



**Request For Qualifications
For Video Production Services**

RFQ No. 14-15-01

Alyce M. Robertson, Executive Director

**Submittals are due no later than
October 31st, 2014**

**At
12:00pm
(No exceptions)**

**Miami Downtown Development Authority
200 South Biscayne Blvd.
Suite 2929
Miami, Florida 33131**

SUBMITTALS WILL BE OPENED PROMPTLY AT THE TIME AND PLACE SPECIFIED. SUBMITTALS RECEIVED AFTER THE FIRST SUBMISSION HAS BEEN OPENED WILL NOT BE OPENED AND WILL NOT BE CONSIDERED. THE RESPONSIBILITY FOR SUBMITTING A PROPOSAL TO DDA ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDENT. DDA IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE. LATE OR MISDELIVERED PROPOSALS SHALL NOT BE CONSIDERED.

**Miami Downtown
Development Authority**

**REQUEST FOR QUALIFICATIONS
FOR PUBLIC RELATIONS FIRM**

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REQUEST FOR QUALIFICATIONS

REGISTRATION FORM

This form will be used to communicate information with respect to questions and addenda as needed. **Please fill out and email to Maravilla@miamidda.com or fax to 305-371-2423, Attn.: Karry Maravilla.** If we do not receive a form, there is a risk that you will not receive important information.

Name of Applicant: _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

E-Mail: _____

Section 1.0 OVERVIEW

1.1 The Miami Downtown Development Authority

Downtown Miami has emerged as one of the country's fastest growing urban centers, a product of the vertical development that has taken shape and increasing demand for urban living that we have never before seen in our City.

The Miami Downtown Development Authority ("Miami DDA") is an independent agency of the City of Miami, focused on improving the quality of life for stakeholders, residents, and visitors in Downtown Miami through business development, infrastructure and capital improvements, and the provision of services. Through its programs and initiatives – as well as its partnerships with other government entities and organizations – the Miami DDA is strengthening Downtown Miami's position as an international center for commerce, culture, and tourism.

Powered by the support of City stakeholders, residents, and an active 15-member board of directors, the Miami DDA is the engine for Downtown Miami's ongoing transformation into one of the world's great urban centers. The Miami DDA is supporting Downtown Miami's growth – and preparing for future growth – through business development, advocacy for infrastructure and capital improvements, as well as resident, stakeholder, and visitor services.

As part of its services the Miami DDA has taken the lead promoting Downtown Miami to businesses, investors and visitors. The Miami DDA is principally funded by a one-half mil tax on the dollar value on private properties within its district, which currently generates approximately \$5 million to the Miami DDA annually. The Miami DDA also receives grants and inter-local government contracts, which provides additional funding for Miami DDA projects.

Miami DDA applies its internal resources and consultants, to lead or enable the execution of coordinated marketing, research, service delivery and other programs throughout Downtown Miami. In this role, Miami DDA performs services and/or provides management oversight in the following areas:

- Strategic Planning
- Market Research
- Marketing
- Business Assistance and Recruitment
- Clean and Safe Programs
- Capital Improvement Projects
- Community Building
- Land Use and Transportation Planning
- Economic Programming and Business Recruitment

For more information please visit the Miami DDA website www.miamidda.com. You may also want to review the 2025 Downtown Miami Masterplan and the Miami DDA Annual Report. Both documents are available and can be downloaded from the website.

1.2 RFQ Objective

The Downtown Development Authority of the City of Miami, Florida (“Miami DDA”) is soliciting qualification packages to identify a pool of video production firms to provide video production services (“Services”). The Miami DDA intends to increase its use of video as a mean to promote the Destination domestically and internationally, attract Investors, showcase the growth of the urban core, and/or as a visual representation of urban planning projects.

Section 2.0 DESCRIPTION OF SERVICES / SCOPE OF WORK

2.1 Scope of Work

The Miami DDA is seeking to expand the utilization of video for presentations, events, online viewing and social media.

The Miami DDA is seeking the services of qualified firms to provide, AS NEEDED, a full range of video production services including but not limited to:

- a) Pre-production/concept development
Work with Miami DDA staff to develop the messaging for the relevant audience (resident, business, visitor); advise on appropriate lengths and format;
- b) Storyboard creation
Creating an outline of video sections;
- c) Production
The qualified firm will have experience with all aspects of indoor as well as outdoor production; provide talent for voice-over or live moderation; music selection (licensing existing or original compositions) and is versed in lifestyle and aerial videography;
- d) Video editing/Post production;
- e) Miscellaneous
Other services as may be required in the video production and that are not specifically mentioned in the scope, such as hosting of online content, distribution etc.;

Once a project has been identified the selected firm(s) may be required, at the request of DDA, to submit a specific project proposal.

