

**Walters, Vivian (SBD)**

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**From:** Walters, Vivian (SBD)  
**Sent:** Tuesday, July 26, 2011 2:47 PM  
**To:** Smith, Leticia (Seaport)  
**Cc:** Cerna, Maria (Seaport); Pereira, Felix (Seaport); Quintana, Ileana (SBD); Hope, Becky (Seaport); Johnson, Laurie (SBD)  
**Subject:** RE: SBD Recommended Measure

SBD has completed its analysis of the subject project. The possibility of a **Tier 1 Set-aside** was explored; tier 1 CBE firms certified in technical categories **14.00 and 18.00** (for the prime) were polled; however, an insufficient availability precluded such a measure (due to a lack of responses) meeting the ***“five (5) years of wayfinding sign system design (and other related) requirements”***.

Subsequently, SBD concurs with **Seaport’s** recommendation of a **25% CBE-A/E** sub-consultant goal, identified as follows (in Technical Categories where the minimum requirements are not applicable):

- i. Telecommunications Systems (8.00) 5%**
- ii. General Structural Engineering (11.00) 5%**
- iii. General Electrical Engineering (13.00) 5%**
- iv. General Civil Engineering (16.00) 5%**
- v. Eng. Construction Management (17.00) 5%**

**\*\* 75% of the scope of work was identified for the Prime (14.00 @ 70% and 18.00 @ 5)**


Based on this **concurrence**, this project will move forward for the Director’s signature.

Please advise as to any “error, omissions, and/or misunderstanding”.

Regards,

**Vivian O. Walters, Jr.**  
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Small Business Development  
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**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: Non-exclusive Professional Services Agreement for Portwide Wayfinding

A11-SEA-02

CONTRACT ESTIMATED AMOUNT: \$220,000.00

SILVA ARCHITECTS, LLC Certification Expires: 3-31-12  
NAME OF COMMUNITY BUSINESS ENTERPRISE DATE

135 SAN LORENZO AVE SUITE 880 CORAL GABLES, FL 33146  
ADDRESS CITY ZIP CODE

Telephone: 305-444-8262 Bonding Capacity: N/A

ALEJANDRO SILVA, AIA  
PRINT NAME AND TITLE

  
SIGNATURE OF COMPANY REPRESENTATIVE 7-25-11  
DATE

REVISED 10/11/94

**DESCRIPTION OF PROJECT****Project Title:** Non-exclusive Professional Services Agreement for Portwide Wayfinding**Project Number:** A11-SEA-02**Department:** Seaport**Estimated Cost:** \$220,000.00**Technical Categories:**

<b>TC No.</b>	<b>Description</b>	<b>Percentage</b>	<b>Amount</b>
<b>14.00</b>	<b>Architecture (Prime)</b>	<b>70%</b>	<b>\$ 154,000.00</b>
<b>18.00</b>	<b>Architectural Construction Management (Prime)</b>	<b>5%</b>	<b>\$ 11,000.00</b>
8.00	Telecommunication Systems	5%	\$ 11,000.00
11.00	General Structural Engineering	5%	\$ 11,000.00
13.00	General Electrical Engineering	5%	\$ 11,000.00
16.00	General Civil Engineering	5%	\$ 11,000.00
17.00	Engineering Construction Management	5%	\$ 11,000.00
<b>Total Estimated Design Fees</b>		<b>100%</b>	<b>\$ 220,000.00</b>

**Overall Project Description**

**Professional Services Agreement (PSA) for Portwide Wayfinding:** The consultant shall provide professional architectural/engineering and construction administration services, to include coordination with all regulatory agencies as appropriate, for modifications and improvements to optimize Wayfinding on-port as per the Wayfinding and Signage Analysis of the Port of Miami (October 2009). The scope of services for this project will be completed in two phases: Phase I must be completed within six months from Notice to Proceed (NTP). The scope of services includes the creation of a comprehensive inventory and database of all existing signs through field inventory, documentation, database development and system integration (i.e. GIS); development of a design and implementation package to include design concepts, design development, construction documents, construction administration, fabrication and installation; Phase II must be completed within twenty-five months from NTP. The scope of services includes a comprehensive Facility Analysis and Design Signage Master Plan through wayfinding philosophy, graphic and wayfinding standards, sign concept development, placement and location guidelines; Signage Standards and Guidelines through wayfinding methodology, graphic and wayfinding standards, sign family development (interior and exterior), mock-up, prototype testing, evaluation and final document development; implementation and transition plans with preliminary cost estimates, preliminary schedules development and phasing plans; design documents with design development, construction documents and cost estimates; implementation through bid awards, construction administration, fabrication and installation.

The consultant shall provide all the necessary investigations; surveys; studies; architectural and engineering designs; civil engineering; structural engineering; electrical engineering; telecommunications engineering; cost estimates; schedules; construction documents; signage

permitting; commissioning; bidding assistance; site visits; inspections; construction administration, including construction inspection services; review of shop drawings, proposed substitutions, pay requests, and change orders; claims assistance; and any supportive ancillary tasks to the primary scope of services to successfully complete all phases of the project.

All work shall be conducted to meet or exceed professional standards, comply with Port of Miami safety and security requirements, and comply with the United States Customs and Border Protection Cruise Terminal Design Standards (USCBP CTDS).

**\*Minimum Requirements**

- **Prime must be certified in both 14.00 and 18.00.**

The prime consultant must hold Technical Certification 14.00 – Architecture and 18.00 – Architectural Construction Management. Interested Professional Consultant Firms must have 3 years experience for similar work as described above. The above expertise is preferred and can be met by qualified individual(s) of the prime consultant's team.

Do you have prior experience satisfying the above requirements? Yes  No

In addition, the Prime Consultant must have extensive relevant experience with a minimum of five (5) years of working in wayfinding sign system design, graphic design and interior design for a concise and comprehensive system of directional, informational, regulatory and identification messages.

Do you have prior experience satisfying the above requirements? Yes  No

*CBE firms are required to provide the project names, dollar values, and contact names of the projects worked on (satisfying the above stated requirements).*

**\*This information is REQUIRED along with the signed Verification Form**

**Walters, Vivian (SBD)**

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**From:** Alejandro Silva [asilva@silvaarc.com]  
**Sent:** Monday, July 25, 2011 1:56 PM  
**To:** Walters, Vivian (SBD)  
**Subject:** A11-SEA-02  
**Attachments:** A11-SEA-02 Silva Architects.pdf

Mr. Walters,

Attached please find our verification of availability form for the above referenced project. Unfortunately, at this time we do not meet all the minimum requirements. Please let us know should any of these minimum requirements change.

Thanks,  
Alex

Alejandro Silva, AIA LEED AP  
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Coral Gables, FL 33146  
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