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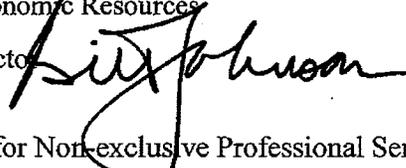
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Memorandum



Date: March 25, 2013

To: Jack Osterholt, Deputy Mayor/Director
Regulatory and Economic Resources

From: Bill Johnson, Director
PortMiami 

Subject: Recommendation for Non-exclusive Professional Services Agreement for PortMiami
Portwide Wayfinding, Contract No. A13-SEA-01, Project No. 2011-006

Your assistance in reviewing this request and forwarding the attached recommendation to the Division of Small Business Development (SBD) for consideration 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 and subsequent bidding of the project.

Professional Services Agreement (PSA) for PortMiami 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 the Port's Wayfinding as per the Wayfinding and Signage Analysis of the 2035 Master Plan. This project is scheduled to be completed within 25 months of Notice to Proceed. The scope of services may include the creation of a comprehensive inventory and database of all existing signs through field inventory, documentation, database development and system integration (i.e. Geographic Information System); 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, 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; and assistance through bid award, contract administration, fabrication and installation. Sign types may include static and dynamic/LED. The consultant shall work with PortMiami staff (i.e., Capital Development, Planning, Facilities Maintenance, Maritime Services (Operations), Marketing, Safety & Security, etc.), Florida Department of Transportation and other agencies as necessary, in the coordination with various projects, facilities and operations on the Port.

The Consultant shall provide all the necessary investigations; surveys; studies; architectural and engineer designs; civil engineering; structural engineering; electrical engineering; telecommunications engineering; cost estimations; schedules; value engineering coordination; construction documents; signage permitting; commissioning; bidding assistance; site visits; inspections; construction administration; 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.

Jack Osterholt
Deputy Mayor/Director
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All work shall be conducted to meet or exceed professional standards, comply with PortMiami's Safety & Security requirements and with FDOT standards as they relate to the PortMiami Tunnel project, which includes a number of static and dynamic signs.

A/E Technical Certification Categories required:

TC No.	Description	Percentage	Amount
14.00	Architecture (PRIME)	70%	\$455,000.00
18.00	Architectural Construction Management (PRIME)	5%	\$ 32,500.00
8.00	Telecommunication Systems	10%	\$ 65,000.00
11.00	General Structural Engineering	3%	\$ 19,500.00
13.00	General Electrical Engineering	5%	\$ 32,500.00
16.00	General Civil Engineering	2%	\$ 13,000.00
17.00	Engineering Construction Management	5%	\$ 32,500.00
Total Estimated Design Fees		100%	\$650,000.00

The prime consultant must hold Technical Certifications 14.00 - Architecture and 18.00 - Architectural Construction Management. Interested professional architectural firms 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 (applies to prime). Should the prime consultant determine that a Wayfinding/specialty signage consultant is desired, said firm shall be included in the proposal as part of the team. Interested professional engineering firms must have three (3) years of experience for similar work as described in the scope of services denoted above (applies to the prime consultant's team). Interested Professional Firms (Consultants) shall be certified by Miami-Dade County at the time of qualifications submittal in the Technical Certification Categories identified above.

The CBE Goal recommendation is 25.00%. The Agreement will be in the approximate amount of \$650,000.00, which includes 10% contingency, and shall remain in effect for a total of three (3) years with two (2), one-year options to extend.

Should you have any questions, please feel free to contact Mr. Kevin Lynskey, Assistant Port Director of Business Initiatives at (305) 347-5503.

Attachment

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND
RECOMMENDATION**

Contract/Project Title PortMiami Portwide Wayfinding
 Contract/Project No. Contract No.A13-SEA-01 / Project No. 2011-006
 Description See attached Scope of Work
 Department Seaport Contact Alissa Penalosa Phone (305) 329-4035
 Estimated Cost 1 Agreement for \$650,000.00 Funding Source Seaport Loans

ANALYSIS

Commodity/Service No. _____ SIC _____

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases for Previous Three (3) years

Check Here if this is a New Contract/Purchase with Previous History

	<u>Existing</u>	<u>2nd Year</u>	<u>1st Year</u>
Contractor	_____	_____	_____
Ethnicity/Race	_____	_____	_____
Gender	_____	_____	_____
Contract Value	_____	_____	_____
Comments	_____		