All videos may be utilized by Miami DDA and/or its partners. Miami DDA will retain ownership for any and all video material and may make such material including b-roll available to its stakeholder.

2.2 Specific Project

As part of this RFQ, the Miami DDA is looking to receive concept proposals for a Downtown Miami promotional video. The video should present an overview of Downtown Miami today portraying its residential and business growth, capital investments and arts & culture offerings in a spirited and attention-grabbing way that befits a young dynamic audience. Concept may be edgy but not discriminatory or obscene.

The concept outline should take into consideration that video content may be translated into other languages.

Please provide a brief outline on your approach on how to best portray Downtown Miami. The winning concept may be selected to become the opening video of the DDA's "State of Downtown" event, scheduled to take place in February 2014.

The concept outline is an important part of the scoring of this RFQ and can be provided in images, text, video or a combination thereof.

Some additional thoughts on the audiences:

As to residents

Downtowners are interested in the place they live and desire to better understand its growth over the past years. Thus this lifestyle driven video may potentially include: flurry of new restaurants and dining options, events, arts & culture offerings. Downtowners are also interested in the improvements in the public realm – new parks, current and upcoming means of public transportation (i.e. Trolley, Metrorail Airportlink) and also improvements such as the Port tunnel which removes trucks from Downtown streets thus easing traffic. etc. Potential use of this segment would be "State of Downtown" Event, City Commission, Association Presentations, online/website

As to businesses

Miami DDA presents to a variety of businesses and investors both domestically (New York, Chicago, LA..) as well as internationally (Brazil, Colombia, Spain, etc). There is interest in lifestyle but more so interest in seeing the opportunity that Downtown Miami holds; its growth and capital inflow, residential real estate expansion, commercial markets, capital infrastructure improvements and more. This video would be utilized as part of presentations to businesses, at trade shows and during trade missions, and also live online for easy access.

As to visitors

The DDA often participates in tourism trade shows to grow Downtown's market share in overnight visitors and expand its visibility as a day-time destination. A video for visitors might be shown on a screen at a trade show booth, during presentations to tourism professionals and online/websites to entice travelers.

If the proposer is one of the finalists chosen, then the concept outline will need to be presented in more detail at the oral presentation including a cost estimate – see Section 3.4. The specific concept is also the first project that will be awarded following the successful completion of the RFQ process.

Section 3.0 QUALIFICATIONS SUBMITTAL / REQUIREMENTS

The Miami DDA requests (1) one original and (6) six copies of a Statement of Qualifications (See Section 5.3 “Submittal Format” for details).

Please include the following information with your response. We request that you address each point individually and clearly and in order (3.1, 3.2, 3.3.... etc.) s provided below.

3.1 Letter of Interest and Executive Summary

Include a brief introduction/summary explaining your firm’s qualification and experience as they pertain to the scope of this particular RFQ. Also, include the names and titles of the persons who will be authorized to make representations on behalf of the Proposer.

3.2 Proposer Profile/Qualification of Staff

Provide the following information regarding your firm and staff. If you intend to subcontract some of the proposed work to another firm, similar information should be provided for each subcontractor/subconsultant.

Items to be provided:

- A brief history of your firm, including the year it was established.
- A complete organizational chart, including office locations
- The names and curriculum vitae of your firm’s principals. Indicate the amount of involvement the principal(s) will have on this account.
- An overview of the firm’s specializations and area of concentration.
- Major client’s list.

3.3 Proposer's Experience

Please provide a brief overview of the firm’s past performance and experience, to include:

- a) Short Description of at least three (3) video projects that are comparable with services that will be required. The description should include
 - Description of project
 - Duration of project
 - Deliverables/Results
 - Contact person and phone number of the client for reference
 - Link to the video project for viewing (if available)

3.4 Concept Outline

Please provide a brief outline on a unique approach to the specific project (Downtown Miami promotional video) outlined in section 2.2. The outline is part of the scoring of this RFQ and can be provided in images, text, video or a combination thereof.

If the proposer is one of the finalists chosen, then the Downtown Miami promotional video concept outline will need to be presented at the oral presentations.

At the time of oral presentation, the proposer will also need to provide a cost estimate for the suggested video concept. For the cost estimate, proposer should take into account that the production should create sufficient content to allow the video to be edited for multiple audiences and purposes at varying lengths.

Please see section 2.2 for details on the specific project.

3.5 Fee Structure

Providing a fee structure is not part of this RFQ. All projects will be negotiated individually.

