

Memorandum



Date: December 2, 2013

To: Lester Sola, Director
Internal Services Department

From: Bill Johnson, Director *Bill Johnson*
PortMiami

Subject: Recommendation for Non-exclusive Professional Services Agreement for Architectural and Engineering Services for PortMiami Crane Management and Marine Spill Response Corp Facilities, Contract No. A13-SEA-04, Project No. 2013-036.01

Your assistance in reviewing this request and forwarding the attached recommendation to the Division of Small Business Development (SBD) for consideration is respectfully requested. It is recommended that SBD review the attached request for Community Business Enterprise (CBE) measures for this project, in order to proceed with the advertisement and subsequent bidding of the project.

Professional Services Agreement (PSA) for Architectural and Engineering Services for PortMiami Crane Management and Marine Spill Response Corp Facilities: The Consultant shall provide non-exclusive professional architectural, engineering and construction administration services (to include coordination with all regulatory agencies, as appropriate) for new Crane Management and Marine Spill Response Corp Facilities that includes a warehouse, parking facility, office and operational/maintenance support facility.

The scope of services includes general and Port and Waterway Systems architectural and engineering planning, design and post design services. These professional services are required to provide state of the art facilities to support Port operations that are evolving as the industry advances. The project may include upgrades and new construction for all or some of the following components: landside and waterside site development; site and facility circulation; wharf access; restrooms; canopies; signage; life safety; ADA accessibility; landscaping; operational and security enhancements, including video surveillance; Secure Local Area Computer Network; access control; furniture, fixtures and equipment; and all related infrastructure, building and structure work ancillary to the basic work scope.

The consultant shall provide all necessary professional services; surveys; site investigations; studies; modeling; architectural and engineering designs, including the analysis of 'sustainable systems' and possible LEED certification; fire protection; interior design; civil engineering; structural engineering; mechanical, electrical and plumbing (MEP); cost estimates; schedules; Art in Public Places coordination; value engineering coordination; construction documents; environmental and building permitting; bidding assistance; site visits; inspections; construction administration, including construction inspection services; review of shop drawings, submittals, proposed substitutions, pay requests and change orders; commissioning; claims assistance coordination; and any supportive ancillary tasks to the primary scope of services, to successfully complete all phases of the project.

All work shall be conducted to meet or exceed professional standards: comply with PortMiami Security requirements; PortMiami Design Guidelines; the Florida Building Code; and the County's Sustainable Buildings Program, Implementing Order No. 8-8.

A/E Technical Certification Categories required:

| TC No. | Description | Percentage | Amount |
|--|---|-------------|------------------------|
| 14.00 | Architectural Design (PRIME) | 45% | \$ 594,000.00 |
| 18.00 | Architectural Construction Management (PRIME) | 15% | \$ 198,000.00 |
| 22.00 | ADA Title II Consultant (PRIME) | 3% | \$ 39,600.00 |
| 5.05 | Port and Waterway Systems – Cargo Terminal Design | 5% | \$ 66,000.00 |
| 5.07 | Port and Waterway Systems – Security Systems | 3% | \$ 39,600.00 |
| 8.00 | Telecommunications | 2% | \$ 26,400.00 |
| 9.02 | Geotechnical and Materials Engineering Services | 2% | \$ 26,400.00 |
| 11.00 | General Structural Engineering | 6% | \$ 79,200.00 |
| 12.00 | General Mechanical Engineering | 3% | \$ 39,600.00 |
| 13.00 | General Electrical Engineering | 3% | \$ 39,600.00 |
| 15.01 | Land Surveying | 2% | \$ 26,400.00 |
| 16.00 | General Civil Engineering | 4% | \$ 52,800.00 |
| 17.00 | Engineering Construction Management | 4% | \$ 52,800.00 |
| 20.00 | Landscape Architecture | 3% | \$ 39,600.00 |
| Total Estimated Professional Fees | | 100% | \$ 1,320,000.00 |

The prime consultant must hold Technical Certifications 14.00 - Architectural Design, 18.00 - Architectural Construction Management, and 22.00 - ADA Title II Consultant. Interested Professional Firms (Consultants) shall be certified by Miami-Dade County at the time of qualifications submittal in the Technical Certification Categories identified above. Interested professional architectural firms performing services within Technical Certifications 14.00, 18.00 and 22.00 must have three years' experience for similar work as described in the scope of services denoted. Applicants shall indicate in their response which previous projects meet this requirement.

