



December 2, 2011

To: 1st and 2nd Tier CBE Engineering Firms

Re: Non-exclusive Professional Services for Program Management Consultant (PMC)

Project No.: E11-SEA-03

The above-referenced project is being considered for competition solely among Community Business Enterprise 1st Tier (CBE) firms. If you are interested in participating as a 1st or 2nd **CBE Prime Consultant** to perform work in connection with this project, **please complete and return the attached Verification of Availability form and provide examples of work your firm has completed (required) on similar projects as outlined in the attached project description, by 5:00pm, Wednesday December 7, 2011.**

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

The Verification of Availability form and required examples of previous work may be sent via facsimile transmission (305) 375-3160 or email to walterv@miamidade.gov. If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in cursive script, appearing to read "Vivian O. Walters, Jr.".

Vivian O. Walters, Jr.,
Contract Development Specialist 2
Business and Professional Development Division

Attachments

DESCRIPTION OF PROJECT

Project Title: Non-exclusive Professional Services for Program Management Consultant (PMC)

Project Number: E11-SEA-03

Department: Seaport

Estimated Cost: \$5,500,000.00

Technical Categories:

TC No.	Description	Percentage	Amount
5.01	Port & Waterway Systems – Engineering Design (Prime)	15%	\$ 825,000.00
17.00	Engineering Construction Management (Prime)	2%	\$ 110,000.00
1.04	Port & Waterways Systems Planning	5%	\$ 275,000.00
3.01	Site Development and Parking Lot Design	2%	\$ 110,000.00
3.03	Bridge Design	1%	\$ 55,000.00
3.08	ITS Analysis, Design and Implementation	1%	\$ 55,000.00
3.09	Signing, Pavement Marking and Channelization	1%	\$ 55,000.00
5.02	Port & Waterway Systems – Architectural Design	15%	\$ 825,000.00
5.03	Cruise Terminal Design	10%	\$ 550,000.00
5.05	Cargo Terminal Design	10%	\$ 550,000.00
5.07	Security Systems Cargo	2%	\$ 110,000.00
5.08	Marine Engineering Design	5%	\$ 275,000.00
5.09	Port & Waterway Systems – Environmental Design	2%	\$ 110,000.00
5.10	Transportation System Design	2%	\$ 110,000.00
6.01	Water Distribution and Sanitary Sewage Collection and Transmission Systems	2%	\$ 110,000.00
8.00	Telecommunications Systems	1%	\$ 55,000.00
9.02	Geotechnical and Materials Engineering Services	1%	\$ 55,000.00
9.05	Soils, Foundations and Materials Testing- Roof Testing and Consulting	1%	\$ 55,000.00
10.01	Environmental Engineering – Stormwater Drainage Design Engineering Services	2%	\$ 110,000.00
11.00	General Structural Engineering	2%	\$ 110,000.00
12.00	General Mechanical Engineering	2%	\$ 110,000.00
13.00	General Electrical Engineering	2%	\$ 110,000.00
14.00	Architecture	2%	\$ 110,000.00
15.01	Land Surveying	1%	\$ 55,000.00
16.00	General Civil Engineering	2%	\$ 110,000.00
18.00	Architectural Construction Management	2%	\$ 110,000.00
19.05	Value Analysis-Port & Waterways Systems	1%	\$ 55,000.00

22.00	ADA Title II Consultant	1%	\$ 55,000.00
26.00	Claims Analysis Services	5%	\$ 275,000.00
Total Estimated Consultant Fees		100%	\$ 5,500,000.00

Overall Project Description

Professional Services Agreement (PSA) for Program Management Consultant (PMC):

The scope of services consists of a Program Management team to oversee over a billion dollars in new infrastructure work that is expected to come on line in the next five years to coincide with the Panama Canal's 2014 expansion completion. These improvements include a 50-foot depth dredge, a new access tunnel that will support vehicular movement, a rail intermodal cargo facility with strategic partners, facilities' upgrades and additions to cruise terminals, a new cruise terminal and other significant investments in our terminal yards, gantry cranes, gate complexes and roadway and rail systems.