However, if the proposer is one of the finalists chosen, then at the time of oral presentation, the proposer will need to provide an estimate for the suggested lifestyle video concept (see 2.2. Specific Project and 3.4 Concept Outline for detailed information).

Section 4.0 RFQ GENERAL CONDITIONS

4.1 Acceptance/Rejection

The Miami DDA reserves the right to accept or reject any or all Responses or to select the Proposer(s) that, in the opinion of the Miami DDA, will be in the best interest of and/or the most advantageous to the Miami DDA. The Miami DDA also reserves the right to reject the Response of any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time contracts of a similar nature, and who is not in a position to perform the requirements defined in this RFQ. The Miami DDA reserves the right to waive any irregularities and technicalities and may, at its discretion, withdraw and/or re-advertise the RFQ.

4.2 Miami DDA Not Liable for Delays

It is further expressly agreed that in no event shall the Miami DDA be liable for, or responsible to, the a Proposer, any sub-contractor, or to any other person for, or on account of, any stoppages or delay in the work herein provided for by injunction or other legal or equitable proceedings or on account of any delay for any cause over which the Miami DDA has no control. This provision, and no damage for delay clause, shall be included in any agreement resulting from this RFQ.

4.3 Contract Award and Miami DDA's Rights

The selected Proposer(s) evaluated and ranked in accordance with the requirements of this RFQ, applicable City of Miami regulations and State Statute shall be awarded an opportunity to negotiate a contract ("Contract") with the Miami DDA. The Contract will be awarded and furnished by the Miami DDA, will contain certain terms as are in the Miami DDA's best interests, and may be executed for groups of projects or on a project by project basis. The Contract will include several provisions, included but not limited to, indemnification, insurance requirements, audit rights, open records compliance, and no discrimination. *All contracts to be executed are continuing contracts as that term is defined by the Consultant's Competitive Negotiation Act, §287.055, Florida Statutes, if applicable.* The Miami DDA reserves the right to make specific task assignments for individual project(s) by subsequent Work Order(s) issued pursuant to the awarded Contract(s).

4.4 Cost Incurred By Proposers

All expenses involved with the preparation and submission of Responses to the Miami DDA, or any work performed in connection therewith shall be borne by the Proposer(s).

4.5 Legal Requirements

This RFQ is subject to all applicable federal, state, county and local laws, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

4.6 Non-Appropriation of Funds

In the event no funds or insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for payments due under the Contract, then the Miami DDA, upon written notice to the Consultant or his/her assignee of such occurrence, shall have the unqualified immediate right to terminate the Contract without any penalty or expense to the Miami DDA. No guarantee, warranty, or representation is made that any particular or any project(s) will be awarded to any firm(s).

4.7 Minimum Qualification Requirements

Each firm interested in responding to this RFQ must provide the information on the firm's qualifications and experience, qualifications of the Project team, Project Manager's experience, and previous similar projects. **Submittals that do not respond completely to all requirements as stated in Section 3.0 of this document may be considered non-responsive and eliminated from the process.**

4.8 Public Entity Crimes

A person or affiliate who has been placed on the convicted Proposer list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work's project, may not submit a response on a lease of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and

may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of Florida Statutes for Category Two for a period of 36 months from the date of being placed on the convicted Bidder / Proposer list.

4.9 Resolution of Protests

Any Proposer who perceives itself aggrieved in connection to this RFQ or award of the Contract may protest to the Executive Director: (i) within three days of issuance of the RFQ (if a protest of the RFQ solicitation); or (ii) within two days of the recommendation of the award by the Executive Director is received or known by the Proposer. A protest is limited to deviations from established selection/negotiation procedures set forth in the City of Miami Procurement Ordinance. A protest may not be based upon or challenge the relative weight of the evaluation criteria, the formula for assigning points or from a simple disagreement with the opinion(s) of the Evaluation Committee or the Executive Director. A protest may not be based upon a failure to recommend a particular Proposer for funding.

The written protest must be timely delivered to the Executive Director within the time frame set forth herein. Late or mis-delivered protests cannot be considered. The written protest shall state with particularity the specific facts and law upon which the protest of the solicitation or award is based, and shall include all pertinent documents and evidence.

All protest shall be accompanied by a filing fee in the form of a money order or cashier's check payable to the Miami DDA in an amount equal to one (1%) of the amount of the work or project or \$5,000.00, whichever is less. If the protest is upheld, the filing fee (less any actual costs incurred by the Miami DDA) shall be refunded, less interest, to the Proposer. If the protest is denied, the filing fee shall not be refunded but shall be retained by the Miami DDA. Protest shall comply with 18-104 of the City Code. The filing of a protest shall be a condition precedent to any other action challenging an award.

