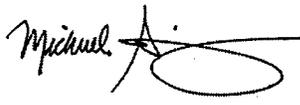


Memorandum



Date: January 24, 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. A12-CUA-02

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 a prioritized master plan for capital improvements to each of three cultural facilities: African Heritage Cultural Arts Center, Caleb Auditorium, and Miami-Dade County Auditorium and A/E services to implement a portion(s) or all of the recommended improvements. A professional service agreement (PSA) will be awarded under this solicitation with a maximum award of \$924,000 and an effective term of three years and a one-year option to extend.

The scope of work includes architectural, engineering, and specialty consultant services for assessing the current capital conditions at each of the three cultural facilities, providing a detailed and prioritized master plan to guide the future improvements, including detailed cost estimates for the recommended work, and may include providing specifications, construction documents, bidding and award and construction administration services for a portion(s) or all of the recommended improvements. The selected consultant shall complete an assessment of each facility's present conditions and provide recommended improvements based on the needs of each facility to optimize their programming goals. Assessment shall include all aspects of existing conditions including, but not limited to: architectural and acoustical features, ADA compliance, structural, mechanical, electrical, plumbing, fire protection, site drainage, landscaping, roofing, parking, sound and communication systems and equipment, theatrical systems and equipment, signage and way finding, telecommunication systems, security, LEED certification and 40-year certification of buildings. Master planning services shall include conceptual plans and prioritized lists of recommended improvements with detailed cost estimates. The master plan for each facility shall be phased based on Building Better Communities General Obligation Bond (BBC-GOB) funding allocation and future funding allocations, if needed. The selected consultant will be responsible for the coordination and supervision of the team services and approving the work product of the sub-consultants and may also be engaged to provide services such as construction documents, bidding and award recommendations, and construction management services to implement portions of the recommended improvements based on available funding.

A&E TECHNICAL CERTIFICATION CATEGORIES REQUIRED:

Category	Description	Percentage
14.00	Architecture (PRIME)	30%
18.00	Architectural Construction Management (PRIME)	10%
8.00	Telecommunications	5%
11.00	General Structural Engineering	5%
12.00	General Mechanical Engineering	15%
13.00	General Electrical Engineering	15%
16.00	General Civil Engineering	5%
17.00	Engineering Construction Management	10%
20.00	Landscape Architecture	5%
Total:		100%

EXPERIENCE AND QUALIFICATIONS:

- 1) The prime and sub-consultant firms must have the following program specific essential qualifications:
 - a) A minimum of three (3) years relevant experience within the last 7 years in performing comprehensive master planning services for cultural facilities.
 - b) Experience within the last 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 7 years of successfully gathering input from not-for-profit organizations, artists, facility operators, renters, patrons, and key stakeholders for the purpose of providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals.

- 2) The respondent firm shall meet or exceed the above program specific essential qualifications and provide:
 - a) A minimum of three client references of comparable contracts, ongoing or completed within the last seven years, demonstrating that the Respondent team meets the qualifications as stipulated above. Include the following for each:
 - i) Client;
 - ii) Description of each firm's work on the project, including the firm's total compensation for the contracted services; and
 - iii) Client's contact person, phone number, and email address
 - b) 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.

- 3) 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 years' experience in projects of similar size and scope.
 - b) Project Manager - Must have a Bachelor's degree in Architecture and a minimum two 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 years' experience in managing construction projects of similar size and scope.

- 4) Specialty Consultants (Theater Consultant, Acoustical Consultant, Sound and Communications Consultant, Roofing Consultant, Signage and Way Finding Consultant, Security Consultant, LEED Consultant, etc):

Recommendation for Professional Services Agreement

January 2013

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- a) Minimum five years of experience in the design and specification of the specialty systems/equipment.
- b) The above expertise 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 10%**.

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

c: Lisa M. Martinez, Senior Advisor to the Mayor

SBD CM REVIEW FORM

To: Business Opportunity Support Services
From: SBD CM - Ileana Quintana
Department: Department of Cultural Affairs **Contact:** Marie Denis
Date: 01 / 25 / 2013

PROJECT NUMBER: A12-CUA-02
PROJECT TITLE: PSA for A/E Services
PROJECT LOCATION: Various - Miami Dade County

SCOPE OF WORK/DESCRIPTION: includes: architectural, engineering and specialty consultant services for assessing the current conditions at each of the 3 cultural facilities providing a detailed and prioritized master plan to guide the future improvements including detailed cost estimates for the recommended work and may include providing specifications, construction documents, bidding & award and construction administration services for a portion or all of the recommended improvements; the selected consultant will be responsible for the coordination and supervision of the team services and approving the work product of the subconsultants and may also be engaged to provide services such as construction documents. Assessment shall include all aspects of existing conditions: architectural and acoustical features, ADA compliance, structural, mechanical, electrical, plumbing, fire protection, site drainage, landscaping, roofing, parking, sound and communication systems and equipment, theatrical systems and equipment, signage and way finding, security, LEED certification and 40 year certification of buildings.

