



February 19, 2015

Project No: **VZ-MH001-13 Historic Restoration And Preservation of Structural Elements At The Main House Of Vizcaya Museum And Gardens**

The above-referenced contract is being considered for small business contract measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO BID PROCESS IS VITAL IN ORDER FOR MEASURES TO BE PLACED ON THIS PROJECT.** If you are interested in participating as a Small Business Enterprise – Construction (SBE/CONS) firm to perform work in connection with this project and meet the requirements listed in this letter, please complete and return the attached Verification of Availability to Bid by **10:00 AM, MONDAY, FEBRUARY 23, 2015.** It is asked that all pages are returned completed in its entirety. Failure to do so will result in this Verification of Availability to Bid Letter not being considered.

Please review the enclosed description of the project.

The letter of availability may be sent via facsimile transmission to (305) 375-3160 or via email to twj@miamidade.gov. If you have any questions, please contact me at (305) 375-3123.

Sincerely,

Tyrone White
Contract Certification Specialist
Small Business Development Division
Miami-Dade County Internal Services Department
Phone: (305) 375-3123
Fax: (305) 375-3160
Email: twj@miamidade.gov



<http://www.miamidade.gov/internalservices/small-business.asp>

Please access the Project Review Process at <http://www.miamidade.gov/business/contracting-opportunities.asp>

VERIFICATION OF AVAILABILITY TO BID

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 FAX: 375-3160

PROGRAM COORDINATOR: **Tyrone White**

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: Historic Restoration And Preservation Of Structural Elements At The Main House Of Vizcaya Museum And Gardens

PROJECT NUMBER: VZ-MH001-13

Estimated Contract Amount: \$890,899.90

(Scope of work and minimum requirements for this project is attached.)

NAME OF COMMUNITY SMALL BUSINESS ENTERPRISE (CSBE)

ADDRESS CITY ZIP CODE

Certification Expires: _____
DATE

Telephone: _____ *****Bonding Capacity:** _____

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE DATE

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

VERIFICATION OF AVAILABILITY TO BID

CONTRACT TITLE: Historic Restoration And Preservation Of Structural Elements At The Main House Of Vizcaya Museum And Gardens

PROJECT NUMBERS: VZ-MH001-13

ESTIMATED CONTRACT AMOUNT: \$890,899.90

SCOPE OF WORK:

- A. The scope of this project includes but is not limited to all labor, material, equipment, and supervision required in the selective demolition, alterations and new construction work related to the restoration of critical historic structural components at Vizcaya East Loggia, Entrance Loggia (West), Enclosed Loggia (South), and the replacement of large windows and doors at the historic archways and columns that enclose the East Loggia with an impact resistant glass system. The scope also includes the repair of the building pier at the swimming pool (adjacent and below the East Loggia), as well as that of structural floor framing and components above the ceiling over swimming pool and basement repairs.
- i. All components of this work are located east of South Miami Avenue and addressed as 3251 South Miami Avenue, Miami, Florida 33129.
- ii. The scope of work is shown in the drawings and specifications for the project entitled "Vizcaya Museum and Gardens Main House Repairs" prepared by the consultant Douglas Wood and Associates, Inc., Project number EDP-VZ-SR-GOB-MH001-13. All engineering disciplines necessary to complete this portion of the work are included in the drawings and specifications for this project.

Requirements To Qualify:

1. **Application and Affidavit:** Contractors must document on the Application and Affidavit their experience in construction and/or rehabilitation projects as described above. These must represent three (3) distinct projects, each for a different client and each with a total project cost of at least \$500 Thousand.
2. **Documentation for Qualifying Historic Projects:** Based on the criterion for eligibility that is selected in the Application and Affidavit (options i-iii), Contractors must provide the documentation specified with the Application and Affidavit.
3. **Letters of Reference:** Contractors must provide three (3) letters of reference for their construction restoration/rehabilitation work. Reference letters must each:
 - i. Be signed by the Client, the Client's Project Manager, the Architect of Record, or the Engineer of Record for the project.
 - ii. Be signed by a different person at a different firm or organization.
 - iii. Be on the author's official letterhead.
 - iv. Explicitly identify the role of the Contractor in the project, referencing the same Contractor name used in the Application and Affidavit or the name of a Principal of the applicant identified therein.
 - v. Explicitly confirm that the Contractor completed the referenced project in an **"Above Satisfactory Manner of Workmanship"** or better.
 - vi. For **Qualifying Operational Projects**, confirm that the Contractor performed in an

“Above Satisfactory Manner” or better relative to maintaining regular operations at an active site for the majority of the construction duration.

Are you able to satisfy the requirements to qualify?

_____ Yes _____ NO

Selected Definitions:

1. **Principal:** An individual who is a Contractor and is either the sole or joint owner of a firm.
2. **Client:** An entity or individual that owns or operates a Qualifying Historic Project, Qualifying Operational Project, or Qualifying Structural Restoration/Rehabilitation Project.
3. **Architect of Record or Engineer of Record:** The architect or engineer licensed in the jurisdiction that a Qualifying Historic Project, Qualifying Operational Project or Qualifying Structural Restoration/Rehabilitation Project is located, who prepares, stamps and signs the construction documents, and is legally recorded as the architect or engineer for the qualifying project.

Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that “comply” to perform the aforementioned scope of work. Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: twj@miamidade.gov or via fax (305) 375-3160 attention Mr. Tyrone White.

_____ Proposer (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements to qualify and can perform the work as required.

