

# **PRIME**

**Verification of Availability**



November 13, 2012

To: CBE Architectural Firms

Re: Professional Services Agreement for Architectural and Engineering Services

Project No.: A12-CUA-02

The above-referenced project is being considered for competition solely among Community Business Enterprise (CBE) firms. If you are interested in participating as a 1<sup>st</sup> Tier 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 1:00pm, Thursday November 15, 2012.**

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](mailto:walterv@miamidade.gov). If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in black ink, appearing to read "Vivian O. Walters, Jr." with a stylized flourish at the end.

Vivian O. Walters, Jr.,  
Contract Development Specialist 2  
Sustainability, Planning & Economic Enhancement Dept. (SPEED)  
Small Business Development Division

Attachments



**DESCRIPTION OF PROJECT**

**Project Title:** Professional Services Agreement for Architectural and Engineering Services

**Project Number:** A12-CUA-02

**Department:** Cultural Affairs

**Estimated Cost:** \$924,000.00

**Technical Categories:**

<b>TC No.</b>	<b>Description</b>	<b>Percentage</b>	<b>Amount</b>
<b>14.00</b>	<b>Architecture (Prime)</b>	<b>30%</b>	
<b>18.00</b>	<b>Architectural Construction Management</b>	<b>10%</b>	
8.00	Telecommunications	5%	
11.00	General Structural Engineering	5%	
12.00	General Mechanical Engineering	15%	
13.00	General Electrical Engineering	15%	
16.00	General Civil Engineering	5%	
17.00	Engineering Construction Management	10%	
20.00	Landscape Architecture	5%	
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$924,000.00</b>

## Overall Project Description

The scope of work includes architectural, engineering, and specialty consultant services for assessing the current capital conditions at each of the three cultural facilities, providing a detailed and prioritized master plan to guide the future improvements, including detailed cost estimates for the recommended work, and may include providing specifications, construction documents, bidding and award and construction administration services for a portion(s) or all of the recommended improvements. The selected consultant shall complete an assessment of each facility's present conditions and provide recommended improvements based on the needs of each facility to optimize their programming goals. Assessment shall include all aspects of existing conditions including, but not limited to: architectural and acoustical features, ADA compliance, structural, mechanical, electrical, plumbing, fire protection, site drainage, landscaping, roofing, parking, sound and communication systems and equipment, theatrical systems and equipment, signage and way finding, telecommunication systems, security, LEED certification and 40-year certification of buildings. Master planning services shall include conceptual plans and prioritized lists of recommended improvements with detailed cost estimates. The master plan for each facility shall be phased based on Building Better Communities General Obligation Bond (BBC-GOB) funding allocation and future funding allocations, if needed. The selected consultant will be responsible for the coordination and supervision of the team services and approving the work product of the sub-consultants and may also be engaged to provide services such as construction documents, bidding and award recommendations, and construction management services to implement portions of the recommended improvements based on available funding.

**Do you have prior experience satisfying the above stated?    Yes \_\_\_ No \_\_\_**

### \*Minimum Requirements

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

The **Prime** consultant selected must have **all** of the experience listed below:

The prime and sub-consultant firms must have relevant experience performing assessments and master planning services similar to those requested in this solicitation. The prime and each sub-consultant shall provide work samples including a minimum of three successful projects (new building and/or renovation projects) similar in scope and building type to the services requested in this solicitation. Each project presented shall have a minimum construction cost of \$1,000,000 completed or active, within the last five years from the advertised date of this solicitation.

**Do you have prior experience satisfying the above stated?    Yes \_\_\_ No \_\_\_**

The prime must identify the following individuals on their team:

- a. Senior Architect - Must be a State of Florida licensed architect with a minimum of six years' experience in projects of similar size and scope.
- b. Project Manager - Must have a Bachelor's degree in Architecture and a minimum two years' experience in projects of similar size and scope.
- c. Construction Manager – Must have a Bachelor's degree in Architecture, Engineering, or Construction Management and a minimum two years' experience in managing construction projects of similar size and scope

**Will you be able to identify the above individuals for your team?    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**

# **Sub-Consultant**

## **Verification of Availability**



November 13, 2012

To: CBE Engineering Firms

Re: Professional Services Agreement for Architectural and Engineering Services

Project No.: A12-CUA-02

The above-referenced project is being considered for competition solely among Community Business Enterprise (CBE) firms. If you are interested in participating as a 1<sup>st</sup> or 2<sup>nd</sup> Tier CBE **Sub-consultant** to perform work in connection with this project (in the Technical Categories identified), **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 1:00pm, Thursday November 15, 2012.**

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](mailto:walterv@miamidade.gov). If you have any questions, please contact me at (305) 375-3138.

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Contract Development Specialist 2  
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**DESCRIPTION OF PROJECT**

**Project Title:** Professional Services Agreement for Architectural and Engineering Services

**Project Number:** A12-CUA-02

**Department:** Cultural Affairs

**Estimated Cost:** \$924,000.00

**Technical Categories:**

<b>TC No.</b>	<b>Description</b>	<b>Percentage</b>	<b>Amount</b>
14.00	Architecture (Prime)	30%	
18.00	Architectural Construction Management	10%	
8.00	Telecommunications	5%	
11.00	General Structural Engineering	5%	
12.00	General Mechanical Engineering	15%	
13.00	General Electrical Engineering	15%	
16.00	General Civil Engineering	5%	
17.00	Engineering Construction Management	10%	
20.00	Landscape Architecture	5%	
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$924,000.00</b>

## Overall Project Description

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

### \*Minimum Requirements

The sub-consultants selected must have all of the experience listed below:

The prime and sub-consultant firms must have relevant experience performing assessments and master planning services similar to those requested in this solicitation. The prime and each sub-consultant shall provide work samples including a minimum of three successful projects (new building and/or renovation projects) similar in scope and building type to the services requested in this solicitation. Each project presented shall have a minimum construction cost of \$1,000,000 completed or active, within the last five years from the advertised date of this solicitation.

Do you have prior experience satisfying the above stated?    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).***

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