

Memorandum



Date: July 19, 2011

To: Penelope Townsley, Director
Department of Small Business Development

From: Bill Johnson, Director
Seaport Department

Subject: Recommendation for Non-exclusive Professional Services Agreement for Portwide Wayfinding, Contract No. A11-SEA-02, Project No. 2011-006

It is recommended that the Department of Small Business Development 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 Portwide Wayfinding: The consultant shall provide professional architectural/engineering and construction administration services, to include coordination with all regulatory agencies as appropriate, for modifications and improvements to optimize Wayfinding on-port as per the Wayfinding and Signage Analysis of the Port of Miami (October 2009). The scope of services for this project will be completed in two phases: Phase I must be completed within six months from Notice to Proceed (NTP). The scope of services includes the creation of a comprehensive inventory and database of all existing signs through field inventory, documentation, database development and system integration (i.e. GIS); development of a design and implementation package to include design concepts, design development, construction documents, construction administration, fabrication and installation; Phase II must be completed within twenty-five months from NTP. The scope of services includes a comprehensive Facility Analysis and Design Signage Master Plan through wayfinding philosophy, graphic and wayfinding standards, sign concept development, placement and location guidelines; Signage Standards and Guidelines through wayfinding methodology, graphic and wayfinding standards, sign family development (interior and exterior), mock-up, prototype testing, evaluation and final document development; implementation and transition plans with preliminary cost estimates, preliminary schedules development and phasing plans; design documents with design development, construction documents and cost estimates; implementation through bid awards, construction administration, fabrication and installation.

The consultant shall provide all the necessary investigations; surveys; studies; architectural and engineering designs; civil engineering; structural engineering; electrical engineering; telecommunications engineering; cost estimates; schedules; construction documents; signage permitting; commissioning; bidding assistance; site visits; inspections; construction administration, including construction inspection services; review of shop drawings, proposed substitutions, pay requests, and change orders; claims assistance; 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 Port of Miami safety and security requirements, and comply with the United States Customs and Border Protection Cruise Terminal Design Standards (USCBP CTDS).

A/E Technical Certification Categories required:

TC No.	Description	Percentage	Amount
14.00	Architecture (Prime)	70%	\$ 154,000.00
18.00	Architectural Construction Management (Prime)	5%	\$ 11,000.00
8.00	Telecommunication Systems	5%	\$ 11,000.00
11.00	General Structural Engineering	5%	\$ 11,000.00
13.00	General Electrical Engineering	5%	\$ 11,000.00
16.00	General Civil Engineering	5%	\$ 11,000.00
17.00	Engineering Construction Management	5%	\$ 11,000.00
Total Estimated Design Fees		100%	\$ 220,000.00

The prime consultant must hold Technical Certification 14.00 – Architecture and 18.00 – Architectural Construction Management. Interested Professional Consultant Firms must have 3 years experience for similar work as described above. The above expertise is preferred and can be met by qualified individual(s) of the prime consultant’s team.

In addition, the Prime Consultant must have extensive relevant experience with a minimum of five (5) years of working in wayfinding sign system design, graphic design and interior design for a concise and comprehensive system of directional, informational, regulatory and identification messages. Interested Professional Firms (Consultants) shall be certified by Miami-Dade County at the time of qualifications submittal in the Technical Certification Categories identified above.

The CBE Goal recommendation is 25.00%. The Agreement will be in the approximate amount of \$220,000.00, which includes the 10% contingency, and shall remain in effect for a total of three (3) years with no options to extend.

Should you have any questions, please feel free to contact Mr. Dorian K. Valdes, P.E., Assistant Port Director of Capital Development at (305) 347-4802.

