



August 4, 2014

To: SBE Firms (Services Component of an Engineering Project)

Re: Professional Services Agreement for Management Financial Consulting and Bond Engineering Services

Project No.: E14-SEA-01R

The above-referenced A&E project is being considered for measures among Small Business Enterprise (SBE) firms, in the area of Financial Management Consulting. If you are interested in participating as a **SBE Sub-consultant**, (on this Engineering Project), in the aforementioned area to perform work in connection with this project, **please complete and return the attached Verification of Availability form and, provide the "Required" examples of work your firm have completed on similar projects as outlined in the attached project description, by 3:00pm, Wednesday August 6, 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.) Please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements, specific to the "**Management Financial Consulting Services**" component of this **Engineering Project**.

CONTRACT TITLE AND NUMBER: Professional Services Agreement for
Management Financial Consulting and Bond
Engineering Services

E14-SEA-01R

CONTRACT ESTIMATED AMOUNT: **\$3,300,000.00**

SUB-CONSULTANT (AREA) – Management Financial Consulting Services

NAME OF SMALL 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 Management Financial Consulting and Bond Engineering Services

Project Number: E14-SEA-01R

Department: Sea Port

Estimated Cost: \$3,300,000

Technical Categories:

TC No.	Description	Percentage	Amount
5.01	Port & Waterway Systems-Engineering Design (Prime)	25%	
14.00	Architecture	24%	
3.12	Highway Systems-Underwater Inspection Services	4%	
5.02	Port & Waterway Systems-Architectural Design	2%	
11.00	General Structural Engineering	1%	
12.00	General Mechanical Engineering	1%	
13.00	General Electrical Engineering	1%	
15.01	Surveying and Mapping Land Surveying	1%	
16.00	General Civil Engineering	%	
19.05	Value Analysis & Life Cycle Costing – Port and Waterway Systems	1%	
	Management Financial Consulting Services	40%	
	Total Estimated Consultant Fees	100%	\$3,300,000

Overall Project Description

Professional Services Agreement (PSA) for Management Financial Consulting and Bond Engineering Services: The Consultant shall provide professional services, to include, but shall not be limited to: bond engineering services, value analysis studies [in accordance with Section 2-10.4 of the Miami-Dade County (County) Code], management financial consulting services, and any supportive tasks ancillary to the primary scope of services.

The Consultant will perform Bond Engineering Services, including, but not limited to the following:

- Inspecting PortMiami facilities, providing reports on condition of aforementioned facilities, noting deficiencies and needs relevant to PortMiami’s long range plans, as well as evaluating financial and budgetary records for;
- Preparing the annual bond engineering report, which includes providing recommendations, approvals and certifications, rate studies, feasibility studies and financial forecasts as required under the Seaport Master Bond Ordinance No. 88-66;
- Providing 40-year certification reports;
- Reviewing and setting forth recommendations as to any necessary revisions of rates and port tariff structures;
- Reviewing port facility designs by others for consistency with facility requirements, relevance to PortMiami’s long range master plan, and adherence to requirements of funding sources, property values for insurance coverage, and facilities reserve for maintenance;
- Evaluating the alignment and timing of facility investments to support projected revenue sources; and
- Reviewing new Capital Development projects to ensure conformity to current and future operational requirements, estimated impact on revenues, and relational changes in maintenance and operations expenses.

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 will perform Value Analysis studies, including, but not limited to the following:

- Gathering and tabulating information concerning the facility as designed, to evaluate the specific use or functional requirements of the items under study and their alignment to PortMiami plans;

- Developing alternative recommendations that fulfill the facility's basic required function(s), in accordance with best practices and standards;
- Incorporating analysis and work products of other PortMiami consultants within business case deliverables;
- Business case analysis evaluating, critiquing, ranking and prioritizing feasible best alternatives developed in (b) above. An estimated dollar value shall be developed and applied to all feasible alternatives and a determination made of the alternatives that offer the greatest potential for savings or net benefit to PortMiami;
- Presenting written value analysis study, which incorporates the best alternatives, to County staff for approval;
- Providing assistance and recommendation in incorporating the selected alternatives into a project. The costs considered in the value analysis shall include initial construction costs as well as start-up, financing and continuing operational costs. Where continuing costs are analyzed, the value analysis shall include life cycle costing; and
- Providing value analysis services, upon request of PortMiami, for additional or changed work required after award of a project to the Contractor.

