



November 13, 2013

To: CBE Architectural & Engineering Firms

Re: Professional Services Agreement for A&E Services

Project No.: A13-CUA-02

The above-referenced project is being considered for competition measures among Community Business Enterprise (CBE) firms. If you are interested in participating as a **CBE Prime** (in **Technical Categories 14.00 & 18.00**) or **CBE Sub-Consultant** (in **Technical Categories 11.00, 12.00, 13.00, 16.00, 17.00, 20.00, & 22.00**) to perform work in connection with this project in, **please complete and return the attached Verification of Availability form and, provide the "Required" examples of work your firm have completed on similar projects as outlined in the attached project description, by 12:00pm, Monday November 18, 2013.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form and (Required) examples of previous work, may be sent via facsimile transmission (305) 375-3160 or email to [walterv@miamidade.gov](mailto:walterv@miamidade.gov). If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in black ink, appearing to read "Vivian O. Walters, Jr." with a stylized flourish at the end.

**Vivian O. Walters, Jr.**

Contract Development Specialist II  
Regulatory and Economic Resources Department  
Small Business Development Division  
111 NW 1st Street #19 Floor  
Miami, FL 33128  
[walterv@miamidade.gov](mailto:walterv@miamidade.gov)

Office (305) 375-3138 | Fax (305) 375-3160

*"Delivering Excellence Every Day"*

Attachments

**VERIFICATION OF AVAILABILITY**

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT  
COMMUNITY BUSINESS ENTERPRISE PROGRAM  
111 N.W. 1<sup>ST</sup> STREET, 19<sup>TH</sup> FLOOR  
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to propose at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Professional Services Agreement for A&E Services

A13-CUA-02

CONTRACT ESTIMATED AMOUNT: \$1,500,000.00

**\*\*\*CHECK BELOW IF YOU ARE RESPONDING AS A PRIME OR SUB-CONSULTANT\*\*\***

**PRIME** – Certified in **14.00 & 18.00** (Check As Applicable) - \_\_\_\_\_

(Must be certified in all three Technical Categories)

**SUB-CONSULTANTS - CHECK THE RELATED CATEGORY**

**11.00** \_\_\_\_\_ **12.00** \_\_\_\_\_ **13.00** \_\_\_\_\_ **16.00** \_\_\_\_\_ **17.00** \_\_\_\_\_  
**20.00** \_\_\_\_\_ **22.00** \_\_\_\_\_

NAME OF COMMUNITY BUSINESS ENTERPRISE \_\_\_\_\_ Certification Expires: \_\_\_\_\_  
DATE

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Telephone: \_\_\_\_\_ Bonding Capacity: N/A

PRINT NAME AND TITLE \_\_\_\_\_

SIGNATURE OF COMPANY REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

■ -These Technical Categories must meet the **Minimum Requirements** – Pg. 6 ■

**DESCRIPTION OF PROJECT**

**Project Title:** Professional Services Agreement for A&E Services

**Project Number:** A13-CUA-02

**Department:** Cultural Affairs

**Estimated Cost:** \$1,500,000.00

**Technical Categories:**

<b>TC No.</b>	<b>Description</b>	<b>Percentage</b>	<b>Amount</b>
<b>14.00</b>	<b>Architecture (Prime)</b>	<b>30%</b>	
<b>18.00</b>	<b>Architectural Construction Management (Prime)</b>	<b>10%</b>	
11.00	General Structural Engineering	10%	
12.00	General Mechanical Engineering	10%	
13.00	General Electrical Engineering	10%	
16.00	General Civil Engineering	10%	
17.00	Engineering Construction Management	5%	
20.00	Landscape Architecture	10%	
22.00	A.D.A. Title II	5%	
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$1,500,000.00</b>

## **Overall Project Description**

The requested services shall provide a feasibility study, design, and construction administration services for an expanded and renovated facility for **HistoryMiami**, located at Cultural Center Plaza at 101 West Flagler Street, Miami, FL. A professional service agreement (PSA) will be awarded under this solicitation with a maximum award of \$1,500,000 and an effective term of three years and two one-year options to extend.

The scope of work includes architectural, engineering, and specialty consultant services (exhibit consultant, structural, etc.) for expanding into the facility currently occupied by the Miami Art Museum (MAM) once MAM moves into their new building at the end of 2013. The scope of services for the A/E team will consist of two phases:

**Phase I:** conceptual plans with cost estimates to merge the two museum spaces into an expanded and renovated facility for HistoryMiami and providing three detailed scenarios for improvements to the Cultural Center Plaza that unifies the renovated museum and the main branch of the Miami-Dade County Library. The three scenarios envisioned include:

An addition connecting the two existing museum facilities and required improvements, if any, to the Plaza necessary to complete the museum renovation proposal;

Connection and required renovation of the two existing museum facilities and renovations and/or repairs to the Plaza to enhance, among other things, accessibility from the ground level to the raised Plaza level; and

Connection and required renovation of the two existing museum facilities and the elimination (demolition) of part or the entire raised plaza, design of new plaza at ground level, and relocating the services and tenants currently housed below the Plaza.

