


Memorandum



Date: October 24, 2016

To: Gary Hartfield, Division Director
Internal Services Department, Small Business Development

From: Milton L. Collins, Division Director 
Miami-Dade Aviation Department, Minority Affairs Division

Subject: Recommendation of Contract Measures
Airport Wayfinding/Signage Design Services
ISD Project No. A16-MDAD-04

RECOMMENDATION:

This is a request for Small Business Development to proceed with the approval of the Recommendation of Contract Measures request for the Airport Wayfinding/Signage Design Services, ISD Project No. A16-MDAD-04. MIA Staff has evaluated the subject project and recommends an SBE Goal of 12%. This project was previously approved with a CBE Goal of 12.00%. (See attached Service Description for breakdown of services to be performed). (Supporting Documentation – Previous Request to Advertise for PortMiami Portwide Wayfinding – Project No: 2011-006, Contract Number A13-SEA-01 and Attached Resolution No. R-602-14).

The term of the professional services agreement is for five (5) years, with two (2) separate one (1) year extensions, and shall begin upon execution by the parties. The Contract Estimated Amount is \$2,000,000.00.

PROJECT DESCRIPTION:

Professional services to provide wayfinding and environmental design for Miami-Dade County airports operated by Miami-Dade Aviation Department for project specific and/or as needed basis. Consultant and/or sub-consultants must be experienced in vehicular and pedestrian environmental signage and engineering for a large hub airport such as MIA or similar complex facility in size and traffic volume. Professional services under this contract may include architectural/engineering, electrical, civil and structural disciplines. Tasks shall include field inventory and investigation, verification, comprehensive facility analysis, documentation, creation of data base, evaluation, programming, wayfinding, signage design, graphic design, sign concept development, placement and location guidelines, mock-up prototype testing and final document development. Implementation scope to include transition plans with preliminary cost estimates, schedules, development and phasing plans; design documents, construction documents and cost estimates, assistance through bid award, contract administration, fabrication and installation.

All work shall be conducted to meet or exceed professional standards, comply with MDAD Signage Standards & Guidelines and with FDOT standards as they relate to airport and ancillary roadways and includes static and dynamic signage.

Interested professional firms must have extensive relevant knowledge and experience with a minimum of five (5) years of working in Wayfinding sign system design, environmental graphic design and interior design for a comprehensive system of directional, informational, regulatory, roadway and identification messages.

PROJECT DESCRIPTION /SCOPE OF SERVICES/MINIMUM QUALIFICATIONS:

The Scope of Work is intended to provide professional wayfinding, signage and environmental graphic design services for Miami International Airport (MIA) and Miami-Dade County's system of general aviation airports which consist of Miami-Opa locka Executive Airport (OPF), Miami Executive Airport (TMB), Miami Homestead General Aviation Airport (X51) and Dade-Collier Training and Transition Airport (TNT).

The selected consulting team shall provide wayfinding/signage design services meeting all federal, state and county regulatory requirements, necessary to respond to on-call wayfinding needs required by the Aviation Department, which may include, but not limited to the following services:

- MIA Signage Standards and Guidelines manual. All work at Miami International Airport will reference the MIA Signage Standards and Guidelines manual for uniformity and consistency with existing signage. Verification and updates of existing guidelines may be required on as-needed basis or as requested by the Aviation Department.
- Central Boulevard and ancillary MIA roadway system signage to include highway, roadway, signal, regulatory, speed control, security, advisory signage. Sign support structures, foundations, mechanical fastening devices, lighting and installation methods included in the scope shall meet all federal, state and local requirements.
- Parking system signage to include facility identification, branding, vehicular and pedestrian wayfinding.
- Roadway, parking and other ground transportation signage planning and programming, conceptual design/engineering studies in compliance with FDOT and Miami-Dade County standards and requirements.
- Facility, Terminal and Concourse signage programming/research, analysis, schematic, construction, fabrication and/or installation documents of selected work.
- Creation of a comprehensive inventory and database of existing signage, in areas determined by the Aviation Department, through field inventory, documentation, database development and system integration.
- Design and/or selection of identification signage products or systems for interior and exterior applications.
- Signage Master Plan studies and development to include:
 - General Aviation Airports
 - MIA Cargo Facilities
 - Miami-Dade Port Facilities (Airport/Seaport joint venture)
 - Airfield/Airside (AOA) facility signage (Aircraft non-movement areas)

- Off-airport or remote facility signage (i.e. Cell Phone Lot)
- Research, programming, field investigation, verification, wayfinding design, bid documents and/or construction/fabrication/installation documents for General Aviation airport signage.
- Digital signage selection, specification and wayfinding design integration. Interior and exterior digital signage systems.
- Design and specification of solar-powered lighting systems for signage.
- Monument, pylon and marque signs including static and LED/dynamic.
- Other activities normally associated with wayfinding and signage at large hub commercial and general aviation airports.

Sign types may include static and dynamic/LED. Consultant shall work with Miami Dade Aviation Department staff, Florida Department of Transportation (FDOT), Fire Department and other agencies, as necessary, in the coordination, planning, development and implementation of signage projects.