Prime and sub-consultants selected for PSAs under ISD Project No. E11-SEA-03, Program Management Consultant Services, and ISD Project No. E09-SEA-02, Bond Engineering Services, are precluded from being considered for award of a PSA under ISD Project No. A13-SEA-04.

The CBE recommendation is for a First Tier CBE Trade Set Aside with the exemption of Technical Certification 5.05 – Port and Waterway Systems – Cargo Terminal Design. The Agreement will be in the approximate amount of \$1,320,000.00, which includes the 10% contingency, and shall remain in effect for a total of four (4) years with two (2), one-year options to extend. The estimated construction value is \$8,000,000.00. Should you have any questions, please feel free to contact Ms. Elizabeth Ogden, R.A., LEED AP, Chief of Architectural/Engineering Design Services at (305) 347-5521.

Attachments

DEPARTMENTAL INPUT
**CONTRACT/PROJECT MEASURE ANALYSIS AND
 RECOMMENDATION**

Contract/Project Title Architectural and Engineering Services for Port Miami Crane Management and Marine Spill Response Corp Facilities
 Contract/Project No. A13-SEA-04 / 2013-036 .01
 Description See attached Scope of Work
 Department Seaport Contact Elizabeth Ogden Phone (305) 347-5521
 Estimated Cost 1 Agreement for \$1,320,000.00 Funding Source Seaport Loans

ANALYSIS

Commodity/Service No. _____ SIC _____

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases for Previous Three (3) years

Check Here if this is a New Contract/Purchase with Previous History

| | <u>Existing</u> | <u>2nd Year</u> | <u>1st Year</u> |
|----------------------|-----------------|----------------------------|----------------------------|
| Contractor _____ | _____ | _____ | _____ |
| Ethnicity/Race _____ | _____ | _____ | _____ |
| Gender _____ | _____ | _____ | _____ |
| Contract Value _____ | _____ | _____ | _____ |
| Comments _____ | _____ | _____ | _____ |

RECOMMENDATIONS

| <u>CBE GOAL</u> | <u>BID PREFERENCE</u> | <u>NO MEASURE</u> | |
|---|-----------------------|----------------------------------|---------------------|
| <u>1st Tier Set Aside With TC 5.05 Exempted</u> | <u>N/A</u> | _____ | |
| <u>Analysis for Goal Recommendation</u> | | | |
| <u>Sub-Trade</u> | <u>Est. Cost</u> | <u>% of Item to Base Bid</u> | <u>Availability</u> |
| <u>14.00 Architectural Design (Prime)</u> | <u>\$ 594,000.00</u> | <u>45%</u> | <u>>3</u> |
| <u>18.00 Architectural Construction Management (Prime)</u> | <u>\$ 198,000.00</u> | <u>15%</u> | <u>>3</u> |
| <u>22.00 ADA Title II Consultant (Prime)</u> | <u>\$ 39,600.00</u> | <u>3%</u> | <u>>3</u> |
| <u>5.05 Port & Waterway Systems – Cargo Terminal Design</u> | <u>\$ 66,000.00</u> | <u>5%</u> | _____ |
| <u>5.07 Port & Waterway Systems – Security Systems</u> | <u>\$ 39,600.00</u> | <u>3%</u> | _____ |
| <u>8.00 Telecommunications</u> | <u>\$ 26,400.00</u> | <u>2%</u> | <u>>3</u> |
| <u>9.02 Geotechnical and Materials Engineering Services</u> | <u>\$ 26,400.00</u> | <u>2%</u> | <u>>3</u> |
| <u>11.00 General Structural Engineering</u> | <u>\$ 79,200.00</u> | <u>6%</u> | <u>>3</u> |
| <u>12.00 General Mechanical Engineering</u> | <u>\$ 39,600.00</u> | <u>3%</u> | <u>>3</u> |

