


Memorandum



Date: November 1, 2012

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 relevant experience performing assessments and master planning services similar to those requested in this solicitation. The prime and each sub-consultant shall provide work samples including a minimum of three successful projects (new building and/or renovation projects) similar in scope and building type to the services requested in this solicitation. Each project presented shall have a minimum construction cost of \$1,000,000 completed or active, within the last five years from the advertised date of this solicitation.
2. 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 six 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.
3. Specialty Consultants (Theater Consultant, Acoustical Consultant, Sound and Communications Consultant, Roofing Consultant, Signage and Way Finding Consultant, Security Consultant, LEED Consultant, etc):
 - 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