4.10 Review of Responses for Responsiveness

Each Proposal will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A "responsive" Proposal is one which follows the requirements of the RFQ, includes all documentation, is submitted in the format outlined in the RFQ, is of timely submission, and has appropriate signatures as required on each document. Failure to comply with these requirements may deem a Proposal non-responsive. A responsible Proposer is one that has the capability in all respects to fully perform the requirements set forth in the Proposal, and that has the integrity and reliability, which will assume good faith performance.

4.11 Collusion

The Proposer, by submitting a Proposal, certifies that its Proposal is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Proposal for the same services, or with the Miami DDA. The Proposer certifies that its Proposal is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws. The Miami

DDA will investigate all situations where collusion may have occurred and the Miami DDA reserves the right to reject any and all Responses where collusion may have occurred.

4.12 Intellectual Property

The selected firm will be required to certify that all materials, including but not limited to reports, raw data, and graphics it develops under this procurement become the property, in perpetuity, of the Miami DDA.

4.13 Term

The DDA anticipates that the pool of qualified providers will be valid for a minimum of three (3) years, with two possible one-year extensions at the discretion of the Executive Director. Final terms will be subject to approval of the Board of Directors.

Section 5.0 INSTRUCTIONS TO PROPOSERS

5.1 Obtaining the RFQ

Copies of this RFQ package can be obtained as of October 10th, 2014 by visiting, phoning, or writing the Miami Downtown Development Authority, 200 South Biscayne Blvd., Suite 2929, Miami, Florida 33131; telephone 305-579-6675. The RFQ is also available on Miami DDA's website: www.miamidda.com

Proposers who obtain copies of this Solicitation from sources other than the Miami DDA risk the potential of not receiving addenda, since their names will not be included on the list of firms participating in the process for this particular Solicitation. Such Proposers are solely responsible for those risks.

5.2 Communications

Miami DDA staff will communicate with potential Proposers regarding this RFQ only with regard to matters of process and procedure already contained in this RFQ document. Except for potential scheduled presentations, contact with the Miami DDA regarding this RFQ or any aspect of a proposal by a respondent or any representative of a respondent shall be limited to written communications until such time that the consultants have been approved by the Board.

All questions or requests for additional information *must be asked and answered in writing* by e-mail (preferable) at maravilla@miamidda.com or fax. To ensure that your request or question has been received, you may contact Karry Maravilla at 305-579- 6675 only to verify that the DDA is in receipt of your request. The request must contain the RFQ title, proposer's name, contact person name, address, phone number, and fax number or email address. The DDA will respond in a timely manner. Any responses to such questions or requests shall be furnished to all registered potential proposers in the form of an addendum to this RFQ. The deadline for receipt of questions is October 21st, 2014, at 12PM. Questions should be directed to:

Karry Maravilla
Miami Downtown Development Authority
200 South Biscayne Boulevard, Suite 2929
Miami, Florida 33131
Tel.: (305) 579-6675
Fax: (305) 371-2423
Email: maravilla@miamidda.com

Submitted questions will be answered in the pre-bid conference call on October 22nd, 2014. Conference Call number and access code will be provided to all registered potential proposers or call Karry Maravilla. Written transcripts of the conference call will be made available to all registered potential proposers.

5.3 Submittal Format

All submittals must be on 8 1/2" X 11" paper, neatly typed on one side only, with normal margins, and spacing. Hand written responses will not be accepted. Any video samples must be accessible online and the applicable links included in the written materials.

The original document package must not be bound and the document package copies should be individually bound. An unbound one-sided original and 6 bound copies (a total of 7) of the complete submittal must be received by the deadline specified in this RFQ Timetable.

5.4 Registration Form

Please fill out and return the registration sheet contained herein via fax to 305-371-2423 Attn. Karry Maravilla. You may also send the information on the registration sheet via e-mail to maravilla@miamidda.com. The receipt of the registration sheet allows Miami DDA staff to log in proposers accurately and communicate addenda, and any other relevant information.

5.5 Delivery and Deadline

All submittals must be delivered to the Miami DDA by 12:00pm on October 31st, 2014. Late and misdelivered submittals shall not be considered.

Hand carried submittals may be delivered **ONLY** between the hours of 9:00 a.m. and 5:00 p.m., Mondays through Fridays, excluding holidays.

Proposers 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.

