



December 5, 2013

To: CBE Architectural & Engineering Firms

Re: Professional Services Agreement for A&E Services for PortMiami Crane Management and Marine Spill Response Corp Facility

Project No.: A13-SEA-04

The above-referenced project is being considered for competition measures among Community Business Enterprise (CBE) firms. If you are interested in participating as a **CBE Prime (in Technical Categories 14.00, 18.00 & 22.00)** or **CBE Sub-Consultant (in Technical Categories 5.05, 5.07, 8.00, 9.02, 11.00, 12.00, 13.00, 15.01, 16.00, 17.00, & 20.00)** to perform work in connection with this project in, **please complete and return the attached Verification of Availability form and, (primes) provide the "Required" examples of work your firm have completed on similar projects as outlined in the attached project description, by 3:00pm, Monday December 9, 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. 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 II
Internal Services Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
walterv@miamidade.gov

Office (305) 375-3138 | Fax (305) 375-3160

"Delivering Excellence Every Day"

Attachments

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to propose at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Professional Services Agreement for A&E Services for PortMiami Crane Management and Marine Spill Response Corp Facility

A13-SEA-04

CONTRACT ESTIMATED AMOUNT: \$1,320,000.00

*****CHECK BELOW IF YOU ARE RESPONDING AS A PRIME OR SUB-CONSULTANT*****

PRIME – Certified in **14.00, 18.00 & 22.00** (Check As Applicable) - _____
(Must be certified in all three (3) Technical Categories)

SUB-CONSULTANTS - CHECK THE RELATED CATEGORY

5.05 _____ **5.07** _____ **8.00** _____ **9.02** _____ **11.00** _____ **12.00** _____
13.00 _____ **15.01** _____ **16.00** _____ **17.00** _____ **20.00** _____

NAME OF COMMUNITY BUSINESS ENTERPRISE _____ Certification Expires: _____
DATE

ADDRESS _____ CITY _____ ZIP CODE _____

Telephone: _____ Bonding Capacity: N/A

PRINT NAME AND TITLE _____

SIGNATURE OF COMPANY REPRESENTATIVE _____ DATE _____

DESCRIPTION OF PROJECT

Project Title: Professional Services Agreement for A&E Services for PortMiami Crane Management and Marine Spill Response Corp Facility

Project Number: A13-SEA-04

Department: Sea Port

Estimated Cost: \$1,320,000

Technical Categories:

TC No.	Description	Percentage	Amount
14.00	Architecture (Prime)	45%	
18.00	Architectural Construction Management (Prime)	15%	
22.00	ADA Title II Consultant (Prime)	3%	
5.05	Port & Waterway Systems-	5%	
5.07	Port & Waterway Systems-	3%	
8.00	Telecommunications Systems	2%	
9.02	Geotechnical and Materials Engineering Services	2%	
11.00	General Structural Engineering	6%	
12.00	General Mechanical Engineering	3%	
13.00	General Electrical Engineering	3%	
15.01	Surveying and Mapping Land Surveying	2%	
16.00	General Civil Engineering	4%	
17.00	Engineering Construction Management	4%	
20.00	Landscape Architecture	3%	
Total Estimated Consultant Fees		100%	\$1,320,000

Overall Project Description

Professional Services Agreement (PSA) for Architectural and Engineering Services for PortMiami Crane Management and Marine Spill Response Corp Facilities: The Consultant shall provide non-exclusive professional architectural, engineering and construction administration services (to include coordination with all regulatory agencies, as appropriate) for new Crane Management and Marine Spill Response Corp Facilities that includes a warehouse, parking facility, office and operational/maintenance support facility.

Do you have prior experience satisfying the above stated?

Yes _____ No _____

Are you able to satisfy the above stated “scopes of services”?

Yes _____ No _____

The scope of services includes general and Port and Waterway Systems architectural and engineering planning, design and post design services. These professional services are required to provide state of the art facilities to support Port operations that are evolving as the industry advances. The project may include upgrades and new construction for all or some of the following components: landside and waterside site development; site and facility circulation; wharf access; restrooms; canopies; signage; life safety; ADA accessibility; landscaping; operational and security enhancements, including video surveillance; Secure Local Area Computer Network; access control; furniture, fixtures and equipment; and all related infrastructure, building and structure work ancillary to the basic work scope.

Do you have prior experience satisfying the above stated?

Yes _____ No _____

Are you able to satisfy the above stated “scopes of services”?

Yes _____ No _____

The consultant shall provide all necessary professional services; surveys; site investigations; studies; modeling; architectural and engineering designs, including the analysis of ‘sustainable systems’ and possible LEED certification; fire protection; interior design; civil engineering; structural engineering; mechanical, electrical and plumbing (MEP); cost estimates; schedules; Art in Public Places coordination; value engineering coordination; construction documents; environmental and building permitting; bidding assistance; site visits; inspections; construction administration, including construction inspection services; review of shop drawings, submittals, proposed substitutions, pay requests and change orders; commissioning; claims assistance coordination; and any supportive ancillary tasks to the primary scope of services, to successfully complete all phases of the project.

Do you have prior experience satisfying the above stated?

Yes _____ No _____

Are you able to satisfy the above stated “scopes of services”?

Yes _____ No _____

All work shall be conducted to meet or exceed professional standards: comply with PortMiami Security requirements; PortMiami Design Guidelines; the Florida Building Code; and the County's Sustainable Buildings Program, Implementing Order No. 8-8.

Minimum Experience and Qualifications

The Prime must be certified in (14.00, 18.00, &22.00)
Are you? **Yes** ____ **No** ____

The Prime Consultant submitting, must have three (3) years experience for similar work as described in the scopes of services above.

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

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Sub-consultants:

Sub-consultants providing scopes of services in the sub categories, do not need to meet the stipulated requirements (just check the **Technical Categories** (TCs) of interest on **Pg. 2.**

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Prime and sub-consultants selected for PSAs under ISD Project No. E11-SEA-03, Program Management Consultant Services, and ISD Project No. E09-SEA-02, Bond Engineering Services, are precluded from being considered for award of a PSA under ISD Project No. A13-SEA-04.

**(PRIMES) - PLEASE BE SURE TO INCLUDE THE NAMES & CONTACT
INFORMATION MEETING THE STATED REQUIREMENTS**

The prime consultant must hold Technical Certifications 14.00 - Architectural Design, 18.00 - Architectural Construction Management, and 22.00 - ADA Title II 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. Interested professional architectural firms performing services within Technical Certifications 14.00, 18.00 and 22.00 must have three years' experience for similar work as described in the scope of services denoted. Applicants shall indicate in their response which previous projects meet this requirement.