Scope of services by the consultant shall include all necessary investigations, surveys, studies, architectural/engineering designs, civil engineering, electrical engineering, telecommunications engineering, cost estimates, schedules, value engineering coordination, graphic design, construction documents, signage permitting, commissioning, bidding assistance, site visits, inspections, construction administration, construction inspection services, review of shop drawings, prototype review and 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 projects.


Please advise our office if additional information is needed to complete this process.

Attachments

cc: L. Johnson, SBD
E. Etienne, SBD
B. Jimenez, MDAD
R. Garcia, MDAD
M. Clark-Vincent, MDAD
P. Betancourt, MDAD
C. Corrales, MDAD
Project File

MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

To: Gary Hartfield, Division Director
Internal Services Department, Small Business Development

From: Milton L. Collins, Division Director 
Miami-Dade Aviation Department
Minority Affairs Division

PROJECT/CONTRACT TITLE: Airport Wayfinding/Signage
Design Services

PROJECT/CONTRACT NUMBER: ISD Project No. A16-MDAD-04

DEPARTMENT: Miami Dade Aviation Department

ESTIMATED PROJECT COST: \$2,000,000.00

FUNDING SOURCE: General Operating and FDOT Grants

DESCRIPTION OF PROJECT/BID:

Professional services to provide wayfinding and environmental design for Miami-Dade County airports operated by Miami-Dade Aviation Department for project specific and/or as needed basis. Consultant and/or sub-consultants must be experienced in vehicular and pedestrian environmental signage and engineering for a large hub airport such as MIA or similar complex facility in size and traffic volume. Professional services under this contract may include architectural/engineering, electrical, civil and structural disciplines. Tasks shall include field inventory and investigation, verification, comprehensive facility analysis, documentation, creation of data base, evaluation, programming, wayfinding, signage design, graphic design, sign concept development, placement and location guidelines, mock-up prototype testing and final document development. Implementation scope to include transition plans with preliminary cost estimates, schedules, development and phasing plans; design documents, construction documents and cost estimates, assistance through bid award, contract administration, fabrication and installation.

CONTRACT MEASURES RECOMMENDATION:

Measures: SBE-12% Program Goal

REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-32 indicates that an SBE-12% Goal is appropriate for this contract.



		APPROVAL	PRINT NAME	DATE
MDAD Project Manager			RICHARD G. GARCIA	10/17/16
MDAD Division Chief			RICHARD G. GARCIA	10/17/16
MDAD Division Director			RALPH CUTIE	10/17/16
MDAD Assistant Director			Carlos E. Sosa	10/17/16

CAT. NO.	SERVICE DESCRIPTION *	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
1.00	TRANSPORTATION PLANNING			
	1.01 URBAN AREA AND REGIONAL TRANSPORTATION PLANNING			
	1.02 MASS AND RAPID TRANSIT PLANNING			
	1.03 AVIATION SYSTEMS AND AIRPORT MASTER PLANNING			
	1.04 PORT AND WATERWAY SYSTEMS PLANNING			
2.00	MASS TRANSIT SYSTEMS			
	2.01 MASS TRANSIT PROGRAM (SYSTEMS) MANAGEMENT			
	2.02 MASS TRANSIT FEASIBILITY & TECHNICAL STUDIES			
	2.03 MASS TRANSIT VEHICLE STUDIES & PROPULSION STUDIES			
	2.04 MASS TRANSIT CONTROLS, COMMUNICATIONS, & INFORMATION SYSTEMS			
	2.05 GENERAL QUALITY ENGINEERING			
	2.06 MASS TRANSIT SAFETY CERTIFICATION FOR SYSTEM ELEMENTS			
3.00	HIGHWAY SYSTEMS			
	3.01 SITE DEVELOPMENT AND PARKING LOT DESIGN			
	3.02 MAJOR HIGHWAY DESIGN			
	3.02A TUNNEL DESIGN			
	3.02B MINOR HIGHWAY DESIGN			
	3.03 BRIDGE DESIGN			
	3.04 TRAFFIC ENGINEERING STUDIES			
	3.05 TRAFFIC COUNTS			
	3.06 TRAFFIC CALMING			

