

Memorandum



Date: August 12, 2013

To: Jack Osterholt, Deputy Mayor
And Director
Department of Regulatory and Economic Resources

From: Michael Spring, Director
Department of Cultural Affairs 

Subject: Recommendation for Professional Services Agreement for
A/E Services, Contract No. A13-CUA-01

It is recommended that Small Business Development division of the Department of Regulatory and Economic Resources review the enclosed request for Community Business Enterprise (CBE) measures for this project, in order to proceed with the advertisement. The requested services shall provide master planning, design, and construction administration services for a new cultural facility, the **Westchester Cultural Arts Center**, to be built at Tropical Park. A professional service agreement (PSA) will be awarded under this solicitation with a maximum award of \$770,000 and an effective term of three years and two one-year options to extend.

The scope of work includes architectural, engineering, and specialty consultant services (theater consultant, acoustics, sound and communications consultant, etc.) for:

- Assessing the proposed program for the facility, and providing a master plan detailing the most suitable and efficient location for the development of a new facility within Tropical Park and within the Building Better Communities General Obligation Bond (BBC-GOB) allocation; and
- Full design services, including but not limited to: program verification, master planning, cost estimating, construction documents and specifications, bidding and award and construction administration services.

The selected consultant will be responsible for the coordination and supervision of the team services and approving the work product of the sub-consultants.

A&E TECHNICAL CERTIFICATION CATEGORIES REQUIRED:

Category	Description	Percentage
14.00	Architecture (PRIME)	30%
18.00	Architectural Construction Management (PRIME)	10%
11.00	General Structural Engineering	10%
12.00	General Mechanical Engineering	10%
13.00	General Electrical Engineering	10%
16.00	General Civil Engineering	10%
17.00	Engineering Construction Management	5%
22.00	Landscape Architecture	10%
23.00	A.D.A Title II	5%
Total:		100%

EXPERIENCE AND QUALIFICATIONS:

- 1) The prime consultant must have the following program specific essential qualifications:
 - a) A minimum of three (3) years relevant experience in performing comprehensive site/master planning services for cultural facilities, preferably within a park context.
 - b) Experience in designing (including the production of construction documents) a cultural and/or arts facility (cultural arts center, performing arts venue, theater, etc.) as new construction or major renovation with a minimum \$1 million construction value.
 - c) Experience successfully providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals and limited capital resources.

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Team members shall meet or exceed the above program specific essential qualifications and provide a minimum of three (3) client references of comparable contracts, ongoing or completed, demonstrating that the team members meet the qualifications as stipulated above. The following must be included for each client reference:

- i) Client;
 - ii) Description of each firm's work on the project, including the firm's total compensation for the contracted services;
 - iii) Client's contact person, phone number, and email address; and
 - iv) Details to support whether each team member's particular expertise relevant to the solicitation was gained while employed by the respondent firm or as a member of another firm/team.
- 2) The prime must identify the following individuals on their team:
- a) Senior Architect - Must be a State of Florida licensed architect with a minimum of five (5) years' experience in projects of similar size and scope.
 - b) Project Manager - Must have a Bachelor's degree in Architecture and a minimum two (2) years' experience in projects of similar size and scope.
 - c) Construction Manager – Must have a Bachelor's degree in Architecture, Engineering, or Construction Management and a minimum two (2) years' experience in managing construction projects of similar size and scope.
- 3) The prime must identify the following Specialty Consultants:
- Theater Consultant;
 - Acoustical Consultant;
 - Sound and Communications Consultant;
 - Envelope Consultant;
 - Signage and Way-Finding Consultant;
 - Security Consultant;
 - LEED Consultant;
- Any other specialty consultant deemed necessary by the Prime to successfully complete the project.
- a) Must demonstrate a minimum of five (5) years of experience in the design and specification of the specialty systems/equipment.

The specialty consultant expertise noted above must be met by a qualified individual(s) of the prime and/or A&E sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of the individual(s). The prime or sub-consultant shall provide detailed resume(s) of the individual(s) that fulfills the specialty consultant requirement, and provide sample projects individual(s) has worked on and in what capacity.

The determination of the individual's qualifications and compliance with the above experience and qualifications shall be at the sole discretion of the County.

Department staff has evaluated the subject solicitation and recommends the contract to have a **CBE Goal of 20%**.

Should you have any questions, please contact Marie Denis at (305) 375-4981.

c: Lisa M. Martinez, Senior Advisor, Office of the Mayor

Walters, Vivian (RER)

From: Denis, Marie (CUA)
Sent: Monday, August 12, 2013 2:26 PM
To: Walters, Vivian (RER)
Cc: Samuels, Faith (ISD); Cordova, Amelia (ISD); Johnson, Laurie (RER); Millan, Luisa M. (ISD); Spring, Michael (CUA)
Subject: RE: A13-CUA-01 Goals memo

Vivian,

Attached is the revised memo incorporating Luisa's recommendations.

Thanks,
Marie



WCAC - AE Goals
memo 08.12.13....

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22.00	A.D.A Title II	5%
Total:		100%

EXPERIENCE AND QUALIFICATIONS:

- 1) The prime consultant must have the following program specific essential qualifications:
 - a) A minimum of three (3) years relevant experience in performing comprehensive site/master planning

- services for cultural facilities, preferably within a park context.
- b) Experience in designing (including the production of construction documents) a cultural and/or arts facility (cultural arts center, performing arts venue, theater, etc.) as new construction or major renovation with a minimum \$1 million construction value.
 - c) Experience successfully providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals and limited capital resources.