SPECIAL REQUIREMENTS: Prime Consultant must hold Technical Categories 14.00 & 18.00. Prime and Subs must have a minimum of 3 years relevant experience within the last 7 years in performing comprehensive master planning services for cultural facilities; experience within the last 7 years in designing (including the production of construction documents) a cultural and/or art facilities as new construction or major renovation with a minimum \$1M construction value; experience within the last 7 years of successfully gathering input from not-for-profit organizations, artists, facility operators for the purpose of providing design solutions that maximize the use of new and/or existing spaces. The prime must identify the following individuals on their team:

Senior Architect: must be a State of Florida licensed architect with a minimum of 5 years experience in projects of similar size & scope; **Project Manager:** must have a Bachelor's degree in Architecture and a minimum of 2 years experience in projects of similar size and & scope; **Construction Manager:** must have a Bachelor's degree in Architecture, Engineering or Construction Management and a minimum of 2 years experience in managing construction projects of similar size & scope. **Specialty Consultants (Theater Consultant, Acoustical Consultant, Sound and Communication Consultant, Roofing Consultant, Signage and Way Finding Consultant, Security Consultant, LEED Consultant)** minimum of 5 years experience in the design and specification of the specialty systems/equipment; must be met by a qualified individual of the Prime and/or sub.

CATEGORIES	%	COMMENTS
		Prime
14.00 Architecture	30%	Possible Subconsulting opportunity. Must meet special/minimum requirements
18.00 Architectural Construction Management	10%	
		Prime and/or subconsultant
8.00 Telecommunications	5%	Possible Subconsulting opportunity. Must meet special/minimum requirements
11.00 General Structural Engineering	5%	
12.00 General Mechanical Engineering	15%	
13.00 General Electrical Engineering	15%	
16.00 General Civil Engineering	5%	
17.00 Engineering Construction Management	10%	
20.00 Landscape Architecture	5%	
	100%	

Small Business Development Signature: _____ Date: 01 / 31 / 2013

* Categories identified for CBE opportunities identified by SBD/CM.

- CUA is recommending a 10% CBE Goal on the following Technical Categories 11.00 and 16.00

SBD CM REVIEW FORM

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CATEGORIES	%	COMMENTS				
		Prime				
Consultants Fee	\$924,000					

- CUA is recommending a 10% CBE Goal on the following Technical Categories 11.00 and 16.00

Walters, Vivian (RER)

From: Walters, Vivian (RER)
Sent: Tuesday, February 05, 2013 4:41 PM
To: 'alleguez@bellsouth.net'; 'zbrown@design2form.com'; 'rborges@borgesarchitects.com'; 'rborges@borgesarchitects.com'; 'lmartin@lives.net'; 'frosabal@lives.net'; 'jackie@jbonfill.com'; 'anapaula@viadesignstudio.com'; 'rsilva@silvaarc.com'; 'jcespi@archinternational.com'; 'marketing@archinternational.com'; 'cn@nyarkoarchitect.com'; 'rjf@indigoservice.com'; 'mdiazyabor@mady-pdi.com'; 'dgurri@gurrimatute.com'; 'jjunkin@pjbarchitects.com'; 'Jorge S. Kuperman, AIA'
Cc: Johnson, Laurie (RER); Clark, Veronica (RER)
Subject: A12-CUA-02 - Professional Services for Architectural and Engineering Services
Attachments: Experience and Qualifications.pdf

To: CBE firm (Prime – 14.00 & 18.00)

On November 13, 2012 a “**Verification of Availability**” was conducted for the subject project. Subsequent to the responses and SBD’s recommendation, the Department has further clarified the scope and have requested that the firms be re-polled; please respond to the following questions (**1 a, b, and c**) under the “**EXPERIENCE AND QUALIFICATIONS**” (of the attached – *Experience and Qualifications*):

A minimum of three (3) years relevant experience within the last 7 years in performing comprehensive master planning services for cultural facilities.

a. YES _____ NO _____

Experience within the last 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

b. YES _____ NO _____

Experience within the last 7 years of successfully gathering input from not-for-profit organizations, artists, facility operators, renters, patrons, and key stakeholders for the purpose of providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals.

c. YES _____ NO _____

Name of Firm: _____ **CBE Exp. Date:** _____

Owner’s Name: _____ **Signature:** _____

Please re-submit projects reflecting work (comparable) done on ***Cultural Art Centers/facilities***.

Please respond (along the required information on previous projects), by ***Thursday February 7, 2013***.
Regards,

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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"For the New Project Review & Analysis Process"



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