The original and all copies must be submitted in a sealed envelope or container stating on the outside the Respondent's name, address, telephone number, RFQ title, and submittal due date to:

Alyce M. Robertson
 Executive Director
 Miami Downtown Development Authority
 200 South Biscayne Boulevard, Suite 2929
 Miami, FL 33131

5.6 RFQ Timetable* subject to change

| | |
|--|----------------------------|
| RFQ Available to Public | October 10, 2014 |
| Deadline for Receipt of Questions | October 21, 2014 |
| Pre-Bid Conference Call - optional | October 22, 2014 @ 10:00am |
| Submittal Deadline | October 31, 2014 @ 12:00pm |
| Evaluation of Proposals | November 1 – 6 , 2014 |
| Oral Presentations (Mandatory for selected firms)* | November 7 or 10, 2014 |
| Firm Selection | November 21, 2014 |

*Proposers should be prepared to attend oral presentations on November 7 or 10 (exact date to be announced) should they be selected as finalists for further consideration. Attendance in person is preferred. However, if proposer is from out-of state video conferencing may be considered.

Section 6.0 EVALUATION / SELECTION PROCESS

6.1 Introduction

Following the opening of the qualification packages, the submissions will be inspected by Miami DDA staff for responsiveness prior to evaluation. A proposal may be deemed non-responsive if it is not submitted in the required format or is not complete. Only those proposals deemed responsive will receive further consideration.

All responsive qualification packages will be evaluated by an Evaluation Committee, consisting of 3 or more members, appointed by the Executive Director of Miami DDA. The committee may be comprised of appropriate Miami DDA Board members, staff and/or members of the community.

The Miami DDA reserves the right to accept or reject any or all submittals. It also reserves the right to investigate the financial capability, reputation, integrity, skill, and quality of performance under similar operations of each respondent.

6.2 Proposal Evaluation

The Evaluation Committee will first evaluate and rank responsive proposals on the criteria listed below. The maximum score per proposal is 100 points. Each Evaluation Committee member shall award up to 100 points per proposal. The final score will be an average (mean) of the scores awarded by all Evaluation Committee members. A Proposer may receive the maximum points or a portion of this score depending on the merit of its proposal as judged by the Evaluation Committee.

The factors outlined below shall be applied to all eligible proposals. All references will be subject to appropriate evaluation.

| CRITERIA | POINTS |
|-------------------------------------|---------------|
| Quality of Submittal | 10 |
| Firm Profile/Qualification of Staff | 20 |
| Proposer's Experience | 30 |
| Specific project/concept | 40 |
| TOTAL POINTS | 100 |

Based on the Evaluation Committee's scoring firms will be ranked and the top ranking firms will be invited to present in person on November 7 or 10, 2014.

At oral presentations, top ranked firms will be requested to present on the specific project – see 2.2. Specific Project for scope details; and also to provide a cost estimate for production of such project see 3.4 Concept Outline for more detail.

Following Board approval of the pre-qualified firms, the specific project will be the first project awarded.

Section 7.0 TASK ORDER PROPOSAL PROCESS*

7.1 General Information

At the time a project is identified, the Miami DDA may request a Task Order proposal from any or all of the pre-qualified video production firms. The decision on which firms receive a Task Order proposal request will be made by the Executive Director and based on the qualifications and experience required to complete the proposed Scope of Work for the Task.

7.2 Consultant Selection Process

- a) Project is identified
- b) Scope of Work / Task Order is prepared by staff
- c) Pre-Qualified Consultants are reviewed by staff for qualifications consistent with the proposed Scope of Work / Task Order
- d) Task Order proposal requests sent out to select Pre-Qualified Consultants.
- e) Task Order proposal responses received from Consultants are reviewed and ranked by staff
- f) Preferred Consultant selected by Executive Director, Committee, and/or Board (per below)
 - a. Consultant Selection Thresholds
 - i. up to \$25k – decision by Executive Director
 - ii. over \$25k and up to \$50k – decision by Committee
 - iii. More than \$50k – decision by DDA Board
- g) Consultant Contacted
- h) Contract Negotiated and Awarded

7.3 Contract Award

The DDA may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees; postpone or cancel at any time this work order proposal request process; or waive any minor / technical omissions, irregularities or technicalities therein or in the responses received as a result of this process.

*This section does not apply to the award of the Specific Project identified in section 2.2. which shall be deemed approved by the Board of Directors at the time the RFQ is awarded.

