



June 27, 2013

To: CBE Engineering Firms

Re: Professional Services Agreement for A & E Services

Project No.: A12-HT-01

The above-referenced project is being considered for a Community Business Enterprise (CBE) Goal. If you are interested in participating as a **1<sup>st</sup> Tier** 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, by 3:00pm, Tuesday July 2, 2013.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form may be sent via facsimile transmission (305) 375-3160 or email to [walterv@miamidade.gov](mailto: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 "V. Walter". The signature is fluid and cursive, with a long horizontal stroke at the end.

Contract Development Specialist II  
Regulatory and Economic Resources Department  
Small Business Development Division  
111 NW 1st Street #19 Floor  
Miami, Fl 33128  
[walterv@miamidade.gov](mailto:walterv@miamidade.gov)  
Office (305) 375-3138 | 6Fax (305) 375-3160

Attachments

**VERIFICATION OF AVAILABILITY**

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT  
COMMUNITY BUSINESS ENTERPRISE PROGRAM  
111 N.W. 1<sup>ST</sup> STREET, 19<sup>TH</sup> 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  
A12-HT-01

CONTRACT ESTIMATED AMOUNT: \$750,000.00

CHECK THE APPLICABLE TECHNICAL CATEGORIES:

General Mechanical Engineering \_\_\_\_\_ General Electrical Engineering \_\_\_\_\_  
General Structural Engineering \_\_\_\_\_ General Civil Engineering \_\_\_\_\_  
Engineering Construction Mngt. \_\_\_\_\_ Landscape Architecture \_\_\_\_\_  
ADA Title II Consultant \_\_\_\_\_

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

**Project Number:** A12-HT-01

**Department:** Homeless Trust

**Estimated Cost:** \$750,000.00

**Technical Categories:**

<b>TC No.</b>	<b>Description</b>	<b>Percentage</b>	<b>Amount</b>
<b>14.00</b>	<b>Architecture (Prime)</b>	<b>32%</b>	
<b>18.00</b>	<b>Architectural Construction Management</b>	<b>7%</b>	
11.00	General Structural Engineering	15%	
12.00	General Mechanical Engineering	10%	
13.00	General Electrical Engineering	10%	
16.00	General Civil Engineering	8%	
17.00	Engineering Construction Management	7%	
20.00	Landscape Architecture	8%	
22.00	ADA Title II Consultant	3%	
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$750,000.00</b>

## **Overall Project Description**

The project is for design services to provide construction documents for a new domestic violence center that emphasize site security and confidentiality for protection of its residents with a maximum award of \$750,000 and an effective term of two years and a one year option to extend.

The scope of work includes a design that accommodates 60 emergency shelter beds and space for future growth, kitchens to facilitate multi-family meal preparation, laundry facilities, communal spaces, indoor and outdoor play spaces, and space for staff and support services. The design will incorporate strategies that position rooms, windows and skylights to maximize natural daylight and provide views of natural features like gardens and trees while preserving the feeling of security. The facility will incorporate accessible design features to accommodate residents with disabilities. Design strategies will incorporate quiet spaces outside residents' rooms to facilitate healing from trauma and increase options for privacy. The design will also provide indoor and outdoor spaces for pets and service animals.