



March 27, 2013

To: CBE Engineering Firms (Resent – **Corrections Made**)

Re: Professional Services Agreement for PortMiami Portwide Wayfinding

Project No.: A13-SEA-01

The above-referenced project is being considered for a goal amongst the 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, Monday April 1, 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@miamidadegov](mailto:walterv@miamidadegov). 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





## Overall Project Description

**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.

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

### \*Minimum Requirements

Interested professional engineering firms must have extensive relevant experience with a minimum of three (3) 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 SUB-CONSULTANTS)

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).***

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