



July 21, 2011

To: CBE Architectural Firms

Re: Non-exclusive Professional Services Agreement for Portwide Wayfinding

Project No.: A11-SEA-02

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 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 4:00pm, Monday July 25, 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 email walterv@miamidade.gov or facsimile transmission (305) 375-3160. 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 Portwide Wayfinding
Project Number: A11-SEA-02
Department: Seaport
Estimated Cost: \$220,000.00

Technical Categories:

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

Overall Project Description

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).

***Minimum Requirements**

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

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.

Do you have prior experience satisfying the above requirements? Yes _____ No _____

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.

Do you have prior experience satisfying the above requirements? Yes _____ No _____

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**