

**Verification of Availability for  
Tier 1 CBE Prime**



August 18, 2011

To: 1<sup>st</sup> Tier CBE Architectural Firms

Re: Non-exclusive Professional Services Agreement for Construction Inspection Services (CIS)

Project No.: A11-OCI-01

The above-referenced project is being considered for competition solely among Community Business Enterprise 1<sup>st</sup> Tier (CBE) firms. If you are interested in participating as a **Tier 1 CBE Prime Consultant** to perform work in connection with this project, **please complete and return the attached Verification of Availability form and provide examples of work your firm has completed (required) on similar projects as outlined in the attached project description, by 3:00pm, Monday August 22, 2011.**

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 emailed 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 "Vivian O. Walters, Jr." with a stylized flourish at the end.

Vivian O. Walters, Jr.,  
Contract Development Specialist 2  
Business and Professional Development Division

Attachments



**DESCRIPTION OF PROJECT**

**Project Title:** Non-exclusive Professional Services Agreement for Construction Inspection Services (CIS)

**Project Number:** A11-OCI-01

**Department:** Office of Capital Improvements

**Estimated Cost:** \$1,000,000.00 (Two (2) Agreements @ \$500,000 each)

**Technical Categories:**

TC No.	Description	Percentage
<b>14.00</b>	<b>Architecture (Prime)</b>	<b>10%</b>
<b>18.00</b>	<b>Architectural Construction Management (Prime)</b>	<b>25%</b>
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	20%
20.00	Landscape Architecture	5%
	Total Estimated Design Fees	100%

**Overall Project Description**

The scope of work includes architectural and engineering construction inspection services for new building construction, building renovations, associated site work such as landscape, parking areas, adjacent street and sidewalks, utilities, water distribution, sanitary sewer and drainage. The selected consultants' responsibilities include all of the required architectural and engineering construction administration services including overseeing, coordinating and inspecting the work of design consultants, surveyors and construction contractors. Responsibilities may also include contract monitoring and record keeping, approving and recommending requisitions for compensation, review of change orders, estimations, claims, scheduling, shop drawings and remedial designs. Note that the selected consultant may also be responsible for responding to Request for Information (RFI) and assuring compliance with all federal, state and local regulations, on behalf of Miami-Dade County. In addition, the Senior Architect under the selected consultant, will be responsible for supervision of the team services and approving their work product as well as signing and /or sealing related work documents.

Assignment selections will be based on the requesting Agency's determination of the highest qualified firm to perform the specific services. Both consultants will be requested to submit a Letter of Interests and key personnel resumes to the Office of Capital Improvements (OCI). OCI will provide the responses to the requesting department for their review and determination of the highest qualified firm for the project. The highest qualified firm will negotiate with the requesting Department. If the negotiations fail, the Department will then negotiate with the next qualified firm.

**\*Minimum Requirements**

- **Prime must be certified in both 14.00 and 18.00.**

**EXPERIENCE AND QUALIFICATIONS:**

1. The prime and sub-consultant firms must have experience performing CIS services. The prime shall provide a minimum of three projects (new building, renovation and/or infrastructure projects). Each project to have a minimum construction cost of \$1,000,000 completed or active, within the last five years from the advertised date of this solicitation.

**Do you have prior experience satisfying the above stated? Yes \_\_\_ No \_\_\_**

2. The prime must identify the following individuals on their team:

- a. Senior Architect – Must be a State of Florida licensed architect. Must have a minimum of six years construction inspection experience.
- b. Project Manager – Must have a Bachelor's degree in Architecture with two years experience in construction management.
- c. Senior Engineer – Must be a State of Florida licensed Engineer. Must have a minimum of six years construction inspection experience.
- d. Threshold Inspector – Must be a State of Florida certified Threshold Inspector. Must possess a State of Florida Professional Engineering license, in addition to a Bachelor's of Engineering degree. The firm may be required to supply at least one qualified Threshold Inspector, on a continuous basis, and within a seven day period from demand, for the task of the respective group submitted under.

**Will you be able to identify resources meeting the above teaming requirements?**

**Yes \_\_\_ No \_\_\_**

3. Inspectors: A minimum of one qualified Inspector, on a continuous basis, and within a seven day period from demand, for the task of the respective group submitted under. The requirements for Inspectors are as follows:

- a. High school diploma or GED and three years of experience in the inspection of new buildings, building renovation, or related structures. Completion of coursework in Architecture, Architectural Engineering, Civil Engineering, Engineering Technology, Construction Management, or related field may substitute for the required experience on a month-to month basis to a maximum of one year.

Other personnel as required, to be determined by OCI, based upon need by Miami-Dade County Departments.

**Will you be able to identify resources meeting the above teaming requirements?**

Yes \_\_\_\_\_ No \_\_\_\_\_

The above expertise must be met by a qualified individual(s) of the Prime and A&E Sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of the individual(s). The determination of the individual's qualifications and compliance with the above experience and qualifications shall be at the sole discretion of the County.