Do you have prior experience satisfying the above stated? Yes _____ No _____

The PMC will provide professional services in project programming and planning; design oversight (Criteria and Standards); oversight of architectural/engineering and engineering/inspection consultants; quality assurance oversight (QA/QC); value engineering (VE); project control; contract administration; estimating; utility relocations; configuration management and document control; claims administration; public outreach; and any supportive tasks ancillary to the primary scope of services. For a more detailed description of the scope of services, please refer to the attached Scope of Work.

Do you have prior experience satisfying the above stated? Yes _____ No _____

***Minimum Requirements**

- **Prime must be certified in both 5.01 and 17.00.**

The prime consultant must hold Technical Certifications 5.01–Port & Waterway Systems–Engineering Design and 17.00–Engineering Construction Management. Interested Professional Consulting Firms must have 3 years experience for similar work as described above. This expertise can be met by any qualified individual(s) of the consulting team (prime or sub-consultant). Interested Professional Firms (Consultants) shall be certified by Miami-Dade County at the time of qualifications submittal in the Technical Certification Categories identified above.

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

Please note, prime and/or sub-consultants will be prohibited from executing future agreements with Miami-Dade County for design services for Port of Miami.

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**

GENERAL OVERVIEW OF SERVICES

The Port of Miami's mission is to operate and further develop the world's leading cruise port and the largest container port in the State of Florida; to maximize its assets and strengthen its advantages for future growth; promote international trade and commerce as a vital link between North and South America, a growing global trade; support sustainability and operate in an environmentally responsible manner.

The 2035 Master Plan takes the Port of Miami into the future with projects that will help increase both cargo and passenger outputs by adding services, upgrading infrastructure, enhancing efficiency and increasing berthing capacity.

The Port of Miami has determined it desirable to have a Program Management Consultant (PMC) to assist the Capital Development staff in performing a range of planning, engineering, architectural, environmental, surveying, mapping, estimating, and construction management services to expeditiously and efficiently complete and deliver the Capital Development program in support of the 5-Year Capital Development program. The PMC will function as specialized professional services support staff to the Port of Miami.

The Port of Miami currently has a small core staff of planners, architects, engineers and construction managers to oversee over of a billion dollars in new infrastructure that is expected to come on line in the next five years to coincide with the Panama Canal's 2014 expansion completion. These improvements include a 50-foot depth dredge, a new access tunnel that will support vehicular movement, a rail intermodal cargo facility with strategic partners, facilities' upgrades and additions to cruise terminals, a new cruise terminal and other significant investments in our terminal cargo yards, gantry cranes, gate complexes, roadways, and rail systems.

As such, the Port of Miami requires professional consulting services in connection with activities planned and constructed for the Port of Miami as described in this Request for Proposals for PMC services for engineering and architectural infrastructure, ground and underground infrastructure, transportation, and intermodal operations planning and implementation, including rail and gantry crane systems at the Port of Miami.

Professional services means those services within the scope of the practice of professional planning, engineering, architecture, construction manager, or registered surveying and mapping as defined by the laws of the State, or those performed by any professional planner, engineer, architect, construction manager, or registered surveyor and mapper in connection with his or her professional employment or practice.