_____ Proposer (PRIME) DOES NOT have experience completing projects with similar size and scope as this project and DOES NOT meet the requirements as indicated in the contract.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

COMPANY NAME: _____

NAME OF REPRESENTATIVE: _____

TITLE: _____ SIGNATURE: _____

TELEPHONE NUMBER: _____ E-Mail Address: _____

PLEASE FILL OUT THE NEXT 7 PAGES AS THEY WILL BE USED TO DETERMINE IF YOUR FIRM CAN SATISFY THE CONTRACTS REQUIREMENTS. ALSO, INDICATE ANY REASON(S) WHY YOUR FIRM DOES NOT MEET THE REQUIREMENTS TO QUALIFY (IF APPLICABLE) AND/OR ANY COMMENTS YOU MAY HAVE ON THE LAST PAGE

Contractor's Qualification Application and Affidavit

**Vizcaya Museum and Gardens Restoration and Preservation of Historic Structural
Elements at the Main House
Project Number VZ-MH001-13**

Complete This Application and Affidavit in Accordance with the Preceding Instructions

Name of Applicant Firm: _____

FEIN: _____

Principals of Firm:

Name: _____

Title: _____

Qualifying Historic Project

Site Name: _____

Site Address: _____

Project Description: _____

Project Dates: _____

Project Cost: _____

Client Name: _____

Client Proj Mgr Name/Title: _____

A. Historical Project Eligibility: Place a mark in the blank space next to the appropriate eligibility criterion below **and** provide the documentation specified in the preceding instructions:

- i. Project site is listed on the **National Register of Historic Places**. *To qualify a project under this criterion, you must provide a screen print from the online National Register Information System showing the site's listing thereon.*

- ii. Project site is listed as a **contributing property of a district listed on the National Register**. *To qualify a project under this criterion, you must provide a letter from the Historic Preservation Officer with jurisdiction over the district, confirming the site's inclusion as a contributing property therein.*

- iii. Project site is **designated as a historic property, or as a contributing property to a historic district under the terms of a local preservation ordinance**. *To qualify a project under this criterion, you must provide **either** a copy of the designation legislation **or** a letter from the Historic Preservation Officer with jurisdiction over the site confirming the designation.*

B. Historical Project Letters of Reference: To qualify a project for the purposes of this Application and Affidavit, you must provide 1 (1) letter of reference on behalf of this project as specified in the preceding instructions. Please provide the following information about the authors of the letters:

Reference 1 Name: _____

Title: _____

Telephone: _____

Role in Project (select one or more):

Client

Architect of Record

Historic Preservation Officer

Client's Project Manager

Engineer of Record

C. Principal Information: If a Principal of your firm performed this work as a Principal of another firm, complete the following:

Name of Principal: _____

Current Title: _____

Name of Previous Firm: _____

Principal's Title at Prev Firm: _____

Telephone of Previous Firm: _____

Operational Project

Site Name: _____

Site Address: _____

Project Description: _____

Project Dates: _____

Project Cost: _____

Client Name: _____

Client Proj Mgr Name/Title: _____

A. Operational Project Eligibility: Qualifying Operational Projects must meet all of the five (5) following criteria, and you must indicate this by placing a mark in the blank space preceding each criterion:

- i. The project, building and/or site were not residential.
- ii. The site remained substantially open for intended use for at least 75% of the construction project's duration.
- iii. On average when the site remained open for intended use, over 100 individuals excluding construction personnel, frequented the site per week for the duration of the construction project.
- iv. Furniture, fixtures, equipment, inventory or collections remained in place and were protected in the building for the duration of the construction project.
- v. Contractor had responsibility for maintenance and control of pedestrian ingress and egress through the facility during the course of construction.

B. Operational Project Letters of Reference: To qualify a project for the purposes of this Application and Affidavit, you must provide 1 (1) letter of reference on behalf of this project as specified in the preceding instructions. Please provide the following information about the authors of the letters:

Reference 1 Name: _____

Title: _____

Telephone: _____

Role in Project (select one or more):

Client

Architect of Record

Client's Project Manager

Engineer of Record

C. Principal Information: If a Principal of your firm performed this work as a Principal of another firm, complete the following:

Name of Principal: _____

Current Title: _____

Name of Previous Firm: _____

Principal's Title at Prev Firm: _____

Telephone of Previous Firm: _____

Structural Restoration Project

Site Name: _____

Site Address: _____

Project Description: _____

Project Dates: _____

Project Cost: _____

Client Name: _____

Client Proj Mgr Name/Title: _____

A. Qualifying Structural Restoration Project: To qualify, confirm the below statement by placing a mark in the blank space and provide a description of the restoration project below:

The above-referenced project included restoration work related to integral structural elements and cast stone similar to the work to be performed at Vizcaya Museum and Gardens.

Structural Restoration
Footprint in Sq. Feet: _____

Additional Information: _____

B. Structural Restoration Project Letters of Reference: To qualify a project for the purposes of this Application and Affidavit, you must provide 1 (1) letter of reference on behalf of this project as specified in the preceding instructions. Please provide the following information about the authors of the letters:

Reference 1 Name: _____

Title: _____

Telephone: _____

Role in Project (select one or more):

Client

Architect of Record

Client's Project Manager

Engineer of Record

C. Principal Information: If a Principal of your firm performed this work as a Principal of another firm, complete the following:

Name of Principal: _____

Current Title: _____

Name of Previous Firm: _____

Principal's Title at Prev Firm: _____

Telephone of Previous Firm: _____

REASONS & COMMENTS