*CBE firms are required to provide the project names, dollar values, and contact names of the projects worked on (satisfying the above stated requirements).*

**\*This information is REQUIRED along with the signed Verification Form**

**Verification of Availability for  
Tier 1 & Tier CBE Sub-consultants**



August 18, 2011

To: Tier 1 and Tier 2 CBE Firms

Re: Non-exclusive Professional Services Agreement for Construction Inspection Services (CIS)

Project No.: A11-OCI-01

The above-referenced project is being considered for competition solely among Community Business Enterprise (CBE) firms. If you are interested in participating as a **Tier 1 or Tier 2 CBE Sub-consultant** to perform work in connection with this project in categories 11.00, 12.00, 13.00, 16.00, 17.00, and 20.00, **please complete and return the attached Verification of Availability form and provide examples of work your firm has completed (required) on similar projects as outlined in the attached project description, by 3:00pm, Monday August 22, 2011.**

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 emailed 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 "Vivian O. Walters, Jr.", with a stylized flourish at the end.

Vivian O. Walters, Jr.,  
Contract Development Specialist 2  
Business and Professional Development Division

Attachments





**DESCRIPTION OF PROJECT**

**Project Title:** Non-exclusive Professional Services Agreement for Construction Inspection Services (CIS)

**Project Number:** A11-OCI-01

**Department:** Office of Capital Improvements

**Estimated Cost:** \$1,000,000.00 (Two (2) Agreements @ \$500,000 each)

**Technical Categories:**

TC No.	Description	Percentage
<b>14.00</b>	<b>Architecture (Prime)</b>	<b>10%</b>
<b>18.00</b>	<b>Architectural Construction Management (Prime)</b>	<b>25%</b>
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	20%
20.00	Landscape Architecture	5%
Total Estimated Design Fees		100%

**Overall Project Description**

The scope of work includes architectural and engineering construction inspection services for new building construction, building renovations, associated site work such as landscape, parking areas, adjacent street and sidewalks, utilities, water distribution, sanitary sewer and drainage. The selected consultants' responsibilities include all of the required architectural and engineering construction administration services including overseeing, coordinating and inspecting the work of design consultants, surveyors and construction contractors. Responsibilities may also include contract monitoring and record keeping, approving and recommending requisitions for compensation, review of change orders, estimations, claims, scheduling, shop drawings and remedial designs. Note that the selected consultant may also be responsible for responding to Request for Information (RFI) and assuring compliance with all federal, state and local regulations, on behalf of Miami-Dade County. In addition, the Senior Architect under the selected consultant, will be responsible for supervision of the team services and approving their work product as well as signing and /or sealing related work documents.

Assignment selections will be based on the requesting Agency's determination of the highest qualified firm to perform the specific services. Both consultants will be requested to submit a

Letter of Interests and key personnel resumes to the Office of Capital Improvements (OCI). OCI will provide the responses to the requesting department for their review and determination of the highest qualified firm for the project. The highest qualified firm will negotiate with the requesting Department. If the negotiations fail, the Department will then negotiate with the next qualified firm.

#### EXPERIENCE AND QUALIFICATIONS:

1. The prime and sub-consultant firms must have experience performing CIS services. The prime shall provide a minimum of three projects (new building, renovation and/or infrastructure projects). **Each sub-consultant on the team shall provide a minimum of three projects (new building, renovation and/or infrastructure projects). Each project to have a minimum construction cost of \$1,000,000 completed or active, within the last five years from the advertised date of this solicitation.**

**Do you have prior experience satisfying the above stated? Yes \_\_\_ No \_\_\_**

2. The prime must identify the following individuals on their team:
  - a. Senior Architect – Must be a State of Florida licensed architect. Must have a minimum of six years construction inspection experience.
  - b. Project Manager – Must have a Bachelor’s degree in Architecture with two years experience in construction management.
  - c. Senior Engineer – Must be a State of Florida licensed Engineer. Must have a minimum of six years construction inspection experience.
  - d. Threshold Inspector – Must be a State of Florida certified Threshold Inspector. Must possess a State of Florida Professional Engineering license, in addition to a Bachelor’s of Engineering degree. The firm may be required to supply at least one qualified Threshold Inspector, on a continuous basis, and within a seven day period from demand, for the task of the respective group submitted under.
3. Inspectors: A minimum of one qualified Inspector, on a continuous basis, and within a seven day period from demand, for the task of the respective group submitted under. The requirements for Inspectors are as follows:
  - a. High school diploma or GED and three years of experience in the inspection of new buildings, building renovation, or related structures. Completion of coursework in Architecture, Architectural Engineering, Civil Engineering, Engineering Technology, Construction Management, or related field may substitute for the required experience on a month-to month basis to a maximum of one year.

Other personnel as required, to be determined by OCI, based upon need by Miami-Dade County Departments.

The above expertise must be met by a qualified individual(s) of the Prime and A&E Sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of

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

*CBE firms are required to provide the project names, dollar values, and contact names of the projects worked on (satisfying the above stated requirements).*

**\*This information is REQUIRED along with the signed Verification Form**