A detailed scope of professional services, including related consulting services, and fees will be negotiated with the selected consultant team member which, at the discretion of the Port of Miami, may include, but not be limited to: a) data gathering services such as performing necessary site surveying, conducting geotechnical investigations, performing environmental analyses/testing, and determining code requirements; b) for 5-Year Capital Development Projects utilizing a design-bid-build method, professional services to administer and review construction plans, including bid quantities and cost estimates as well as all appropriate specifications, permits and documentation to allow the Port of Miami to seek construction bids, contract for construction and otherwise manage the construction of each project; c) for 5-Year Capital Development Projects utilizing a design-build method, professional services to review and manage the design criteria package development and to professional services assistance to

award the project to a design-build firm; d) for site assessment activities, all tasks necessary for the development of an approved remedial action plan, project management, construction management and all other tasks necessary to implement the remedial action plan and bid the construction portions of such plan; and e) all other professional services and related consulting services necessary to assist the Port of Miami in the implementation of the 5-Year Capital Development Plan, to completion, including attendance at public meetings, preparation of presentation materials for meetings with permitting or other public agencies or bodies, and based upon the outcome of such meeting, studies, planning, services during construction, inspections, scheduling, estimating, project/construction administration, extension of staff services, permitting, environmental work, litigation support and assistance in resolving claims and disputes, and all other needs and/or requirements deemed necessary by the Capital Development division of the Port of Miami.

The Port of Miami reserves the right in its sole discretion to delete or terminate projects, within the 5-Year Capital Development Plan, based on the availability of funding or other budget, permitting or project issues. The Port of Miami further reserves the right to construct and assign any of the projects as a design-bid-build or design-build methods or combination thereof.

The Port of Miami intends to award one (1) PMC services agreement. The professional services required by the RFP are those services needed to accomplish the scope of services for the Capital Development division. It is anticipated that a portion of the 5-Year Capital Development Projects will be funded partially or in whole with Federal and/or State funding and grants. Therefore, all applicable Federal, in addition to all application State and local, requirements will apply to all phases of such projects.

1.1 SCOPE OF SERVICES

The scope of services includes professional specialists to support and supplement the Port's core staff, who will continue to be the Port's representatives that oversee the Capital Development Program. The PMC will support Port staff in program management functions necessary to ensure that Seaport projects are completed on time and within budget. PMC personnel will be available to the County based on specific work authorizations dictated by the amount of work required. The County will manage the PMC and all port projects. Port staff will be responsible for implementing all policy decisions made by the Board of County Commissioners (BCC) regarding the implementation of all Port projects and will supervise the PMC in their performance of specific duties. Port of Miami will employ sufficient County staff to monitor and control the PMC's activities. Port of Miami will be the managing agency for this contract.

The PMC will prepare a yearly work plan to be reviewed and approved by the Port of Miami. The work plan will include authorized tasks, staffing (including a clear description of what each consultant employee will be working on), proposed fees and deliverables with specific timetables for completion. The Port of Miami will define scopes of work for all PMC assigned tasks, negotiate the cost of these assigned tasks and supervise the PMC during the performance of these tasks as well as review and approve the PMC work product when completed. Port of Miami will have the authority under the agreement to review consultant employee qualifications and experience, approve every consultant employee as well as request the removal of any consultant employee from the work. The PMC will also provide assistance to Port of Miami and other County staff in the coordination and oversight of all Design Consultants and Construction Management Consultants (including Construction Engineering & Inspection Consultants) for all Port Projects. It is also important to note that the PMC will not perform design or inspection services.

If and when requested by the Port of Miami, the PMC support services may include, but not necessarily be limited to:

1. Project Programming and Planning

Develop project scopes-of-work, budget, order-of-magnitude estimates, feasibility studies, planning, and schedules for future port projects and facilities subject to Port of Miami's review and approval.

2. Design Oversight (Criteria and Standards)

Provide oversight of design and systems consultants; review the technical standards for all design documents to be produced by other design consultants throughout the program; conduct reviews of environmental impact statements, preliminary engineering, final design and review designs to determine their suitability to construct, bid, operate, and maintain the facilities including formal constructability reviews; value engineering; port security systems; compliance with LEED/Sustainability requirements; and make recommendations as appropriate to eliminate/reduce change orders during construction; establish and manage scope control procedures; establish and manage criteria to evaluate design alternatives; recommend cost effective alternatives to Port of Miami; and enforce the implementation of the Port's design criteria.

