

Memorandum



Date: March 14, 2014

To: Lester Sola, Director
Internal Services Department

From: Bill Johnson, Director
PortMiami

Subject: Recommendation for Non-exclusive Professional Services Agreement for Management Financial Consulting and Bond Engineering Services, Contract No. E14-SEA-01, Project No. S2013-043

Your assistance in reviewing this request and forwarding the attached recommendation to the Division of Small Business Development (SBD) for consideration is respectfully requested.

It is recommended that SBD review the attached request for Community Business Enterprise (CBE) measures for this project, in order to proceed with the advertisement and subsequent bidding of the project.

Professional Services Agreement (PSA) for Management Financial Consulting and Bond Engineering Services: The Consultant shall provide professional services, to include, but shall not be limited to: bond engineering services, value analysis studies [in accordance with Section 2-10.4 of the Miami-Dade County (County) Code], management financial consulting services, and any supportive tasks ancillary to the primary scope of services.

The Consultant will perform Bond Engineering Services, including, but not limited to the following:

- Inspecting PortMiami facilities, providing reports on condition of aforementioned facilities, noting deficiencies and needs relevant to PortMiami's long range plans, as well as evaluating financial and budgetary records for;
- Preparing the annual bond engineering report, which includes providing recommendations, approvals and certifications, rate studies, feasibility studies and financial forecasts as required under the Seaport Master Bond Ordinance No. 88-66;
- Providing 40-year certification reports;
- Reviewing and setting forth recommendations as to any necessary revisions of rates and port tariff structures;
- Reviewing port facility designs by others for consistency with facility requirements, relevance to PortMiami's long range master plan, and adherence to requirements of funding sources, property values for insurance coverage, and facilities reserve for maintenance;

Lester Sola
Director
Page Two

- Evaluating the alignment and timing of facility investments to support projected revenue sources; and
- Reviewing new Capital Development projects to ensure conformity to current and future operational requirements, estimated impact on revenues, and relational changes in maintenance and operations expenses.

The Consultant will perform Value Analysis studies, including, but not limited to the following:

- Gathering and tabulating information concerning the facility as designed, to evaluate the specific use or functional requirements of the items under study and their alignment to PortMiami plans;
- Developing alternative recommendations that fulfill the facility's basic required function(s), in accordance with best practices and standards;
- Incorporating analysis and work products of other PortMiami consultants within business case deliverables;
- Business case analysis evaluating, critiquing, ranking and prioritizing feasible best alternatives developed in (b) above. An estimated dollar value shall be developed and applied to all feasible alternatives and a determination made of the alternatives that offer the greatest potential for savings or net benefit to PortMiami;
- Presenting written value analysis study, which incorporates the best alternatives, to County staff for approval;
- Providing assistance and recommendation in incorporating the selected alternatives into a project. The costs considered in the value analysis shall include initial construction costs as well as start-up, financing and continuing operational costs. Where continuing costs are analyzed, the value analysis shall include life cycle costing; and
- Providing value analysis services, upon request of PortMiami, for additional or changed work required after award of a project to the Contractor.

The Consultant will perform Management Financial Consulting Services, including, but not limited to the following:

- Evaluating the ability PortMiami to generate revenues sufficient to satisfy debt service coverage requirements (i.e., analyzing the economic base, forecasting passenger and cargo traffic, forecasting revenues and expenditures, etc.). Such evaluation shall be in the form of a financial feasibility report;

Lester Sola
Director
Page Three

- Participating in preparation of the Preliminary Official Statement and the Official Statement and related documents for each bond issuance;
- Participating in investment rating agency, credit insurer and investor presentations and responding to inquiries by such groups;
- Performing due diligence and other services for port related financial transactions;
- Evaluating rate covenant compliance rents, fees and charges for PortMiami properties, facilities and services;
- Recommending rents, fees and charges for PortMiami's system (revenue infrastructure) in conjunction with each debt issuance;
- Notify the Seaport and make recommendations as to a revision of the rates, fees, or any changes needed if it is determined that the total net revenues are not sufficient to meet the terms of the Ordinance.
- Evaluating the financial impact of facilities constructed with third party funds or revenues and later absorbed by PortMiami to determine whether PortMiami still satisfies its debt services coverage requirements;
- Evaluating the financial impact of facilities constructed with third party funds or revenues and later absorbed by PortMiami to determine whether PortMiami satisfies its debt services coverage requirements;
- Developing long range pro forma financials beyond the five year net revenue estimates, required by the ordinance, for the greater of twenty-five years or the debt term being considered;
- Evaluating the Capital Investment Program in the Master Plan and determine the alignment of investments and investment timing to the cargo and revenue projections;
- Evaluating long-term cargo projections relative to PortMiami's existing market share within key Florida markets as well as more distant hinterland markets. Determine to what extent market share is likely to change within these respective locations by comparing the Port's competitive position relative to other Florida, East Coast and United States Ports. Validate cargo forecasts, to be developed by commodity, trade partner and US-County level;
- Based on cargo projections, evaluating long-term expansionary capital requirements for infrastructure and equipment (capital plan). This capital plan will also incorporate the typical lifecycle of infrastructure and equipment utilized at the port, to determine replacement timeline;

