

# Memorandum



**Date:** December 4, 2019

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

**From:**

A handwritten signature in orange ink that reads "Tara C. Smith".

Tara C. Smith, Director  
Internal Services Department

**Subject:** Request for Review of Measures for Project No. A19-ISD-02, Owner's Representative for Civil and Probate Courthouse

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The Internal Services Department is preparing to solicit for Architectural and Engineering Construction Management Consulting Services. The selected consultant will act as the Owner's Representative on behalf of Miami-Dade County during the design and construction of the new Civil and Probate Courthouse by the Developer. The new Courthouse will be awarded through a Public-Private Partnership (P3) whereby the Developer shall design, build, finance, operate and maintain the facility. Please review the attached Scope of Services and advise which Architectural/Engineering measures would be appropriate to this contract, if any.

The contract term will be four years which is consistent with the design and construction term of the Courthouse, with a one-year option to renew if needed. The estimated value of the contract is \$2,000,000.

The Courthouse is the first P3 social infrastructure project in Florida. The Courthouse will be over 640,000 square feet with a construction cost of \$266 million. Upon occupancy readiness of the Courthouse, the County will pay the Developer a monthly availability payment. It is imperative to the Developer and the County that the construction is finished timely. As such, the County will engage an experienced firm to provide consulting services and act as its representative to confirm the design and construction is consistent with the contract and that the services are implemented in a manner to meet the project schedule.

Attachment

## Owner's Representative on Civil and Probate Courthouse

### Scope of Services:

The Internal Service Department (ISD) is seeking to hire a firm to provide Architectural and Engineering Construction Management Consulting Services. The selected Consultant will act as the Owner's Representative on behalf of Miami-Dade County (the "Owner") during the design and construction of a new Civil and Probate Courthouse by the Developer. The new Courthouse was awarded through a Public-Private Partnership (P3) whereby the Developer shall design, build, finance, operate and maintain the facility.

The selected Consultant shall be an official representative of the Owner in connection with the Courthouse project, assuming part of the Owner's duties. The selected Consultant shall work in close coordination with the County Project Manager and staff to confirm that the design and construction of the Courthouse is technically, economically, and functionally consistent with the P3 contract documents and that the design-build services by the Developer are implemented in a manner to meet contract deadlines and milestones.

The required architectural and engineering construction management consulting services may include, but are not limited to, the following professional services:

- track the Developer's progress to meet project schedules and deadlines,
- review design and construction documents, including shop drawings and proposed substitutions,
- analyze schedule of values, cost estimates and budgets,
- conduct site visits and inspections, including structural threshold inspections,
- represent Owner during design, construction, building commissioning, building evaluations, and close out of the construction process,
- review claims and potential change orders, and ensure timely and complete Owner response,
  - prepare status reports,
  - attend meetings on behalf of the Owner and facilitate meetings to include the Owner when necessary,
  - address issues quickly and effectively, providing solutions to small scale problems and recommending solutions to the Owner for larger problems,
  - evaluate the performance of Developer, including safe working conditions,
  - confirm that Developer adheres to contractual obligations,
  - monitor construction to ensure compliance with law,
  - act as the point of contact, receiving and transferring information to appropriate parties,
  - review submittals by Developer to Owner, ensuring that requests for information to Owner are responded to timely, and
  - perform any supportive ancillary tasks related to monitoring the Developer's successful completion of the design and construction of the Courthouse.

### Experience:

The Consultant shall have at least ten years of experience providing architectural and engineering construction management consulting services, to include owner representation, in the State of Florida. The Consultant should have performed Owner's Representative services on a similar project to the Courthouse (i.e., vertical infrastructure similar in square footage and/or dollar value) in the last five years. Technical Certification Categories required are as follows.

- 14.00 Architectural (Prime)
- 18.00 Architectural Construction Management (Prime)
- 17.00 Engineering Construction Management