3. Oversight of Architectural/Engineering Consultants and Engineering/ Inspection Consultants

Provide project management and oversight of Architectural/Engineering Consultants, Construction, Engineering, and Inspection (CE&I) and Construction Management consultants. Among the activities are project management and oversight of A/E services; resident engineering services; inspection services; scheduling; estimating; and budget control.

4. Quality Assurance Oversight

Implement a Quality Assurance and Quality Control Plan for Port projects. The Quality Assurance (QA)/Quality Control (QC) plan will provide a systematic approach to address all Quality Assurance elements, including management responsibilities; document quality system; configuration management; design control; document control; purchasing; process control; inspection and testing; training and corrective actions; and perform QA Audits, as required, of all project participants in accordance with Miami-Dade County requirements.

5. Design Criteria and Standards Oversight

Review and revise, as required, existing design criteria, standard and directive drawings, and construction specifications to comply with latest codes and regulations.

6. Value Engineering

Coordinate with other Consultants performing the various designs; perform value engineering in accordance with County requirements; and assist Port of Miami in deciding which value-engineering measures identified during the Value Engineering process to incorporate.

7. Project Control:

Develop and maintain a Master Program Schedule using Microsoft Project Planner, or other Port approved project scheduling tools. This schedule will integrate all project activities, such as environmental efforts; preliminary engineering; planning; design; construction; property acquisition; etc. The Master Program Schedule will also provide a summary level focus on program and project milestones and interface points. The master schedule shall be linked to detailed schedules prepared by other contractors.

Develop and maintain a Cost Control Management System (i.e., cash flow, cash flow projections, budgets, payment control, etc.). The PMC will develop and maintain a cost control system to trace and forecast costs to ensure budget adherence. Prepare Port management briefings on project progress.

8. Contract Administration

Assist Port of Miami in the preparation and negotiation of contract modifications; change orders; constructability review; scheduling; estimating; budget evaluation; field directives; RFIs; shop drawings review and approval; amendments; etc, for the other project consultants and contractors; assist Port of Miami with the preparation of technical specifications, and assist Port of Miami during the bid preparation, advertisement, review, and award cycles; assist Port of Miami in the development of scopes-of-work for contracts, with Port's approval; and review payment application requisitions relative to the construction progress.

9. Estimating

Prepare control estimates for all consultant selections and validate independent construction and project level estimates for design submissions; and develop estimated cost of port projects to comply with industry estimating standards

10. Utility Relocations

Assist port staff in identification of potential utility conflicts and coordination with utility companies for the successful completion of utility relocations.

11. Configuration Management and Document Control

Establish a Configuration Management system to ensure that only the final versions of plans are incorporated into the work. Maintain a computerized document control system. Establish Computer Aided Design (CAD) standards compatible with County Information Technology standards and protocols. Ensure that as-built drawings are prepared for each project and that they are stored using methods approved by Seaport.

12. Claims Administration

Review and analyze all contractor claims and change orders, to assist Port of Miami in the timely resolution of same and make recommendations on issues of design errors and omissions or contractor's negligence. The PMC will provide expert testimony as required.

13. Public Outreach

In support of the Capital Development Program's community and stakeholder involvement, the Port of Miami will also need public information and outreach support including extensive coordination with other government/private entities on behalf of the Port of Miami.

The selected consultant may be asked to monitor and provide project management on projects in the 5-Year Capital Development Plan.

All work shall be conducted to meet or exceed professional standards, comply with Port of Miami Security requirements, comply with the United States Customs and Border Protection Cruise Terminal Design Standards (USCBP CTDS), and be in accordance with the County's Sustainable Buildings Program, Implementing Order No. 8-8.

Construction value of the work is estimated to cost \$1,000,000,000. The PSA will have an effective term of five (5) years for professional services plus two, one-year time renewal options.