

## INVITATION TO BID

Miami-Dade County, hereinafter known as MDC, will receive bids for the **CRUISE TERMINAL D EXPANSION, PROJECT NO. 2011-014.05**, at the Office of the Clerk of the Board of County Commissioners, at the Stephen P. Clark Center, 111 N.W. First Street, Suite 17-202, Miami, Florida 33128 until 2:00 p.m. local time on December 19, 2011 or as modified by addendum. Bids received after that time will not be considered, nor will qualified, segregated and/or incomplete Bids be considered, and will be returned unopened. The Contract, if awarded, will be awarded to the lowest responsive and responsible Bidder. Received Bids will be publicly opened and read aloud. Interested parties are invited to attend.

**PROJECT DESCRIPTION:** Miami-Dade County will receive bids for this Cruise Terminal D Expansion project. Services to be performed include, but are not necessarily limited to: Cruise Terminal D Improvements to include a new two-story addition (approx. 19,800 square feet) adjacent to the east entrance; interior upgrades; intermodal modifications; remote baggage screening and pedestrian/crew access at the west end of Cruise Terminal D intermodal; two new terminal passengers access doors on the Third Floor; LEED Certification; and any supportive ancillary tasks to the primary scope of services to successfully complete all phases of the project. The approved budget in the Request to Advertise is \$7,099,031.00 and the contract duration is 240 calendar days as defined in the contract documents. This project is funded in part by the Florida Department of Transportation.

Included in the bid shall be the furnishing of all materials, labor, services, supervision, tools and equipment required or incidental to this project. All work shall be performed as per the Contract Documents. Miami-Dade County, at its sole discretion may elect to negotiate with the apparent low bidder, provided that the scope of work of this solicitation remains the same.

Bid documents (available on Compact Disk) may be purchased beginning on November 17, 2011 at the PORT OF MIAMI, Contracts, Procurement and Materials Management Section, 1007 North America Way, Suite 311, Miami, Florida 33132. The non-refundable fee for each set of Bid Documents is \$20.00 and only checks or money orders are acceptable and shall be made payable to the BOARD OF COUNTY COMMISSIONERS. The Solicitation Coordinator for this project is Leticia Smith who may be contacted via e-mail at [sprfi@miamidade.gov](mailto:sprfi@miamidade.gov), phone: (305) 347-5508, (305) 329-4040 or fax (305) 347-4893. One copy of the bid documents will be required to prepare a bid.

MDC has scheduled a Pre-Bid Conference at 10:00 AM local time on November 30, 2011 at the PORT OF MIAMI, 1007 North America Way, 2<sup>nd</sup> Floor, Main Conference Room, Miami, Florida 33132. The Pre-Bid Conference is being held to answer any questions and/or concerns of prospective Bidders. **Attendance is mandatory** and interested parties are encouraged to attend. A site visit will be conducted immediately after the pre-bid conference.

A government-issued photo ID (i.e., Driver's License, Identification Card, Passport, etc.) is required to attend the site visit. Proposed Bidders attending the site visit must submit the information below to [sprfi@miamidade.gov](mailto:sprfi@miamidade.gov), a minimum of 24 hours before the pre-bid meeting:

- Name of individual attending the site visit as shown on their current driver's license
- Date of Birth
- Driver's license number & state issued.

Failure of a bidder to attend and sign the attendance sheet at a mandatory Pre-Bid Conference/Site Visit will result in the Contractor's bid being rejected.

Miami-Dade County or State of Florida Contractor's Certification is required in one of the following categories: General Contractor, or other categories as applicable to Chapter 10 of the Code of Miami-Dade County. The Prime Contractor must have successfully completed one (1) similar LEED Certified, multistory commercial building project within the last five (5) years. The 'project' and LEED Certification of said project shall be included as part of the bid submittal.

In accordance with Miami-Dade County Ordinance No's. 97-52, 97-158, 00-17, Amendment 01-158, and Administrative Order 3-22, a **10.47%** Community Small Business Enterprise (CSBE) Subcontractor Goal has been established for this project. The bidder is aware that a condition for the award of this contract is that it must meet the goal or submit, to the person or office to whom the bid was submitted by bid submission due date, evidence sufficient to MDC and as required and listed in the CSBE Participation Provisions, proving the lack of available CSBEs to afford effective competition to provide the services to meet the goal. In accordance with A.O. 3-37, as amended under Resolution R-1248-03, an **11.5%** Community Workforce Program (CWP) goal has been established for this project.

The Contractor must submit one (1) labeled and sealed envelope with the completed bid package. The envelope will contain the Schedule of Intent (SOI) Affidavit, the bid form, and all of the other accompanying required documents. The envelope is due at the time and bid date specified in the advertisement. The envelope will be opened on the bid submittal date and the prices read aloud. The SOI Affidavits will be submitted to the Division of Small Business Development (SBD) for a compliance review. If the SOI Affidavit contains correctible defects (as described in the CSBE Participation Provisions), the bidder will be notified by SBD and afforded forty eight (48) hours from the notification to rectify any correctible deficiencies. SBD will notify the Port of Miami of those approved bidders whose SOI Affidavits are responsive. Failure to submit with your bid the forms stipulated in the contract documents may render your bid non-responsive.

Pursuant to Section 10-33.02 of the Code of Miami-Dade County, Florida, "a contractor who fails to meet an established CSBE goal shall submit a CSBE Make-Up Plan for approval of the [Small Business Development ("SBD")] Division Director. A Make-up Plan and a corresponding SOI Affidavit must be submitted as part of any bid or proposal submitted for future contracts at the time of bid or proposal submittal." Failure to include the required SOI Affidavit with bids or proposals for any future contracts shall result in the submittal being deemed non-responsive. **To verify whether your company has a CSBE make-up requirement**, please refer to the SBD webpage at <http://www.miamidade.gov/sba/reports-goal-deficit.asp>. For questions regarding this requirement, contact Alice Hidalgo-Gato, Division Director, Contract Monitoring and Compliance at (305) 375-3153.

All bids and forms required in conjunction with the bid shall be submitted on the forms provided by MDC and must be submitted in DUPLICATE, within a sealed envelope. All required forms for the submission of bids are included in the Bid Documents Volume I. All blank spaces for bid prices must be filled in ink, in figures and if required, in words as well. In the event of any discrepancy in the entries for the price extension of any item, the unit price as shown in figures shall govern. The sealed envelope shall be bearing on the outside the name of the Bidder, his address, the number of the project for which the bid is submitted and the date of the bid opening.

Bid Security must accompany each Bid and must be in an amount of not less than five percent of the highest Total Bid Price. Bids may not be revoked nor withdrawn for 180 days after the Bid opening date. MDC reserves the right to waive any informalities or irregularities in any bid, to reject any or all Bids and/or to extend the bidding period.

Miami-Dade County's "Cone of Silence", section 2-11.1(t) of the Code of Miami-Dade County, approved by the Board of County Commissioners, specifically prohibits communication in regard to this bid solicitation with County staff except as allowed by the code. The period covered by the "Cone of Silence" is defined in the code.

Bidders must file a copy of any written communication with the Clerk of the Board, which shall be available to any person upon request. MDC shall respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may also be in the form of e-mail addressed to Leticia Smith at [sprfi@miamidade.gov](mailto:sprfi@miamidade.gov), with a copy to the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).