



November 13, 2013

To: CBE Architectural & Engineering Firms

Re: Professional Services Agreement for Surveying and Implementation of Stephen P. Clark Center – ADA Barrier Removal

Project No.: A13-ISD-04 GOB

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 & 22.00)** or **CBE Sub-Consultant (in Technical Categories 11.00, 12.00, 13.00, 15.01, 16.00, 17.00, & 20.00)** to perform work in connection with this project in, **please complete and return the attached Verification of Availability form and, (prime), provide the "Required" examples of work your firm have completed on similar projects as outlined in the attached project description, by 4:00pm, 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)

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*"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 Surveying and Implementation of Stephen P. Clark Center – ADA Barrier Removal

A13-ISD-04 GOB

CONTRACT ESTIMATED AMOUNT: \$450,000.00

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

**PRIME** – Certified in 14.00, 18.00 & 22.00 (Check As Applicable) - \_\_\_\_\_

(Must be certified in all three Technical Categories)

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

**11.00** \_\_\_\_\_ **12.00** \_\_\_\_\_ **13.00** \_\_\_\_\_ **15.01** \_\_\_\_\_ **16.00** \_\_\_\_\_ **17.00** \_\_\_\_\_ **20.00** \_\_\_\_\_

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 \_\_\_\_\_

REVISED 10/11/94

**DESCRIPTION OF PROJECT**

**Project Title:** Professional Services Agreement for Surveying and Implementation of Stephen P. Clark Center – ADA Barrier Removal

**Project Number:** A13-ISD-04 GOB

**Department:** Internal Services

**Estimated Cost:** \$450,000.00

**Technical Categories:**

<b>TC No.</b>	<b>Description</b>	<b>Percentage</b>	<b>Amount</b>
<b>14.00</b>	<b>Architecture (Prime)</b>	<b>40%</b>	
<b>18.00</b>	<b>Architectural Construction Management (Prime)</b>	<b>15%</b>	
<b>22.00</b>	<b>A.D.A. Title II (Prime)</b>	<b>11%</b>	
11.00	General Structural Engineering	2%	
12.00	General Mechanical Engineering	8%	
13.00	General Electrical Engineering	8%	
15.01	Surveying and Mapping-Land Surveying	5%	
16.00	General Civil Engineering	5%	
17.00	Engineering Construction Management	4%	
20.00	Landscape Architecture	2%	
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$450,000.00</b>

## Overall Project Description

The scope of services will include professional architectural and engineering (A/E) services to survey and identify existing barriers to people with disabilities in the Stephen P. Clark Center, as described in the Americans with Disabilities Act (ADA) of 1990. The selected consultant will be responsible for listing accessibility elements or components that may qualify as readily achievable, in order to make the site and building compliant with the accessibility standards established by the ADA. The project will be divided into two phases, which include the following in addition to any supportive ancillary tasks to the primary scope of services to successfully complete all phases of the project:

- Phase I: Assessment to identify ADA barriers in relation to existing features and conditions in the public areas throughout the building, including all of the 29 public floors of the building (22,000 sq.ft. ea.). Additionally, the immediate grounds surrounding the building and any special accommodations that may be required by individual County Agencies and/or individual employees with special or programmatic needs are included. Services under this phase include ADA assessment surveys, programming, and on-site verification and measurements of existing conditions.
- Phase II: Prioritization of readily achievable barrier removal and accessibility improvements. This includes design, construction documents, specifications, detailed cost estimates, permitting, bidding, and construction administration.

In addition, the selected consultant must incorporate the maximum number of Leadership in Energy and Environmental Design (LEED) approved "green building practices" as feasible from a practical and fiscal perspective; however, LEED certification will not be required.

One Consultant (team of firms) will be retained under a non-exclusive Professional Services Agreement for an effective term of four (4) years or until project completion, whichever occurs last. The following Technical Certification categories will be required:

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

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

### Minimum Experience and Qualifications

- Prime Must Be Certified in **14.00, 18.00 & 22.00**
- Minimum Qualifications (Applicable only to Technical Categories **14.00** and **22.00**):

The Prime Consultant must demonstrate experience in preparing ADA assessments to achieve compliance with Title II of the Americans for Disabilities Act on (1) public facility. In addition, the Prime Consultant must demonstrate experience in architectural barrier removal on (1) public facility.

**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**