RECOMMENDATIONS

<u>CBE GOAL</u>	<u>BID PREFERENCE</u>	<u>NO MEASURE</u>
<u>25.00%</u>	<u>N/A</u>	_____

Analysis for Goal Recommendation

<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to Base Bid</u>	<u>Availability</u>
<u>14.00 Architecture (Prime)</u>	<u>\$ 455,000.00</u>	<u>70%</u>	_____
<u>18.00 Architectural Construction Management (Prime)</u>	<u>\$ 32,500.00</u>	<u>5%</u>	_____
<u>8.00 Telecommunication Systems</u>	<u>\$ 65,000.00</u>	<u>10%</u>	<u>>3</u>
<u>11.00 General Structural Engineering</u>	<u>\$ 19,500.00</u>	<u>3%</u>	<u>>3</u>
<u>13.00 General Electrical Engineering</u>	<u>\$ 32,500.00</u>	<u>5%</u>	<u>>3</u>
<u>16.00 General Civil Engineering</u>	<u>\$ 13,000.00</u>	<u>2%</u>	<u>>3</u>
<u>17.00 Engineering Construction Management</u>	<u>\$ 32,500.00</u>	<u>5%</u>	<u>>3</u>
<u>Total</u>	<u>\$ 650,000.00</u>	<u>100%</u>	_____

Basis for Recommendation _____

By: *Alissa Penalosa* Date to SBA/DPM 3/11/13
 By: Seaport Department

**MIAMI-DADE COUNTY, FLORIDA
NOTICE TO PROFESSIONAL CONSULTANTS (NTPC)
MIAMI-DADE SEAPORT DEPARTMENT (SEA)
ARCHITECTURAL AND ENGINEERING SERVICES FOR**

PORTMIAMI PORTWIDE WAYFINDING

OCI PROJECT NO. A13-SEA-01

1.2 SCOPE OF SERVICES

PortMiami is seeking consultant services to provide professional architectural/engineering and construction administration services, to include coordination with all regulatory agencies as appropriate, for modifications and improvements to optimize the Port's Wayfinding as per the Wayfinding and Signage Analysis of the 2035 Master Plan. This project is scheduled to be completed within 25 months of Notice to Proceed. The scope of services may include the creation of a comprehensive inventory and database of all existing signs through field inventory, documentation, database development and system integration (i.e. Geographic Information System); 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, 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; and assistance through bid award, contract administration, fabrication and installation. Sign types may include static and dynamic/LED. The consultant shall work with PortMiami staff (i.e., Capital Development, Planning, Facilities Maintenance, Maritime Services (Operations), Marketing, Safety & Security, etc.), Florida Department of Transportation and other agencies as necessary, in the coordination with various projects, facilities and operations on the Port.

The Consultant shall provide all the necessary investigations; surveys; studies; architectural and engineer designs; civil engineering; structural engineering; electrical engineering; telecommunications engineering; cost estimates; schedules; value engineering coordination; sign and sealed drawings, construction documents; signage permitting; commissioning; bidding assistance; site visits; inspections; construction administration; 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 PortMiami's Safety & Security requirements and with FDOT standards as they relate to the PortMiami Tunnel project, which includes a number of static and dynamic signs.

Construction value of the work is estimated to cost \$4,500,000.

The term of the contract is for a three year period with two, one-year options to extend, for a total of five years.

Experience and Qualification(s):

The experience and qualification(s) denoted below must be met by qualified individual(s) of the prime consultant's team:

1. Interested professional architectural firms 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 (applies to prime). Should the prime consultant determine that a Wayfinding/specialty signage consultant is desired, said firm shall be included in the proposal as part of the team.
2. Interested professional engineering firms must have three (3) years of experience in similar work as described in the scope of services denoted above (applies to the prime consultant's team).

1.6 A/E TECHNICAL CERTIFICATION REQUIREMENTS

14.00 Architecture (PRIME)	70%
18.00 Architectural Construction Management (PRIME)	5%
8.00 Telecommunication Systems	10%
11.00 General Structural Engineering	3%
13.00 General Electrical Engineering	5%
16.00 General Civil Engineering	2%
17.00 Engineering Construction Management	5%
Total Certification Requirements	100%
Estimated Base Design Fees	\$590,910.00
Contingency	\$59,091.00
Total Estimated Design Fee	\$650,000.00

1.7 CONTRACT MEASURE(S)

The Miami-Dade County Community Business Enterprises (CBE) contract participation provisions (Exhibit A) are as follows:

- 1 Agreement – 25% CBE Sub-Consultant Goal