Attachment

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

Contract/Project Title Portwide Wayfinding
 Contract/Project No. A11-SEA-02 / 2011-006
 Description See attached Scope of Work
 Department Seaport Contact Alissa Penaloza Phone (305) 329-4035
 Estimated Cost 1 Agreement for \$220,000.00 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>25.00%</u>	<u>N/A</u>	

Analysis for Goal Recommendation

<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to Base Bid</u>	<u>Availability</u>
<u>14.00 Architecture (Prime)</u>	<u>\$ _____</u>	<u>70%</u>	_____
<u>18.00 Architectural Construction Management (Prime)</u>	<u>\$ _____</u>	<u>5%</u>	_____
<u>8.00 Telecommunication Systems</u>	<u>\$ _____</u>	<u>5%</u>	<u>>3</u>
<u>11.00 General Structural Engineering</u>	<u>\$ _____</u>	<u>5%</u>	<u>>3</u>
<u>13.00 General Electrical Engineering</u>	<u>\$ _____</u>	<u>5%</u>	<u>>3</u>
<u>16.00 General Civil Engineering</u>	<u>\$ _____</u>	<u>5%</u>	<u>>3</u>
<u>17.00 Engineering Construction Management</u>	<u>\$ _____</u>	<u>5%</u>	<u>>3</u>
<u>Total</u>	<u>\$ 220,000.00</u>	<u>100%</u>	_____

Basis for Recommendation _____

Leticia Smith A03
 By: Seaport Department

07/19/2011
 Date to SBA/DPM

**MIAMI-DADE COUNTY, FLORIDA
NOTICE TO PROFESSIONAL CONSULTANTS (NTPC)
MIAMI-DADE SEAPORT DEPARTMENT (SEA)
ARCHITECTURAL AND ENGINEERING SERVICES FOR
PORTWIDE WAYFINDING**

OCI PROJECT NO. A11-SEA-02

1.2 SCOPE OF SERVICES

The Port of Miami is seeking a consultant to provide professional architectural/engineering and construction administration services, to include coordination with all regulatory agencies as appropriate, for modifications and improvements to optimize Wayfinding on-port as per the Wayfinding and Signage Analysis of the Port of Miami (October 2009). The scope of services for this project will be completed in two phases: Phase I must be completed within six months from Notice to Proceed (NTP). The scope of services includes the creation of a comprehensive inventory and database of all existing signs through field inventory, documentation, database development and system integration (i.e. GIS); development of a design and implementation package to include design concepts, design development, construction documents, construction administration, fabrication and installation; Phase II must be completed within twenty-five months from NTP. The scope of services includes a comprehensive Facility Analysis and Design Signage Master Plan through wayfinding philosophy, graphic and wayfinding standards, sign concept development, placement and location guidelines; Signage Standards and Guidelines through wayfinding methodology, graphic and wayfinding standards, sign family development (interior and exterior), mock-up, prototype testing, evaluation and final document development; implementation and transition plans with preliminary cost estimates, preliminary schedules development and phasing plans; design documents with design development, construction documents and cost estimates; implementation through bid awards, construction administration, fabrication and installation.

The consultant shall provide all the necessary investigations; surveys; studies; architectural and engineering designs; civil engineering; structural engineering; electrical engineering; telecommunications engineering; cost estimates; schedules; construction documents; signage permitting; commissioning; bidding assistance; site visits; inspections; construction administration, including construction inspection services; review of shop drawings, proposed substitutions, pay requests, and change orders; claims assistance; 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 Port of Miami Safety and Security requirements, and comply with the United States Customs and Border Protection Cruise Terminal Design Standards (USCBP CTDS).

the Prime Consultant must have extensive relevant experience with a minimum of five (5) years of working in wayfinding sign system design, graphic design and interior design for a concise and comprehensive system of directional, informational, regulatory and identification messages.

Construction value of the work is estimated to cost \$5,080,000. The term of the contract is for a three year period.

Experience and Qualification(s):

The experience and qualification(s) denoted below must be met by qualified individual(s) of the prime consultant's team:

- 1) Interested professional engineering firms must have three years experience for similar work as described in the scope of services denoted above. This expertise is preferred and can be met by qualified individual(s) of the prime consultant's team.

1.6 A/E TECHNICAL CERTIFICATION REQUIREMENTS

14.00 Architecture (PRIME)	70%
18.00 Architectural Construction Management (PRIME)	5%
8.00 Telecommunication Systems	5%
11.00 General Structural Engineering	5%
13.00 General Electrical Engineering	5%
16.00 General Civil Engineering	5%
17.00 Engineering Construction Management	5%
\$220,000.00 fees	100%

1.7 CONTRACT MEASURE(S)

The Miami-Dade County Community Business Enterprises (CBE) goal is as follows:

1 Agreement – 25% CBE Sub-Consultant Goal