



January 31, 2014

To: CBE Architectural & Engineering Firms

Re: Professional Services Agreement for A/E Services

Project No.: A14-CUA-01

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**) perform work in connection with this project in, **please complete and return the attached Verification of Availability form and provide examples of work your firm have completed on similar projects as outlined in the attached project description, by 2:00pm, Tuesday February 4, 2014.**

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

The Verification of Availability form and examples of previous work (if any), 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  
Internal Services 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 | 6Fax (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

A14-CUA-01

CONTRACT ESTIMATED AMOUNT: \$2,145,000

**\*\*\*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 both (2) Technical Categories)

**SUB-CONSULTANTS - CHECK THE RELATED CATEGORY (and list experience on the applicable pages)**

**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 \_\_\_\_\_

REVISED 10/11/94

**DESCRIPTION OF PROJECT**

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

**Project Number:** A14-CUA-01

**Department:** Cultural Affairs

**Estimated Cost:** \$2,145,000

**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	15%	
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	5%	
22.00	ADA Title II Consultant	5%	
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$2,145,000</b>

## Overall Project Description

The requested services shall provide master planning, design, and construction administration services for re-establishing great regional theater at the **Coconut Grove Playhouse** property, located at 3500 Main Highway, Miami, FL 33133. A professional service agreement (PSA) will be awarded under this solicitation with a maximum award of \$2,145,000 and an effective term of four years and two one-year options to extend.

The scope of work includes architectural, engineering, and specialty consultant services including, but not be limited to:

- Reviewing documentation establishing the property's municipal historic designation by the City of Miami Historic and Environmental Preservation Board (HEPB) via Resolution No. HEPB-2005-60 dated October 5, 2005;
- Reviewing the results of previous efforts to re-imagine the possibilities for the site (design charrette conducted by the University of Miami School of Architecture's Center for Urban and Community Design and a building program developed by Fisher Dachs Associates, both completed in 2008) and developing a building program delineating spaces and sizes;
- Providing a master plan which may include both immediate and future development based on the existing property's historic designation, programming goals for the facility, and the available funding. The components envisioned for the site include a state of the art theater (target capacity: 300-600 seats), including all required front-of-house and back-of-house spaces necessary for the successful operation of the theater, parking, and future compatible development that may address the need for additional parking and complementary site amenities such as retail, restaurants, etc.;
- Providing proposed development with features, scale and ambiance that is consistent with the location and context of the site and that meets all required municipal reviews, including the City of Miami's Historic and Environmental Preservation Board;
- Providing construction documents and construction administration services; and
- Collaborating with the Miami-Dade County Department of Cultural Affairs as the lead developer for the project and the following partners:
  - GableStage, the not-for-profit organization that will manage/operate the facility;
  - Florida International University (FIU), who will partner with GableStage through the FIU College of Architecture + The Arts, and specifically their Theater Department, to provide professional theater opportunities for FIU students and faculty;
  - City of Miami Department of Off-Street Parking (Miami Parking Authority (MPA)) in developing the siting for a parking structure that may be later developed by MPA; and
  - Community stakeholders.

**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 selected consultant team must provide: program verification; site/master planning services; quality architectural design integrating historic preservation requirements with theater, acoustical and sound and communications components; detailed line item cost estimates; construction documents and specifications; bidding and award services; construction

administration services including cost estimating and schedule analysis services, and must participate in community meetings to inform the public of the project's progress.

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

### **Minimum Experience and Qualifications**

#### **Prime:**

The Prime must be certified in (14.00 & 18.00)

Are you? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

#### **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 in designing (including the production of construction documents) a cultural and/or arts facility (theater, performing arts venue, cultural arts center, etc.) as new construction or major renovation with a minimum \$5 million construction value;
  - c) Experience successfully providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals and limited capital resources.

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

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

**Are you able to satisfy the above stated "requirements"?**

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

Team members shall meet or exceed the above program-specific essential qualifications and provide a minimum of three (3) client references of comparable contracts, ongoing or completed, demonstrating that the team members meet the qualifications as stipulated above. The following must be included for each client reference:

- i) Client;
  - ii) Description of each firm's work on the project, including the firm's total compensation for the contracted services;
  - iii) Client's contact person, phone number, and email address;
  - iv) Project samples with visuals that demonstrate relevance to this solicitation, and
  - v) 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 or a sub-consultant must have the following program specific essential qualifications:
    - a) A minimum of five (5) years historic preservation experience, including rehabilitation, additions and adaptive re-use of historic properties with a minimum \$3 million

construction value.

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

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

**Are you able to satisfy the above stated "requirements"?**

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

- 3) The prime consultant must identify the following individuals on their team:
- a) Senior Architect - Must be a State of Florida licensed architect with a minimum of five (5) years' experience in projects of similar size and scope.
  - b) Project Manager - Must have a Bachelor's degree in Architecture and a minimum two (2) 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 (2) years' experience in managing construction projects of similar size and scope.
- 4) The prime consultant must identify the following Specialty Consultants:
- Theater Consultant;
  - Acoustical Consultant;
  - Sound and Communications Consultant;
  - Management Consultant;
  - Cost Estimator;
  - Schedule Consultant;
  - Interior Designer;
  - Envelope Consultant;
  - Parking and Traffic Consultant;
  - Signage and Way-Finding Consultant;
  - Security Consultant;
  - LEED Consultant;
  - Threshold Inspector;
- Any other specialty consultant deemed necessary by the Prime to successfully complete the project.
- a) Must demonstrate a minimum of five (5) years of experience in the design and specification of the specialty systems/equipment.

The specialty consultant expertise noted above 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 that the individual(s) has worked on and in what capacity.

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

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

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

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

**Sub-Consultant:**

The prime or a **sub-consultant** must have the following program specific essential qualifications:

A minimum of five (5) years historic preservation experience, including rehabilitation, additions and adaptive re-use of historic properties with a minimum \$3 million construction value

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

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

**Are you able to satisfy the above stated "scopes of services"/minimum requirements?**

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

**Professional Services Agreement for A/E Services**

**A14-CUA-01 - Verification of Availability**

**January 31, 2014**

Please complete the following **“Reference Requirements”**:

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**Client Name**  
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