Section 8.0 RFQ RESPONSE FORMS AND CHECK LIST

This checklist is provided to help you conform to all form/document requirements stipulated in this RFQ and attached herein.

| COMPLETED: | CHECKLIST |
|------------------------------|--|
| <input type="checkbox"/> Yes | 8.1 RFQ Registration Form This form <i>must be completed, signed, and faxed to 305-371-2423 or emailed to Maravilla@miamidda.com</i> , Attn.: Karry Maravilla. (see page 3) |
| <input type="checkbox"/> Yes | 8.2 RFQ Cover Sheet This form <i>must be completed, signed, and returned</i> with Response. |
| <input type="checkbox"/> Yes | 8.3 Certificate of Authority , to be completed, <i>signed</i> and returned with Response. <i>Complete applicable form only.</i> 8.3.1. Certificate of Authority (If Corporation) 8.3.2. Certificate of Authority (If Partnership) 8.3.3. Certificate of Authority (If Joint Venture) 8.3.4. Certificate of Authority (If Individual) |
| <input type="checkbox"/> Yes | 8.4 Insurance Requirements Acknowledgment of receipt of information on the insurance requirements for this RFQ. <i>(must be signed)</i> |
| <input type="checkbox"/> Yes | 8.5 Debarment and Suspension Certificate <i>(must be signed)</i>. |
| <input type="checkbox"/> Yes | 8.6 Conflict of Interest, <i>if applicable</i>. |
| <input type="checkbox"/> Yes | 8.7 Complete Response with all required documentation: Includes all requirements as listed in <i>Section 3.0 Response Submittal / Requirements</i> and takes into consideration the evaluation criteria outlined in <i>Section 6.0 Evaluation / Selection Process</i> . |

8.2 COVER SHEET

Please make this the first sheet of your application.

Firm Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

Website: _____

I certify that any and all information contained in this RFQ is true; and I further certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFQ for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFQ, and certify that I am authorized to sign for the Proposer firm. Please print the following and sign your name:

Signature

Print Name/Title

Date

FORM 8.3.1

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

STATE OF _____)
) SS:
COUNTY OF _____)

I HEREBY CERTIFY that a meeting of the Board of Directors of the

_____,
a corporation existing under the laws of the State of _____, held a meeting
_____, 20____, at which the following resolution was duly passed and adopted:

"RESOLVED, that, as President of the Corporation, be and is hereby authorized to execute the Response dated, _____, 20____, to the Miami DDA and this corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

FORM 8.3.2

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the

organized and existing under the laws of the State of _____ , held
on _____ , 20 _____ , the following resolution was duly passed and adopted:

"RESOLVED, that, _____ , as _____ of the Partnership,
be and is hereby authorized to execute the Response dated, _____ 20 _____ , to
the Miami DDA and this partnership and that his/her execution thereof, attested by the
_____ shall be the official act and deed of this
Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____,
20____

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

FORM 8.3.3

**CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)**

STATE OF _____)
) SS:
COUNTY OF _____)

I HEREBY CERTIFY that a meeting of the Principals of the _____
organized and existing under the laws of the State of _____, held a meeting on _____, 20__ , at which the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Joint Venture be and is hereby authorized to execute the Response dated, _____ 20__ , to the Miami DDA official act and deed of this Joint Venture."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____ , 20__

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE.

FORM 8.3.4

**CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)**

STATE OF _____)
) SS:
COUNTY OF _____)

I _____ HEREBY CERTIFY that as an individual, I

(Name of Individual)

_____ and as a d/b/a (doing business
as) _____

(if applicable)

_____ exist under the laws of the State of Florida.

"RESOLVED, that, as an individual and/or d/b/a (if applicable), be and is hereby authorized to execute the Response dated, _____, 20____, to the Miami DDA as an individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the State, shall be the official act and deed of this attestation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Notary Public this _____, day of _____, 20____.

NOTARY PUBLIC: _____

Commission No.: _____

I personally know the individual/do not know the individual (Please Circle)

Driver's License # _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE.

8.4 INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

Successful Proposer(s) shall indemnify, defend and hold harmless the Miami DDA and its officials, employees and agents (collectively referred to as “Indemnities”) and each of them from and against all loss, cost, penalties, fines, damages, claims, expenses (including attorney’s fees) or liabilities (collectively referred to as “Liabilities”) by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of the services contemplated by the Contract which is or is alleged to be directly or indirectly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Successful Proposer(s) or its employees, agents, or subcontractors (collectively referred to as “Proposer”), regardless of whether it is, or is alleged to be, caused in whole or part (whether joint, concurrent, or contributing) by any act, omission, default or negligence (whether active or passive) of the Indemnities, or any of them or (ii) the failure of the Successful Proposer(s) to comply with any of the provisions in the Contract or the failure of the Successful Proposer(s) to conform to statutes, ordinances or other regulations or requirements of any governmental authority, federal or state, in connection with the performance of the Contract. Successful Proposer(s) expressly agrees to indemnify and hold harmless the Indemnities, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Proposer, or any of its subcontractors, as provided above, for which the Successful Proposer(s)’s liability to such employee or former employee would otherwise be limited to payments under state Workers’ Compensation or similar laws.

