



September 10, 2013

To: CBE Architectural Firms

Re: Professional Services for the renovations to the Culmer Neighborhood Service Center

Project No.: A13-ISD-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 **1<sup>st</sup> Tier 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 (if any) on similar projects as outlined in the attached project description, by 12:00pm, Thursday September 12, 2013.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form and examples of previous work may be sent via facsimile transmission (305) 375-4751 or email 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 II  
Regulatory and Economic Resources Department  
Small Business Development Division  
111 NW 1st Street #19 Floor  
Miami, FL 33128  
[walterv@miamidade.gov](mailto:walterv@miamidade.gov)

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"For the New Project Review & Analysis Process

Attachments



**DESCRIPTION OF PROJECT**

**Project Title:** Professional Services for the renovations to the Culmer Neighborhood Service Center

**Project Number:** A13-ISD-01

**Department:** Internal Services

**Estimated Cost:** \$425,600.00

**Technical Categories:**

| <b>TC No.</b>                          | <b>Description</b>                                   | <b>Percentage</b> | <b>Amount</b>       |
|--|--|-------------------|---------------------|
| <b>14.00</b>                           | <b>Architecture (Prime)</b>                          | <b>35%</b>        |                     |
| <b>18.00</b>                           | <b>Architectural Construction Management (Prime)</b> | <b>10%</b>        |                     |
|  |  |                   |                     |
| 11.00                                  | General Structural Engineering                       | 8%                |                     |
| 12.00                                  | General Mechanical Engineering                       | 13%               |                     |
| 13.00                                  | General Electrical Engineering                       | 13%               |                     |
| 16.00                                  | General Civil Engineering                            | 10%               |                     |
| 17.00                                  | Engineering Construction Management                  | 5%                |                     |
| 20.00                                  | Landscape Architecture                               | 4%                |                     |
| 22.00                                  | ADA Title II Consultant                              | 2%                |                     |
|  |  |                   |                     |
|  |  |                   |                     |
|  |  |                   |                     |
| <b>Total Estimated Consultant Fees</b> |  | <b>100%</b>       | <b>\$425,600.00</b> |

## **Overall Project Description**

The scope of services will include architectural and engineering (A/E) professional services to renovate the existing Culmer Neighborhood Service Center, managed by Miami-Dade County Community Action and Human Services Department (CAHSD). The project site is located at 1600 NW 3rd Avenue, Miami FL 33136, across from Williams Park.

The proposed scope for the Culmer Neighborhood Service Center includes renovations of the combined total 38,500 square feet existing structure(s). The work will also include site improvements and upgrades to meet the requirements of the County's Implementing order No. 8-8 "Sustainable Building Program" to achieve a minimum certification level of "Silver" under the Leadership in Energy and Environmental Design (LEED) Green Building Rating System. The building envelope, mechanical, plumbing, electrical, low voltage systems including but not limited to data, telecommunications, audio/video security system and public address system, as well as building management, and fire safety systems are to be evaluated and upgraded as required.

The A/E team shall also provide an assessment of the existing buildings in an effort to identify deficiencies and provide upgrades to facilitate compliance with current regulatory requirements. Enhanced handicap accessibility; enhanced security; landscaping and exterior building façade are incorporated in the scope of services in an effort to improve the facility for enjoyment of patrons utilizing the Culmer Neighborhood Service Center.

The Selected consultant shall also be responsible for providing a detailed cost estimate in 2004 CSI Master Format during all major project phases.

The selected consultant must incorporate LEED approved green building principles as required for compliance with Miami-Dade County. Implementing Order No. 8-8 "Sustainable Building Program". The participation of LEED AP professionals with experience is required in order to achieve optimum results in the application of said practices.

One Consultant (team of firms) will be retained under a non-exclusive Professional Services Agreement for an effective term of three years, or until project completion whichever occurs first.

**Are you able to satisfy the above stated? Yes \_\_\_\_\_ No \_\_\_\_\_**

Proposer must incorporate LEED approved green building principles as required for compliance with Miami-Dade County Ordinances (I.O. 8-8).

**Are you able to satisfy the above stated? Yes \_\_\_\_\_ No \_\_\_\_\_**

### **\*Minimum Requirements**

Prime must be certified in **14.00 & 18.00**

***If you have projects of a similar scope, please provide the project names, dollar values, and contact names of the projects worked on (satisfying the above stated requirements).***