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 - b) Project Manager - Must have a Bachelor's degree in Architecture and a minimum two (2) years' experience in projects of similar size and scope.
 - c) Construction Manager – Must have a Bachelor's degree in Architecture, Engineering, or Construction Management and a minimum two (2) years' experience in managing construction projects of similar size and scope.

- 3) The prime must identify the following Specialty Consultants:

Theater Consultant;
Acoustical Consultant;
Sound and Communications Consultant;
Envelope Consultant;
Signage and Way-Finding Consultant;
Security Consultant;
LEED Consultant;

Any other specialty consultant deemed necessary by the Prime to successfully complete the project.

- a) Must demonstrate a minimum of five (5) years of experience in the design and specification of the specialty systems/equipment.

The specialty consultant expertise noted above must be met by a qualified individual(s) of the prime and/or A&E sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of the individual(s). The prime or sub-consultant shall provide detailed resume(s) of the individual(s) that fulfills the specialty consultant requirement, and provide sample projects individual(s) has worked on and in what capacity.

The determination of the individual's qualifications and compliance with the above experience and qualifications shall be at the sole discretion of the County.

Department staff has evaluated the subject solicitation and recommends the contract to have a **CBE Goal of 20%**.

From: Millan, Luisa M. (ISD)

Sent: Thursday, August 08, 2013 5:00 PM

To: Denis, Marie (CUA)

Cc: Samuels, Faith (ISD); Cordova, Amelia (ISD); Johnson, Laurie (RER); Walters, Vivian (RER); Spring, Michael (CUA)
Subject: FW: A13-CUA-01 Goals memo

Marie,

I reviewed the attached and would recommend not restricting the experience to "within the last 7 years". This would not restrict competition and would provide for more participation of firms to select from. In addition, I am not certain the category 8.00 Telecommunications is appropriate for this project. This category mainly deals with microwave switching, terminal and cable facilities primarily found in airports, etc.

Luisa M. Millan, R.A., I.D.
Director, Design and Construction Services Division
Internal Services Department
(305) 375-1100
lmillan@miamidade.gov

Delivering Excellence Everyday

From: Walters, Vivian (RER)
Sent: Thursday, August 08, 2013 3:39 PM
To: Millan, Luisa M. (ISD)
Subject: FW: A13-CUA-01 Goals memo

See attached and email below.

Vivian O. Walters, Jr.
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
☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160
"Delivering Excellence Every Day"

"For the New Project Review & Analysis Process"
<< OLE Object: Picture (Device Independent Bitmap) >> *click on our new website*
<http://www.miamidade.gov/sba/about-project-review-and-analysis.asp>

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From: Denis, Marie (CUA)
Sent: Monday, August 05, 2013 3:39 PM
To: Millan, Luisa M. (ISD)
Cc: Samuels, Faith (ISD); Cordova, Amelia (ISD); Johnson, Laurie (RER); Walters, Vivian (RER); Spring, Michael (CUA)
Subject: RE: A13-CUA-01 Goals memo

Luisa,

Please review the attached memo recommending goals for the Westchester Cultural Arts Center project.

Thanks,
Marie

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From: Walters, Vivian (RER)
Sent: Monday, August 05, 2013 3:17 PM
To: Denis, Marie (CUA)
Cc: Spring, Michael (CUA); Johnson, Laurie (RER)
Subject: RE: A13-CUA-01 Goals memo

Marie,

Was this reviewed and approved by Luisa? Please advise...

Thanks,

Vivian O. Walters, Jr.
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
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From: Denis, Marie (CUA)
Sent: Monday, August 05, 2013 1:54 PM
To: Walters, Vivian (RER)
Cc: Spring, Michael (CUA)
Subject: A13-CUA-01 Goals memo

Good afternoon, Vivian.

For your review, attached please find the A/E goals memo for the Westchester Cultural Arts Center, project number A13-CUA-01. Below is the text of the memo for your use in surveying firms. Please let me know if you have any questions.

Thanks,
Marie

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17.00	Engineering Construction Management	5%
20.00	Landscape Architecture	10%
22.00	A.D.A Title II	5%
Total:		100%

EXPERIENCE AND QUALIFICATIONS:

- 1) The prime consultant must have the following program specific essential qualifications:
 - a) A minimum of three (3) years relevant experience within the last seven (7) years in performing comprehensive site/master planning services for cultural facilities, preferably within a park context.
 - b) Experience within the last seven (7) years in designing (including the production of construction documents) a cultural and/or arts facility (cultural arts center, performing arts venue, theater, etc.) as new construction or major renovation with a minimum \$1 million construction value.
 - c) Experience within the last seven (7) years of successfully providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals and limited capital resources.

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Should you have any questions, please contact Marie Denis at (305) 375-4981.

c: Lisa M. Martinez, Senior Advisor, Office of the Mayor

Marie Denis, *Construction Projects Manager*
Miami-Dade County Department of Cultural Affairs
111 N.W. First Street • Suite 625 • Miami, FL 33128
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<< File: WCAC - AE Goals memo 08.05.13.pdf >>