Successful Proposer(s) further agrees to indemnify, defend and hold harmless the Indemnities from and against (i) any and all Liabilities imposed on account of the violation of any law, ordinance, order, rule, regulation, condition, or requirement, in any way related, directly or indirectly, to Successful Proposer(s)’s performance under the Contract, compliance with which is left by the Contract to the Proposer, and (ii) any and all claims, and/or suits for labor and materials furnished by the Successful Proposer(s) or utilized in the performance of the Contract or otherwise.

Where not specifically prohibited by law, Successful Proposer(s) further specifically agrees to indemnify, defend and hold harmless the Indemnities from all claims and suits for any liability, including, but not limited to, injury, death, or damage to any person or property whatsoever, caused by, arising from, incident to, connected with or growing out of the performance or non-performance of the Contract which is, or is alleged to be, caused in part (whether joint, concurrent or contributing) or in whole by any act, omission, default, or negligence (whether active or passive) of the Indemnities. The foregoing indemnity shall also include liability imposed by any doctrine of strict liability.

The Successful Proposer(s) shall furnish to Miami DDA, Certificate(s) of Insurance prior to contract execution which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

I. COMMERCIAL GENERAL LIABILITY

- A. Limits of Liability
 - Bodily Injury and Property Combined Single Limit
 - Each Occurrence \$1,000,000
 - General Aggregate Limit \$2,000,000
 - Personal and Adv. Injury \$1,000,000
 - Products/Completed Operations \$1,000,000

- B. Endorsements Required
 - Miami DDA included as an Additional Insured
 - Employees included as insured
 - Contractual Liability
 - Waiver of Subrogation
 - Premises/ Operations
 - Care, Custody and Control Exclusion Removed

II. AUTOMOBILE BUSINESS

- A. Limits of Liability
 - Bodily Injury and Property Damage Liability Combined Single Limit
 - Any Auto
 - Including Hired, Borrowed or Non-Owned Autos
 - Any One Accident \$ 1,000,000

- B. Endorsements Required
 - Miami DDA included as an Additional Insured
 - Employees included as insured
 - Waiver of Subrogation

III. WORKER'S COMPENSATION

- Limits of Liability
- Statutory-State of Florida

IV. PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS COVERAGE

- Combined Single Limit
- Each Occurrence \$2,000,000
- General Aggregate Limit \$2,000,000
- Deductible- not to exceed 10%

The Miami DDA is required to be named as additional insured. **BINDERS ARE UNACCEPTABLE.**

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Successful Proposer(s).

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The Company must be rated no less than "A" as to management, and no less than "Class X" as to financial strength, by the latest edition of Best's Key Rating Insurance Guide or acceptance of insurance company which holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

NOTE: Miami DDA RFQ NUMBER AND/OR TITLE OF RFQ MUST APPEAR ON EACH CERTIFICATE.

Compliance with the foregoing requirements shall not relieve the Successful Proposer(s) of his liability and obligation under this section or under any other section of this Agreement.

The Successful Proposer(s) shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option terms that may be granted to the Successful Proposer(s).

--If insurance certificates are scheduled to expire during the contractual period, the Successful Proposer(s) shall be responsible for submitting new or renewed insurance certificates to the Miami DDA at a minimum of ten (10) calendar days in advance of such expiration.

--In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the Miami DDA shall:

- A) Suspend the Contract until such time as the new or renewed certificates are received by the Miami DDA in the manner prescribed in the RFQ.
- B) The Miami DDA may, at its sole discretion, terminate the Contract for cause and seek re-procurement damages from the Successful Proposer(s) in conjunction with the violation of the terms and conditions of the Contract.

The undersigned Proposer acknowledges that they have read the above information and agrees to comply with all the above Miami DDA requirements.

Proposer: _____ Signature: _____
(Company name)

Date: _____ Print Name: _____

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE.

8.5 DEBARMENT AND SUSPENSION

(a) Authority and requirement to debar and suspend:

After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the City Manager, after consultation with the Chief Procurement Officer and the City Attorney, shall have the authority to debar a contractual party for the causes listed below from consideration for award of city contracts. The debarment shall be for a period of not fewer than three (3) years. The City Manager shall also have the authority to suspend a contractor from consideration for award of city contracts if there is probable cause for debarment. Pending the debarment determination, the authority to debar and suspend contractors shall be exercised in accordance with regulations which shall be issued by the Chief Procurement Officer after approval by the City Manager, the City Attorney, and the City Commission.