MIAMI INTERNATIONAL AIRPORT



	3.07 TRAFFIC SIGNAL TIMING			
	3.08 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS, DESIGN, AND IMPLEMENTATION			
	3.09 SIGNING, PAVEMENT MARKING, AND CHANNELIZATION		10	10
	3.10 LIGHTING			
	3.11 SIGNALIZATION			
	3.12 UNDERWATER ENGINEERING INSPECTION			
4.00	AVIATION SYSTEMS			
	4.01 ENGINEERING DESIGN			
	4.02 ARCHITECTURAL DESIGN			
5.00	PORT AND WATERWAY SYSTEMS			
	5.01 ENGINEERING DESIGN			
	5.02 ARCHITECTURAL DESIGN			
	5.03 CRUISE TERMINAL DESIGN			
	5.04 CRUISE TERMINAL EQUIPMENT DESIGN			
	5.05 CARGO TERMINAL DESIGN			
	5.06 CARGO TERMINAL EQUIPMENT DESIGN			
	5.07 SECURITY SYSTEMS			
	5.08 MARINE ENGINEERING DESIGN			
	5.09 ENVIRONMENTAL DESIGN			
	5.10 TRANSPORTATION SYSTEMS DESIGN			
	5.11 CONSTRUCTION MANAGEMENT			
6.00	WATER AND SANITARY SEWER SYSTEMS			
	6.01 WATER DISTRIBUTION AND SANITARY SEWAGE COLLECTION AND TRANSMISSION SYSTEMS			
	6.02 MAJOR WATER AND SANITARY SEWAGE PUMPING FACILITIES			
	6.03 WATER AND SANITARY SEWAGE TREATMENT PLANTS			
7.00	SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS			
8.00	TELECOMMUNICATION SYSTEMS		5	5
9.00	SOILS, FOUNDATIONS AND MATERIALS TESTING			
	9.01 DRILLING, SUBSURFACE INVESTIGATION AND SEISMOGRAPHIC SERVICES			
	9.02 GEOTECHNICAL AND MATERIALS ENGINEERING SERVICES			
	9.03 CONCRETE AND ASPHALT TESTING SERVICES			

MIAMI INTERNATIONAL AIRPORT



	9.04 NON-DESTRUCTIVE TESTING AND INSPECTIONS			
	9.05 ROOF TESTING AND CONSULTING			
	9.06 ASBESTOS			
	9.07 AMBIENT AIR			
	9.08 BIO-HAZARDOUS			
	9.09 OSHA			
10.00	ENVIRONMENTAL ENGINEERING			
	10.01 STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES			
	10.02 GEOLOGY SERVICES			
	10.03 BIOLOGY SERVICES			
	10.04 CHEMISTRY SERVICES			
	10.05 CONTAMINATION ASSESSMENT AND MONITORING			
	10.06 REMEDIAL ACTION PLAN DESIGN			
	10.07 REMEDIAL ACTION PLAN IMPLEMENTATION/OPERATION/MAINTENANCE			
	10.08 PATHOGEN AND CONTAMINANT RISK ANALYSIS			
	10.09 WELLFIELD, GROUNDWATER, AND SURFACE WATER PROTECTION AND MANAGEMENT			
	10.10 COASTAL PROCESSES AND OCEAN ENGINEERING			
11.00	GENERAL STRUCTURAL ENGINEERING		10	10
12.00	GENERAL MECHANICAL ENGINEERING			
13.00	GENERAL ELECTRICAL ENGINEERING		10	10
14.00	ARCHITECTURE	40		40
15.00	SURVEYING AND MAPPING			
	15.01 LAND SURVEYING			
	15.02 AERIAL PHOTOGRAMMETRY			
	15.03 UNDERGROUND UTILITY LOCATION			
	15.04 HYDROGRAPHIC SURVEYS			
16.00	GENERAL CIVIL ENGINEERING		5	5
17.00	ENGINEERING CONSTRUCTION MANAGEMENT			
18.00	ARCHITECTURAL CONSTRUCTION MANAGEMENT	20		20
19.00	VALUE ANALYSIS AND LIFE-CYCLE COSTING			
	19.01 TRANSPORTATION PLANNING			

MIAMI INTERNATIONAL AIRPORT



	19.02 MASS TRANSIT SYSTEMS			
	19.03 HIGHWAY SYSTEMS			
	19.04 AVIATION SYSTEMS			
	19.05 PORT AND WATERWAY SYSTEMS			
	19.06 WATER AND SANITARY SYSTEMS			
	19.07 SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS			
	19.08 TELECOMMUNICATION SYSTEMS			
	19.09 SOILS, FOUNDATIONS, AND MATERIALS TESTING			
	19.10 ENVIRONMENTAL ENGINEERING			
	19.11 GENERAL STRUCTURAL ENGINEERING			
	19.12 GENERAL MECHANICAL ENGINEERING			
	19.13 GENERAL ELECTRICAL ENGINEERING			
	19.14 ARCHITECTURE			
	19.16 GENERAL CIVIL ENGINEERING			
	19.20 LANDSCAPE ARCHITECTURE			
20.00	LANDSCAPE ARCHITECTURE			
21.00	LAND USE PLANNING			
22.00	ADA TITLE II CONSULTANT			
23.00	AVIATION ACOUSTICAL AND LAND USE COMPATIBILITY PLANNING			
24.00	BUILDING PRODUCT EVALUATION SERVICES			
	24.01 PANEL WALLS			
	24.02 EXTERIOR DOORS			
	24.03 ROOFING PRODUCTS			
	24.04 SKYLIGHTS			
	24.05 WINDOWS			
	24.06 SHUTTERS			
	24.07 STRUCTURAL COMPONENTS			
25.00	AVIATION PLANNING CONSULTANT SERVICES			
26.00	CLAIMS ANALYSIS SERVICES			
	TOTAL	60	40	100

*Detailed descriptions of certification categories may be obtained from MDAD Contracts Administration.