



December 4, 2013

To: CBE Architectural & Engineering Firms

Re: Professional Services Agreement for A&E Services for PortMiami Cruise Terminals

Project No.: A13-SEA-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 5.02, 5.03, 18.00 & 22.00**) or **CBE Sub-Consultant** (in **Technical Categories 5.04, 5.08, 5.10, 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, (primes) provide the "Required" examples of work your firm have completed on similar projects as outlined in the attached project description, by 3:00pm, Friday December 7, 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. 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
Internal Services Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
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. 1ST STREET, 19TH 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 for PortMiami Cruise Terminals

A13-SEA-02

CONTRACT ESTIMATED AMOUNT: \$2,200,000.00

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

PRIME – Certified in **5.02, 5.03, 18.00 & 22.00** (Check As Applicable) - _____

(Must be certified in all four (4) Technical Categories)

SUB-CONSULTANTS - CHECK THE RELATED CATEGORY

5.04 _____ **5.08** _____ **5.10** _____ **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

DESCRIPTION OF PROJECT

Project Title: Professional Services Agreement for A&E Services for PortMiami
Cruise Terminals

Project Number: A13-SEA-02

Department: Sea Port

Estimated Cost: \$2,200,000

Technical Categories:

TC No.	Description	Percentage	Amount
5.02	Port & Waterway Systems-Architectural Design (Prime)	26%	
5.03	Port & Waterway Systems-Architectural Design-Cruise Terminal Design - Prime	36%	
18.00	Architectural Construction Management (Prime)	16%	
22.00	ADA Title II Consultant (Prime)	2%	
5.04	Port & Waterway Systems-Cruise Term. Equip. Design	3%	
5.08	Port & Waterway Systems-Marine Engineering Design	1%	
5.10	Port & Waterway Systems-Transportation System Design	2%	
11.00	General Structural Engineering	3%	
12.00	General Mechanical Engineering	2%	
13.00	General Electrical Engineering	2%	
15.01	Surveying and Mapping Land Surveying	1%	
16.00	General Civil Engineering	2%	
17.00	Surveying and Mapping Land Surveying	3%	
20.00	Landscape Architecture	1%	
	Total Estimated Consultant Fees	100%	\$2,200,000

Overall Project Description

Professional Services Agreement (PSA) for Architectural and Engineering Services for PortMiami Cruise Terminals: The Consultant shall provide non-exclusive professional architectural, engineering and construction administration services (to include coordination with all regulatory agencies, as appropriate) for new construction, modifications and improvements to optimize existing Cruise Terminals B, C, D, E, and J, existing or new Operational and Maintenance Support Facilities for the existing cruise terminals, and Design Criteria Professional services for new Cruise Terminals. Work scope will be assigned equitably by PortMiami.

The scope of services includes general and Port and Waterway Systems Architectural and Engineering Planning, Design and Post Design Services. These professional services are required to provide state of the art facilities to support Port Operations that are evolving as the industry advances. The project may include upgrades for all or some of the following components: Ferry Terminals or Day Cruise Operations; Provisional Operations; Baggage Conveyance Systems; Horizontal and Vertical Circulation Systems; Connection of Boarding Bridges to Facilities; Landside and Waterside Site Development; Wharf and Berthing Improvements; Wharf Access; Intermodal Areas; Ancillary Roadways; Parking Facilities; Restrooms; Canopies; Wayfinding; Life Safety; ADA Accessibility; Landscaping; Operational and Security Enhancements including checkpoints and CBP Processing Areas; Access Control; Furniture, Fixtures and Equipment; and all related infrastructure; building and structure work ancillary to the basic work scope.

Do you have prior experience satisfying the above stated?

Yes _____ No _____

Are you able to satisfy the above stated "scopes of services"?

Yes _____ No _____

The consultant shall provide all the necessary investigations; surveys; site investigations; studies; modeling; architectural and engineering designs and design criteria; including the analysis of 'sustainable systems' and possible LEED certification; fire protection; interior design; civil engineering; structural engineering; mechanical, electrical and plumbing (MEP); audio/visual design; cost estimates; schedules; coordination with baggage carousels, passenger boarding bridges (PBB), and Art in Public Places; value engineering coordination; construction documents; environmental and building permitting; bidding assistance; site visits; inspections; construction administration including construction inspection services and review of shop drawings; proposed substitutions; pay requests; change orders; commissioning; claims assistance coordination; and any supportive ancillary tasks to the primary scope of services to successfully complete all phases of the project.

Do you have prior experience satisfying the above stated?

Yes _____ No _____

Are you able to satisfy the above stated "scopes of services"?

Yes _____ No _____

All work shall be conducted to meet or exceed professional standards: comply with PortMiami Security requirements; PortMiami Design Guidelines; and the United States Customs and Border Protection Cruise Terminal Design Standards (USCBP CTDS), Small Sea/Cruise/Ferry Federal Inspection Services (FIS) Facility Requirements, Standards for Security of International Cargo; as needed and conform with the County's Sustainable Buildings Program, Implementing Order No. 8-8.

Can you satisfy (all) the above stated requirements?

Yes _____ No _____

Minimum Experience and Qualifications

The Prime must be certified in (5.02, 5.03, 18.00 & 22.00)

Are you? Yes _____ No _____

The Prime Consultant submitting, must have five (5) years experience for similar work as described in the scopes of services above.

Do you have prior experience satisfying the above stated?

Yes _____ No _____

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Sub-consultants:

Sub-consultants providing scopes of services in the sub categories, do not need to meet the stipulated requirements (just check the **Technical Categories** (TCs))

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The prime consultant and/or sub-consultants selected for award of this solicitation will not be allowed to propose or be considered for design-build projects of Cruise Terminals, for which design criteria specifications are developed for PortMiami under this A/E Services Agreement.

(PRIMES) - PLEASE BE SURE TO INCLUDE THE NAMES & CONTACT INFORMATION MEETING THE STATED REQUIREMENTS