**Can you satisfy (all) the above stated requirements?**

Yes \_\_\_\_\_ No \_\_\_\_\_

The Consultant shall work in close collaboration with all the tenants involved/affected: HistoryMiami, Miami-Dade County Library, Information Technology Department (ITD), and Internal Services Department (ISD). Each scheme shall include an order of magnitude cost estimate that takes into account, but is not limited to: architectural and aesthetic features, ADA compliance, structural, mechanical, electrical, plumbing, fire protection, site drainage, landscaping, roofing, sound and communication systems, equipment, signage and way-finding, telecommunication systems, security, LEED certification and 40-year certification of buildings (as applicable), as well as operational impacts to the capital project (relocation of services) as necessary. Cost estimates shall also consider and clearly outline costs due to phasing the project(s) if necessary. The deliverables for the Phase 1 scope of work shall include three conceptual plans with sufficient details and renderings to articulate each scheme, as outlined above, and its corresponding cost estimate.

**Can you satisfy (all) the above stated requirements?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Phase 2:** Design development, cost estimates, construction documents, and construction administration for the chosen scenario.

The selected consultant will be responsible for the coordination and supervision of the team services and approving the work product of the sub-consultants.

**Can you satisfy (all) the above stated requirements?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Minimum Experience and Qualifications

- 1) The prime consultant must have the following program specific essential qualifications:
  - a) A minimum of three (3) years relevant experience in performing comprehensive site/master planning services for cultural facilities.
  - b) Experience within the last 5 years in designing (including the production of construction documents) at least one (1) multi-story museum facilities of 10,000 square feet or greater as new construction or major renovation with a minimum \$1.5 million construction value. This is very limiting, you are restricting competition.
  - c) Experience within the last 5 years of successfully gathering input from not-for-profit organizations, facility operators, and key stakeholders for the purpose of providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals.
  - d) Experience successfully providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals and limited capital resources.

The respondent firm shall meet or exceed the above program specific essential qualifications and provide:

- a) A minimum of three client references of comparable contracts, ongoing or completed within the last five years, demonstrating that the Respondent team members meet the qualifications as stipulated above. Included the following for each:
    - (1) Client;
    - (2) Description of each firm's work on the project, including the firm's total compensation for the contracted services; and
    - (3) Client's contact person, phone number, and email address;
  - b) Details to support whether each team member's particular expertise relevant to the solicitation was gained while employed by the respondent firm or as a member of another firm/team.
- 2) The prime must identify the following individuals on their team:
    - a) Senior Architect - Must be a State of Florida licensed architect with a minimum of five years' experience in projects of similar size and scope.
    - b) Project Manager - Must have a Bachelor's degree in Architecture and a minimum two years' experience in projects of similar size and scope.
    - c) Construction Manager – Must have a Bachelor's degree in Architecture, Engineering, or Construction Management and a minimum two years' experience in managing construction projects of similar size and scope.
  - 3) Specialty Consultants: Museum Consultant, Acoustical Consultant, Sound and Communications Consultant, Roofing Consultant, Signage and Way Finding Consultant, Security Consultant, LEED Consultant, and any other specialty consultant deemed necessary for the successful completion of the scope of services.
    - a) Minimum five years of experience in the design and specification of the specialty systems/equipment.

- b) The above expertise must be met by a qualified individual(s) of the Prime and/or A&E Sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of the individual(s). The Prime or Sub-Consultant shall provide detailed resume(s) of the individual(s) that fulfills the specialty consultant requirement, and provide sample projects individual(s) has worked on and in what capacity. The determination of the individual's qualifications and compliance with the above experience and qualifications shall be at the sole discretion of the County.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

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Yes \_\_\_\_\_ No \_\_\_\_\_

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**Sub-consultants: in Technical Categories – 12.00 & 13.00**

- 4) The prime consultant must have the following program specific essential qualifications:
  - a) A minimum of three (3) years relevant experience in performing comprehensive site/master planning services for cultural facilities.
  - b) Experience within the last 5 years in designing (including the production of construction documents) at least one (1) multi-story museum facilities of 10,000 square feet or greater as new construction or major renovation with a minimum \$1.5 million construction value. This is very limiting, you are restricting competition.
  - c) Experience within the last 5 years of successfully gathering input from not-for-profit organizations, facility operators, and key stakeholders for the purpose of providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals.
  - d) Experience successfully providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals and limited capital resources.

The respondent firm shall meet or exceed the above program specific essential qualifications and provide:

- b) A minimum of three client references of comparable contracts, ongoing or completed within the last five years, demonstrating that the Respondent team members meet the qualifications as stipulated above. Included the following for each:
  - (1) Client;
  - (2) Description of each firm's work on the project, including the firm's total compensation for the contracted services; and
  - (3) Client's contact person, phone number, and email address;
- b) Details to support whether each team member's particular expertise relevant to the solicitation was gained while employed by the respondent firm or as a member of another firm/team.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Can you satisfy the above stated requirements?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE BE SURE TO INCLUDE THE NAMES & CONTACT INFORMATION  
MEETING THE STATED REQUIREMENTS**