- Reviewing capital expenditure cost estimates, including inflation for future years, and providing an opinion on estimated cost relationships to industry norms to assist in the preparation of the annual capital budget;
- Evaluating existing operational expenses and providing recommendations for reductions and opportunities for efficiencies;
- In the performance of the required facility inspections, aligning the lifecycle of critical infrastructure components to their financial performance, noting any deficiency expectations over the pro-forma period;
- Evaluating the potential mix of funding sources relative to the strengthening of PortMiami's financial position, relationship to covenants in the ordinance, and positioning with the rating agencies;
- Evaluating best use of undeveloped areas on and off Port properties that support PortMiami long range plans; and
- Evaluating unsolicited proposals and Public Private Partnership proposals, and providing recommendations to PortMiami Senior Staff.

A/E Technical Certification Categories required:

TC No.	Description	Percentage	Amount
5.01	Port & Waterway Systems – Engineering Design (Prime)	25%	\$ 825,000.00
14.00	Architecture (Prime)	24%	\$ 792,000.00
3.12	Highway Systems – Underwater Engineering Inspection	4%	\$ 132,000.00
5.02	Port & Waterway Systems – Architectural Design	2%	\$ 66,000.00
11.00	General Structural Engineering	1%	\$ 33,000.00
12.00	General Mechanical Engineering	1%	\$ 33,000.00
13.00	General Electrical Engineering	1%	\$ 33,000.00
16.00	General Civil Engineering	1%	\$ 33,000.00
19.05	Value Analysis & Life Cycle Costing - Port and Waterway Systems	1%	\$ 33,000.00
N/A	Management Financial Consulting Services	40%	\$1,320,000.00
Total Estimated Professional Fees		100%	\$3,300,000.00

The prime consultant must hold Technical Certifications 5.01 – Port & Waterway Systems – Engineering Design and 14.00 – Architecture. Interested Professional Firms (Consultants) shall be certified by the County at the time of qualifications submittal in the Technical Certification Categories identified above.

Lester Sola
Director
Page Five

The Prime and/or sub-consultant performing Technical Certification Category 3.12 Underwater Engineering Inspection shall have demonstrated performance of these services on at least 3 deepwater bulkheads over the past 7 years. Deep water bulkheads are composed of steel sheet pile/king pile combination with a concrete cap and an alongside water depth of at least 25 ft. The Prime Consultant must have experience performing bond consulting services for comparable sized or larger revenue generating government entities.

Experience performing transportation asset valuation and revenue bond consulting services for comparable sized or larger revenue generating government entities is highly preferred (applies to the prime).

Within sixty days from Notice to Proceed, the Consultant must demonstrate ability to submit a draft report, meeting the requirements of Bond Ordinance No. 88-66, for review by the County to facilitate Fiscal 2014 needs. The draft report must meet the requirements as outlined in Bond Ordinance No. 88-66, and other requirements that may be provided from PortMiami's registered municipal advisor.

The CBE Goal recommendation is 6.00%. The Agreement will be in the approximate amount of \$3,300,000.00, which includes 10% contingency, and shall remain in effect for a total of three (3) years with one, one-year option to extend.

Should you have any questions, please feel free to contact Elizabeth Ogden, R.A., LEED AP, Chief of A/E Design Services of Capital Development at (305) 347-5521.

Attachment

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND
RECOMMENDATION**

Contract/Project Title Management Financial Consulting and Bond Engineering Services
 Contract/Project No. Contract No. E14-SEA-01 / Project No. S2013-043
 Description See attached Scope of Work
 Department Seaport Contact Elizabeth Ogden Phone (305) 347-5521
 Estimated Cost 1 Agreement for \$3,300,000.00 Funding Source Seaport Revenues

ANALYSIS

Commodity/Service No. _____ SIC _____

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases for Previous Three (3) years

Check Here if this is a New Contract/Purchase with Previous History

	<u>Existing</u>	<u>2nd Year</u>	<u>1st Year</u>
Contractor	_____	_____	_____
Ethnicity/Race	_____	_____	_____
Gender	_____	_____	_____
Contract Value	_____	_____	_____
Comments	_____		

RECOMMENDATIONS

<u>CBE GOAL</u>	<u>BID PREFERENCE</u>	<u>NO MEASURE</u>
<u>6.00%</u>	<u>N/A</u>	_____