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 will perform Management Financial Consulting Services, including, but not limited to the following:

- Evaluating the ability PortMiami to generate revenues sufficient to satisfy debt service coverage requirements (i.e., analyzing the economic base, forecasting passenger and cargo traffic, forecasting revenues and expenditures, etc.). Such evaluation shall be in the form of a financial feasibility report;
- Participating in preparation of the Preliminary Official Statement and the Official Statement and related documents for each bond issuance;
- Participating in investment rating agency, credit insurer and investor presentations and responding to inquiries by such groups;
- Performing due diligence and other services for port related financial transactions;
- Evaluating rate covenant compliance rents, fees and charges for PortMiami properties, facilities and services;
- Recommending rents, fees and charges for PortMiami's system (revenue infrastructure) in conjunction with each debt issuance;
- Notify PortMiami and make recommendations as to a revision of the rates, fees, or any changes needed if it is determined that the total net revenues are not sufficient to meet the terms of the Ordinance.

- Evaluating the financial impact of facilities constructed with third party funds or revenues and later absorbed by PortMiami to determine whether PortMiami still satisfies its debt services coverage requirements;
- Evaluating the financial impact of facilities constructed with third party funds or revenues and later absorbed by PortMiami to determine whether PortMiami satisfies its debt services coverage requirements;
- Developing long range pro forma financials beyond the five year net revenue estimates, required by the ordinance, for the greater of twenty-five years or the debt term being considered;
- Evaluating the Capital Investment Program in the Master Plan and determine the alignment of investments and investment timing to the cargo and revenue projections;
- Evaluating long-term cargo projections relative to PortMiami's existing market share within key Florida markets as well as more distant hinterland markets. Determine to what extent market share is likely to change within these respective locations by comparing the Port's competitive position relative to other Florida, East Coast and United States Ports. Validate cargo forecasts, to be developed by commodity, trade partner and US-County level;
- Based on cargo projections, evaluating long-term expansionary capital requirements for infrastructure and equipment (capital plan). This capital plan will also incorporate the typical lifecycle of infrastructure and equipment utilized at the port, to determine replacement timeline;
- Reviewing capital expenditure cost estimates, including inflation for future years, and providing an opinion on estimated cost relationships to industry norms to assist in the preparation of the annual capital budget;
- Evaluating existing operational expenses and providing recommendations for reductions and opportunities for efficiencies;
- In the performance of the required facility inspections, aligning the lifecycle of critical infrastructure components to their financial performance, noting any deficiency expectations over the pro-forma period;
- Evaluating the potential mix of funding sources relative to the strengthening of PortMiami's financial position, relationship to covenants in the ordinance, and positioning with the rating agencies;
- Evaluating best use of undeveloped areas on and off Port properties that support PortMiami long range plans; and
- Evaluating unsolicited proposals and Public Private Partnership proposals, and providing recommendations to PortMiami Senior Staff.

Do you have prior experience satisfying the above stated?

Yes _____ **No** _____

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

Yes _____ **No** _____

PortMiami debt issued in FY2013 and FY2014 is in excess of \$580 million and future debt issued over the term of the agreement is planned. Prime and/or sub-consultants providing management financial consulting services require familiarity and a minimum of 10 years' experience with debt issuances in excess of \$100 million on which PortMiami can rely, including, but not limited to:

- Bond markets
- Credit rating agencies
- Drivers of credit ratings and strategies to sustain credit rating levels
- Securities Exchange Commission provisions for municipal debt under the Dodd-Frank Act
- \$100 million plus debt issuances
- Review and insight into the generation of public offering statements (POS)
- Interaction with bond counsel, disclosure counsel and the legal profession
- Letter of credit and variable rate instruments
- Funding strategies

Do you have prior experience satisfying the above stated?

Yes _____ No _____

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

Yes _____ No _____

Within sixty days from Notice to Proceed, the Consultant must demonstrate ability to submit a draft report, meeting the requirements of Bond Ordinance No. 88-66, for review by the County to facilitate Fiscal 2014 needs. The draft report must meet the requirements as outlined in Bond Ordinance No. 88-66, and other requirements that may be provided from PortMiami’s registered municipal advisor.

In addition, firms currently in negotiations for design projects at PortMiami, and/or any team on which such firm is a proposed prime or sub-consultant, are precluded from responding to the NTPC for ISD Project No. E14-SEA-01R, unless that firm withdraws in writing, from negotiations, including withdrawal of the firm’s proposal that led to negotiations. Firms and any team on which such firm is a proposed prime or sub-consultant will be found non-responsive if that firm submits a proposal in response to the NTPC for ISD Project No. E14-SEA-01R and fails to withdraw from negotiations for a design project at PortMiami, as outlined above.

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The prime consultant and/or sub-consultants selected for award of this solicitation E14-SEA-01R will not be not be considered for any design projects for PortMiami advertised during the effective term of this Agreement.

**PLEASE BE SURE TO INCLUDE THE NAMES & CONTACT
INFORMATION MEETING THE STATED REQUIREMENTS**