Walters, Vivian (ISD)

From: Smith, Leticia (Seaport)
Sent: Tuesday, December 03, 2013 11:43 AM
To: Walters, Vivian (ISD)
Cc: Johnson, Laurie (ISD); Pino, Gyselle (Seaport)
Subject: RE: Memo to SBD for CBE Goal - Project No. 2013-036.01 Architectural and Engineering Services for PMCM & MSRC Facility
Attachments: 120213_SBD Memo_A13-SEA-04.pdf

Good morning:

Attached is the signed memo.

Regards, lcs

From: Walters, Vivian (ISD)
Sent: Sunday, December 01, 2013 9:27 AM
To: Smith, Leticia (Seaport)
Cc: Johnson, Laurie (ISD); Pino, Gyselle (Seaport)
Subject: RE: Memo to SBD for CBE Goal - Project No. 2013-036.01 Architectural and Engineering Services for PMCM & MSRC Facility

Will proceed once the signed memo is received.

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

 Office (305) 375-3138 |  Fax (305) 375-3160
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From: Smith, Leticia (Seaport)
Sent: Friday, November 22, 2013 8:53 AM
To: Walters, Vivian (ISD)
Cc: Johnson, Laurie (ISD); Pino, Gyselle (Seaport)
Subject: RE: Memo to SBD for CBE Goal - Project No. 2013-036.01 Architectural and Engineering Services for PMCM & MSRC Facility

Memo revised to reflect Lester Sola, Director, ISD. Regards, lcs

From: Smith, Leticia (Seaport)
Sent: Thursday, November 21, 2013 1:42 PM
To: Walters, Vivian (ISD)
Cc: Johnson, Laurie (ISD); Pino, Gyselle (Seaport); Ogden, Elizabeth (Seaport) (EOGDEN@miamidade.gov); Valdez, Victoria (Seaport)
Subject: Memo to SBD for CBE Goal - Project No. 2013-036.01 Architectural and Engineering Services for PMCM & MSRC Facility

Good afternoon Vivian:

Attached please find a new request for professional services from PortMiami for your review.

Regards, lcs

From: Millan, Luisa M. (ISD)
Sent: Thursday, November 21, 2013 9:03 AM
To: Smith, Leticia (Seaport)
Cc: Samuels, Faith (ISD); Pino, Gyselle (Seaport); Ogden, Elizabeth (Seaport); Valdez, Victoria (Seaport)
Subject: FW: Memo to SBD for CBE Goal - Project No. 2013-036.01 Architectural and Engineering Services for PMCM & MSRC Facility

Leticia,

I reviewed the attached no comments on TCs, however, I do not believe you can recommend a set aside if you are exempting one of the TC categories. All team members must be CBEs.

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

Delivering Excellence Everyday

From: Smith, Leticia (Seaport)
Sent: Wednesday, October 30, 2013 8:26 AM
To: Millan, Luisa M. (ISD)
Cc: Pino, Gyselle (Seaport); Ogden, Elizabeth (Seaport); Samuels, Faith (ISD); Valdez, Victoria (Seaport)
Subject: Memo to SBD for CBE Goal - Project No. 2013-036.01 Architectural and Engineering Services for PMCM & MSRC Facility

Good morning Luisa:

Attached for your review is the Memo to the Department of Regulatory and Economic Resources requesting the assignment of Community Business Enterprise goals for the subject project. Please review and advise if you have any changes prior to the Director's signature.

We are projecting that the ISD Project Number should be A13-SEA-04; please confirm.

Regards,

Leticia Smith, AO3
PORT MIAMI
Contracts, Procurement and Materials Management

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lcsmith@miamidade.gov
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