



August 16, 2013

To: CBE Architectural Firms

Re: Professional Services Agreement for A & E Services

Project No.: A13-CUA-01

The above-referenced project is being considered for competition solely among Community Business Enterprise (CBE) firms, as a **Tier 1 CBE Set-Aside**. 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 3:00pm, Wednesday August 21, 2013.**

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 cursive script, appearing to read "Vivian O. Walters, Jr.", written in black ink.

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 A & E Services

**Project Number:** A13-CUA-01

**Department:** Cultural Affairs

**Estimated Cost:** \$770,000.00

**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>	
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	5%	
20.00	Landscape Architecture	10%	
22.00	ADA Title II Consultant	5%	
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$770,000.00</b>

**Overall Project Description**

The requested services shall provide master planning, design, and construction administration services for a new cultural facility, the **Westchester Cultural Arts Center**, to be built at Tropical Park. A professional service agreement (PSA) will be awarded under this solicitation with a maximum award of \$770,000 and an effective term of three years and two one-year options to extend.

The scope of work includes architectural, engineering, and specialty consultant services (theater consultant, acoustics, sound and communications consultant, etc.) for:

- Assessing the proposed program for the facility, and providing a master plan detailing the most suitable and efficient location for the development of a new facility within Tropical Park and within the Building Better Communities General Obligation Bond (BBC-GOB) allocation; and
- Full design services, including but not limited to: program verification, master planning, cost estimating, construction documents and specifications, bidding and award and construction administration services.

The selected consultant will be responsible for the coordination and supervision of the team services and approving the work product of the sub-consultants.

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

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**\*Minimum Requirements**

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

EXPERIENCE AND QUALIFICATIONS:

- 1) The prime consultant must have the following program specific essential qualifications:
  - a) A minimum of **three (3) years** relevant experience in performing comprehensive site/master planning services for cultural facilities, preferably within a park context.

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

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

- b) Experience in designing (including the production of construction documents) a cultural and/or arts facility (cultural arts center, performing arts venue, theater, etc.) as new construction or major renovation with a minimum \$1 million construction value.

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

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

- c) Experience successfully providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals and limited capital resources.

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

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Team members shall meet or exceed the above program specific essential qualifications and provide a minimum of three (3) client references of comparable contracts, ongoing

or completed, demonstrating that the team members meet the qualifications as stipulated above. The following must be included for each client reference:

- i) Client;
- ii) Description of each firm's work on the project, including the firm's total compensation for the contracted services;
- iii) Client's contact person, phone number, and email address; and
- iv) Details to support whether each team member's particular expertise relevant to the solicitation was gained while employed by the respondent firm or as a member of another firm/team.

**Also, please note, "The Prime" is responsible for ensuring the following:**

- 2) 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 five (5) years' experience in projects of similar size and scope.
  - b) Project Manager - Must have a Bachelor's degree in Architecture and a minimum two (2) 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 (2) years' experience in managing construction projects of similar size and scope.
- 3) The prime must identify the following Specialty Consultants: (check as applicable)
  - **Theater Consultant;** \_\_\_\_\_
  - **Acoustical Consultant;** \_\_\_\_\_
  - **Sound and Communications Consultant;** \_\_\_\_\_
  - **Envelope Consultant;** \_\_\_\_\_
  - **Signage and Way-Finding Consultant;** \_\_\_\_\_
  - **Security Consultant;** \_\_\_\_\_
  - **LEED Consultant;** \_\_\_\_\_Any other specialty consultant deemed necessary by the Prime to successfully complete the project.
  - a) Must demonstrate a minimum of five (5) years of experience in the design and specification of the specialty systems/equipment.

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

Yes \_\_\_\_\_ No \_\_\_\_\_

The specialty consultant expertise noted above must be met by a qualified individual(s) of the prime and/or A&E sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of the individual(s). The prime or sub-consultant shall provide detailed resume(s) of the individual(s) that fulfills the specialty consultant requirement, and provide sample projects individual(s) has worked on and in what capacity.

***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**