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# Memorandum

MIAMI-DADE  
COUNTY

**Date:** August 16, 2011  
2011 AUG 16 PM 2:08

**To:** Penelope Townsley, Director  
Department of Small Business Development

**From:** George Navarrete, Director  
Office of Capital Improvements *George Navarrete 8/16/11*

**Subject:** Recommendation for Non-exclusive Professional Services Agreement for Construction Inspection Services (CIS), Contract No. A11-OCI-01.

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Your assistance in reviewing this request and attached recommendation 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.

These service contracts were previously advertised but were not awarded due to non-responsiveness issues with the top ranked proposers. OCI was instructed by the Board of County Commissioners at their meeting of May 3, 2011, to reassess the need by County departments for these services and re-advertise with any modifications accordingly.

Based on the information received from the various potential users, the contracts values were reduced from the previous \$750,000 to \$500,000 each. The requested services shall address the needs of various County departments requiring construction inspection services. Two non-exclusive professional services agreements (PSAs) will be awarded under this solicitation. Each agreement is valued at \$500,000 for an effective term of two years and one year option to extend.

The scope of work includes architectural and engineering construction inspection services for new building construction, building renovations, associated site work such as landscape, parking areas, adjacent street and sidewalks, utilities, water distribution, sanitary sewer and drainage. The selected consultants' responsibilities include all of the required architectural and engineering construction administration services including overseeing, coordinating and inspecting the work of design consultants, surveyors and construction contractors. Responsibilities may also include contract monitoring and record keeping, approving and recommending requisitions for compensation, review of change orders, estimations, claims, scheduling, shop drawings and remedial designs. Note that the selected consultant may also be responsible for responding to Request for Information (RFI) and assuring compliance with all federal, state and local regulations, on behalf of Miami-Dade County. In addition, the Senior Architect under the selected consultant will be responsible for supervision of the team services and approving their work product as well as signing and /or sealing related work documents.

Assignment selections will be based on the requesting Agency's determination of the highest qualified firm to perform the specific services. Both consultants will be requested to submit a Letter of Interest and key personnel resumes to the Office of Capital Improvements (OCI). OCI will provide the responses to the requesting department for their review and determination of the highest qualified firm for the project. The highest qualified firm will negotiate with the requesting Department. If the negotiations fail, the Department will then negotiate with the next qualified firm.

**A&E TECHNICAL CERTIFICATION CATEGORIES REQUIRED:**

<u>Category</u>	<u>Description</u>	<u>Percentage</u>
14.00	Architecture (PRIME)	10%
18.00	Architectural Construction Management (PRIME)	25%
11.00	General Structural Engineering	10%
12.00	General Mechanical Engineering	10%
13.00	General Electrical Engineering	10%
16.00	General Civil Engineering	10%
17.00	Engineering Construction Management	20%
20.00	Landscape Architecture	5%
Total		100%

**EXPERIENCE AND QUALIFICATIONS:**

1. The prime and sub-consultant firms must have experience performing CIS services. The prime shall provide a minimum of three projects (new building, renovation and/or infrastructure projects). Each sub-consultant on the team shall provide a minimum of three projects (new building, renovation and/or infrastructure projects). Each project to have a minimum construction cost of \$1,000,000 completed or active, within the last five years from the advertised date of this solicitation.

2. The prime must identify the following individuals on their team:

- a. Senior Architect – Must be a State of Florida licensed architect. Must have a minimum of six years construction inspection experience.
- b. Project Manager – Must have a Bachelor's degree in Architecture with two years experience in construction management.
- c. Senior Engineer – Must be a State of Florida licensed Engineer. Must have a minimum of six years construction inspection experience.
- d. Threshold Inspector – Must be a State of Florida certified Threshold Inspector. Must possess a State of Florida Professional Engineering license, in addition to a Bachelor's of Engineering degree. The firm may be required to supply at least one qualified Threshold Inspector, on a continuous basis, and within a seven day period from demand, for the task of the respective group submitted under.

3. Inspectors: A minimum of one qualified Inspector, on a continuous basis, and within a seven day period from demand, for the task of the respective group submitted under. The requirements for Inspectors are as follows:

- a. High school diploma or GED and three years of experience in the inspection of new buildings, building renovation, or related structures. Completion of coursework in Architecture, Architectural Engineering, Civil Engineering, Engineering Technology, Construction Management, or related field may substitute for the required experience on a month-to month basis to a maximum

of one year. Other personnel as required, to be determined by OCI, based upon need by Miami-Dade County Departments.

The above expertise must be met by a qualified individual(s) of the Prime and A&E Sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of the individual(s). The determination of the individual's qualifications and compliance with the above experience and qualifications shall be at the sole discretion of the County.

OCI staff has evaluated the subject solicitation and recommends **one contract to be Set-Aside** for Community Business Enterprise (CBE) and **one contract with a CBE Goal of 30%**. Please note that the previous two contracts for CIS services were approved with a CBE goal of 25%.

Should you have any questions, please contact Luisa M. Millan, R.A., Chief, Professional Services Division at (305) 375-1100.

Attachment

C: Luisa Millan, R.A., Chief, Professional Services Division