey, Civil, Landscaping, Architectural, Structural, Electrical and Mechanical.

IV. General Information

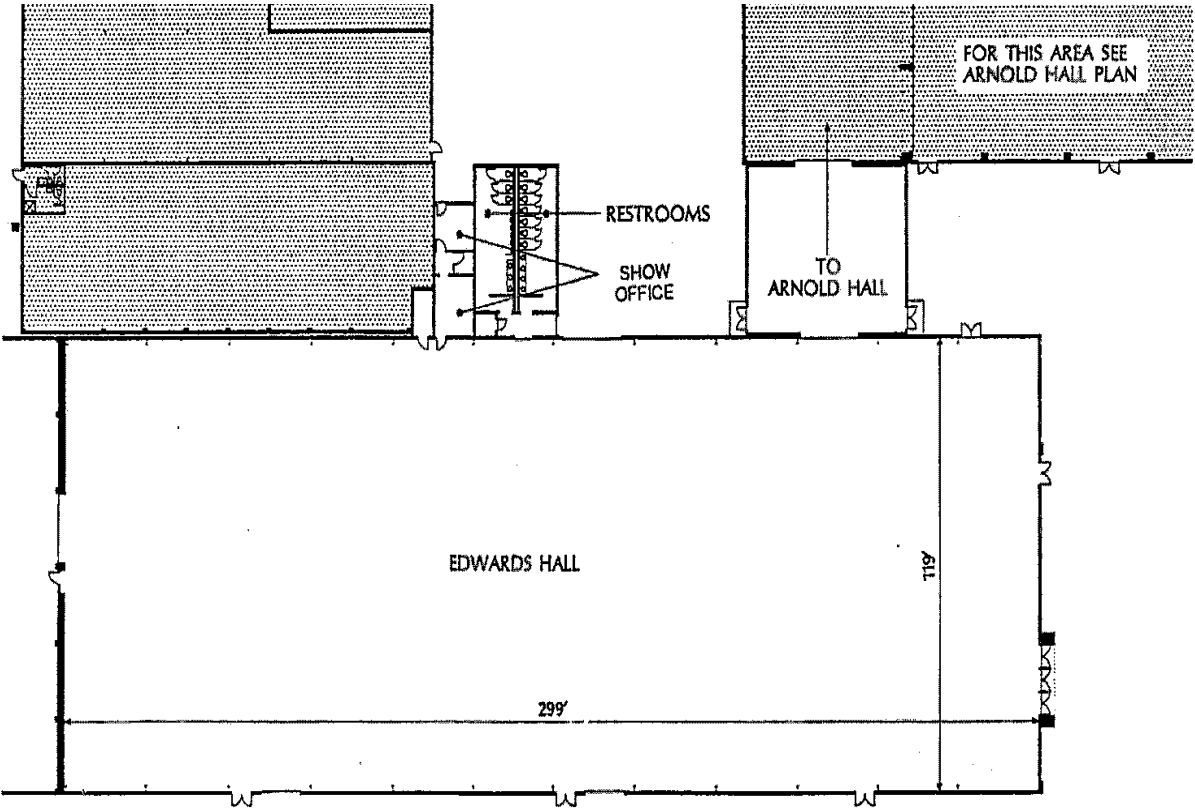
Attachments:

1. Floor plan for Arnold Hall, Arnold Hall North, Arnold Hall South and Reilly Coliseum
2. Floor plan for Arnold & Edwards Connector Hall and Edwards Hall

FLOOR PLAN FOR ARNOLD HALL, ARNOLD HALL NORTH, ARNOLD HALL SOUTH & REILLY COLISEUM



FLOOR PLAN
FOR
ARNOLD & EDWARDS CONNECTOR HALL AND EDWARDS HALL



ATTACHMENT B INSURANCE REQUIREMENTS

Companies submitting proposals shall provide THE FAIR with the following:

- A Certificate of Insurance in a form and from an insurer acceptable to THE FAIR, which shall name the MIAMI-DADE COUNTY FAIR & EXPOSITION, INC. and MIAMI-DADE COUNTY BOCC as additional insureds for Comprehensive General Liability insurance including products and completed operations coverage with limits of not less than \$1,000,000 each occurrence, combined single limit for bodily injury and property damage. The term of coverage shall coincide with the dates and time of the agreement. THE FAIR shall have the sole and arbitrary discretion to require higher limits of coverage than those contained herein.
- Satisfactory evidence of Worker's Compensation insurance complying with statutory requirements of the State of Florida.
- A Certificate of Insurance as evidence of automobile liability insurance coverage on all owned, non-owned and hired vehicles used in connection with this agreement in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.

The Certificate of Insurance must show the following:

ADDITIONAL INSURED:

Miami-Dade County Fair & Exposition, Inc. and
Miami-Dade County BOCC

CERTIFICATE HOLDER:

Miami-Dade County Fair & Exposition, Inc.
Attn: Julie L. Blanco
10901 SW 24 Street
Miami, FL 33165

**ATTACHMENT C
DRUG-FREE WORKPLACE CERTIFICATION**

The Fair will give preference to businesses with drug-free workplace programs. If two or more proposals that are equal with respect to price, quality, and service are received, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Company Name

By: _____
Signature

Name and Title

Date

ATTACHMENT D
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION

1. _____ (Company Name) certifies by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. _____ (Company Name) is unable to certify to the above statement. An explanation of the reason is attached to this form.

Company Name

By: _____
Signature

Name and Title

Street Address

City, State, Zip

Date

**ATTACHMENT E
STATEMENT OF ASSURANCES**

_____ (Company Name) hereby assures
and certifies that:

1. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
2. It will comply with the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.) which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services and telecommunications.
3. It will not knowingly employ unauthorized alien workers, which constitutes a violation of the employment provisions contained in 8 U.S.C. Section 1324a (E) [Section 274A9e) of the Immigration and Nationality Act.

Company Name

By: _____
Signature

Name and Title

Street Address

City, State, Zip

Date