Analysis for Goal Recommendation

<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to Base Bid</u>	<u>Availability</u>
<u>5.01 Port & Waterway Systems</u>			
<u>Engineering Design (Prime)</u>	<u>\$ 825,000.00</u>	<u>25%</u>	_____
<u>14.00 Architecture (Prime)</u>	<u>\$ 792,000.00</u>	<u>24%</u>	_____
<u>3.12 Highway Systems -- Underwater</u>			
<u>Engineering Inspections</u>	<u>\$ 132,000.00</u>	<u>4%</u>	_____
<u>5.02 -- Port & Waterway Systems</u>			
<u>Architectural Design</u>	<u>\$ 66,000.00</u>	<u>2%</u>	<u>>3</u>
<u>11.00 General Structural Engineering</u>	<u>\$ 33,000.00</u>	<u>1%</u>	<u>>3</u>
<u>12.00 General Mechanical Engineering</u>	<u>\$ 33,000.00</u>	<u>1%</u>	<u>>3</u>
<u>13.00 General Electrical Engineering</u>	<u>\$ 33,000.00</u>	<u>1%</u>	<u>>3</u>
<u>16.00 General Civil Engineering</u>	<u>\$ 33,000.00</u>	<u>1%</u>	<u>>3</u>
<u>19.05 Value Analysis & Life Cycle Costing</u>			
<u>Port & Waterway Systems</u>	<u>\$ 33,000.00</u>	<u>1%</u>	_____
<u>Management Financial Consulting</u>	<u>\$1,320,000.00</u>	<u>40%</u>	_____
<u>Total</u>	<u>\$3,300,000.00</u>	<u>100%</u>	_____

Basis for Recommendation _____

By: Elizabeth Ogden
Seaport Department

Date to SBA/DPM 3/14/14



Small Business Development Division Project Worksheet

Project/Contract Title: NON-EXCLUSIVE PROFESSIONAL SERVICES AGREEMENT FOR MANAGEMENT FINANCIAL CONSULTING AND BOND ENGINEERING SERVICES (SIC 871) **Received Date:** 01/17/2014
Project/Contract No: E14-SEA-01 **Funding Source:**
Department: SEAPORT **Resubmittal Date(s):**
Estimated Cost of Project/Bid: \$3,300,000.00
Description of Project/Bid: To establish a Professional Services Agreement for professional services, to include but not limited to: bond engineering services, value analysis studies, management financial consulting services and any supportive tasks ancillary to the primary scopes of services.

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Goal	CBE	5.00%

Reasons for Recommendation

This project meets all the criteria set forth in the I.O. # 3-41, Section V.

Whereas a Tier 2 Set-Aside was considered, due to the limited amount of CBE firms certified in both 5.01 and 5.02 as required for the prime, this set-aside was unattainable. A sub-consultant goal above that which was recommended by Seaport (of 5%), was also unattainable, for the following reasons:

- 50% of the scope of services was identified for the prime (in 5.02 & 5.02)
- 40% of the scope of services was identified as non-technical; i.e. "Management Financial Consulting Services"

Of the remaining 10%, 3.12 Highway System-Underwater Inspection Services accounts for 4% of the scopes of services. The six (6) CBE firms certified in this TC were polled along with the minimum requirements; an insufficient availability precluded the use of this area.

Technical Category: 0501-Port & Waterway Systems-Engineering Design; 0502-Port & Waterway Systems-Architectural Design; 1100-General Structural Engineering; 1200-General Mechanical Engineering; 1300-General Electrical Engineering; 1400-Architecture; 1600-General Civil Engineering; 1905-Value Analysis/Life-Cycle Costing-Port & Waterway

Small Business Contract Measure Recommendation

<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
GENERAL STRUCTURAL ENGINEERING	CBE	\$33,000.00	1.00%	44
GENERAL MECHANICAL ENGINEERING	CBE	\$33,000.00	1.00%	34
GENERAL CIVIL ENGINEERING	CBE	\$33,000.00	1.00%	83
ARCHITECTURE	CBE	\$33,000.00	1.00%	72
GENERAL ELECTRICAL ENGINEERING	CBE	\$33,000.00	1.00%	37
Total		\$165,000.00	5.00%	

Living Wages: YES NO

Responsible Wages: YES NO

Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.



Small Business Development Division

Project Worksheet

Project/Contract Title: NON-EXCLUSIVE PROFESSIONAL SERVICES AGREEMENT FOR
MANAGEMENT FINANCIAL CONSULTING AND BOND
ENGINEERING SERVICES (SIC 871)
Project/Contract No: E14-SEA-01
Department: SEAPORT
Estimated Cost of Project/Bid: \$3,300,000.00

Received Date: 01/17/2014

Funding Source:
SEAPORT REVENUES

Resubmittal Date(s):

REVIEW RECOMMENDATION

Tier 1 Set Aside		Tier 2 Set Aside	
Set Aside	Level 1	Level 2	Level 3
Trade Set Aside (MCC)		Goal	Bid Preference
No Measure		Deferred	Selection Factor
CWP			1/24/14
		SBD Director	Date