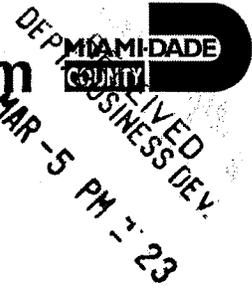


# Memorandum



**Date:** February 26, 2013

**To:** Jack Osterholt, Deputy Mayor  
and Director  
Department of Regulatory and Economic Resources

**From:** Hilda M. Fernandez, Executive Director  
Homeless Trust

**Subject:** Recommendation for Professional Services Agreement for  
A & E Services, ISD Project No: A12-HT-01; Contract No: A12-HT-01

It is recommended that the Small Business Development Division of the Department of Regulatory and Economic Resources review the Community Business Enterprise (CBE) measures for this project in order to proceed with advertisement. The project is for design services to provide construction documents for a new domestic violence center that emphasize site security and confidentiality for protection of its residents with a maximum award of \$750,000 and an effective term of two years and a one year option to extend.

The scope of work includes a design that accommodates 60 emergency shelter beds and space for future growth, kitchens to facilitate multi-family meal preparation, laundry facilities, communal spaces, indoor and outdoor playspaces, and space for staff and support services. The design will incorporate strategies that position rooms, windows and skylights to maximize natural daylight and provide views of natural features like gardens and trees while preserving the feeling of security. The facility will incorporate accessible design features to accommodate residents with disabilities. Design strategies will incorporate quiet spaces outside residents' rooms to facilitate healing from trauma and increase options for privacy. The design will also provide indoor and outdoor spaces for pets and service animals.

## A & E TECHNICAL CERTIFICATION CATEGORIES REQUIRED:

TYPE	CODE	DESCRIPTION
Prime	14.00	Architecture (32%)
Prime	18.00	Architectural Construction Management (7%)
Other	11.00	General Structural Engineering (15%)
Other	12.00	General Mechanical Engineering (10%)
Other	13.00	General Electrical Engineering (10%)
Other	16.00	General Civil Engineering (8%)
Other	17.00	Engineering Construction Management (7%)
Other	20.00	Landscape Architecture (8%)
Other	22.00	ADA Title II Consultant (3%)

## EXPERIENCE AND QUALIFICATIONS:

1. The prime firm must have designed a domestic violence center in the past 10 years; and
2. The prime firm must have experience in working with governmental agencies.

Department staff has evaluated the subject solicitation and recommends the contract to have a **CBE Goal of 10%**. Should you have any questions, please contact me at 305-375-1491.

C: Russell Benford, Deputy Mayor

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