(b) Causes for debarment or suspension include the following:

1. Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract;
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty;
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or Responses;
4. Violation of contract provisions, which is regarded by the Chief Procurement Officer to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a contract or to perform within the time limits provided in a contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension;
5. Debarment or suspension of the contractual party by any federal, state or other governmental entity;
6. False certification pursuant to paragraph (c) below; or
7. Any other cause judged by the City Manager to be so serious and compelling as to affect the responsibility of the contractual party performing city contracts.

(c) Certification:

All contracts for goods and services, sales, and leases by the City shall contain a certification that neither the contractual party nor any of its principal owners or personnel have been convicted of any of the violations set forth above or debarred or suspended as set forth in paragraph (b) (5).

The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel have been convicted of any of the violations set forth above, or debarred or suspended as set forth in paragraph (b) (5).

Company name: _____

Signature: _____

Date: _____

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

8.6 NO CONFLICT OF INTEREST, NON-COLLUSION CERTIFICATION

Submitted this _____ day of _____, 2014.

The undersigned, as Bidder/Proposer, declares that the only persons interested in this Bid/Response are named herein; that no other person has any interest in this Bid/Response or in the Contract to which this Bid/Response pertains; that this Bid/Response is made without connection or arrangement with any other person; and that this Bid/Response is in every respect fair and made in good faith, without collusion or fraud.

The Bidder/Proposer agrees if this Bid/Response is accepted, to execute an appropriate Miami DDA document for the purpose of establishing a formal contractual relationship between the Bidder/Proposer and the Miami DDA, for the performance of all requirements to which the Bid/Response pertains.

The Bidder/Proposer states that this Bid/Response is based upon the documents identified by the following number: Bid/RFQ No. _____.

The full names and residences of persons and firms interested in the foregoing bid/Response, as principals, are as follows:

| Name | Street Address | City | State | Zip |
|------|----------------|------|-------|-----|
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The Bidder/Proposer further certifies that this Bid/Proposal complies with Section 4(c) of the Charter of the City of Miami, Florida, that, to the best of its knowledge and belief, no Commissioner, Mayor, or other officer or employee of the City of Miami, Florida or the Miami DDA, has an interest directly or indirectly in the profits or emoluments of the Contract, job, work or service to which the Bid/Proposal pertains.

Signature

Printed Name

Title

Company Name

**RFQ 14-15-01
Video Production Services
Pre-Bid Conference Call
October 22, 2014 | 10:00AM
Questions & Answers**

- 1. When you say that you might want the videos in different languages are you referring to it being subtitled or having to be recorded in different languages?**

Answer:

When providing a concept for a video, proposers should keep in mind that the video may need to be translated into different languages. How this is being done is up to the proposer, but it should be addressed. (See Section 2.2 of RFQ Application).

- 2. On the DDA website there is a geographical map with different colors, are these all the areas that will be covered for the video?**

Answer:

The video should cover the boundaries of the Miami DDA.

- 3. We're an MBE registered with SFMSDC, is that qualification for a project?**

Answer:

No.

- 4. Qualifications for staff: On staff we have our Art Director, Director and DP, but for a film production we have to hire additional crew such as grips, gaffers, ADPs, etc, do we need to provide this information with the RFQ?**

Answer:

If you intend to sub-contract some of the proposed work to another firm, similar information should be provided for each sub-contractor/sub-consultant (See Section 3.2).

5. Section 4.6- At what point of a contracted project this termination could take place?

Answer:

Immediately

6. Section 8.4 - For the insurance forms to be extended to Miami DDA: should we send those certificates with the RFQ? If so, where in the document should they be inserted?

Answer:

Insurance requirement needs to be submitted once there is a Professional Services Agreement in place with a selected firm.

7. Are Canadian companies allowed to bid and joint venture with a US crew?

Answer:

Yes.

Additional Questions asked during conference call:

8. How should we submit video concepts?

Answer:

Presentation of a video concept is part of the RFQ document and thus should be submitted as part of the written RFQ response – proposers may use images and text to describe the project. If proposer would like to provide sample videos, a (written) link should be included in the document. Please do not submit USBs, DVDs, or other media with content.

9. How many firms would be selected?

Answer:

DDA is looking into selecting a pool of providers from all the applicants; there is no limit to how many providers may be selected.