



December 16, 2014

To: CBE Architectural & Engineering Firms

Re: Professional Services Agreement for The Richmond Heights Shopping Center

Project No.: A14-ISD-02 GOB

The above-referenced project is being considered for competition measures among Community Business Enterprise (CBE) firms. If you are interested in participating as a **CBE Prime** (in **Technical Categories 14.00 & 18.00**) or **CBE Sub-Consultant** (in **Technical Categories 8.00, 11.00, 12.00, 13.00, 16.00, 17.00, 20.00, & 22.00**) perform work in connection with this project in, **please complete and return the attached Verification of Availability form and provide examples of work your firm have completed on similar projects as outlined in the attached project description, by 10:00am, Thursday, December 18, 2014.**

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 (if any), may be sent via facsimile transmission (305) 375-3160 or email to **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  
Internal Services Department  
Small Business Development Division  
111 NW 1st Street #19 Floor  
Miami, Fl 33128  
[walterv@miamidade.gov](mailto:walterv@miamidade.gov)

' Office (305) 375-3138 | Fax (305) 375-3160

*"Delivering Excellence Every Day"*

Attachments

**VERIFICATION OF AVAILABILITY**

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT  
COMMUNITY BUSINESS ENTERPRISE PROGRAM  
111 N.W. 1<sup>ST</sup> STREET, 19<sup>TH</sup> FLOOR  
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: **MR. VIVIAN WALTERS, JR.**

I am herewith submitting this letter of verification of availability and capability to propose at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Professional Services Agreement for The Richmond Heights Shopping Center

A14-ISD-02 GOB

CONTRACT ESTIMATED AMOUNT: \$577,245.00

**\*\*\*CHECK BELOW IF YOU ARE RESPONDING AS A PRIME OR SUB-CONSULTANT\*\*\***

**PRIME – Certified in 14.00 & 18.00 (Check As Applicable) - \_\_\_\_\_**

(Must be certified in both (2) Technical Categories)

**SUB-CONSULTANTS - CHECK THE RELATED CATEGORY (and list experience on the applicable pages)**

**8.00** \_\_\_\_ **11.00** \_\_\_\_ **\*12.00** \_\_\_\_ **\*13.00** \_\_\_\_ **16.00** \_\_\_\_ **\*17.00** \_\_\_\_ **20.00** \_\_\_\_ **22.00** \_\_\_\_

\_\_\_\_\_  
NAME OF COMMUNITY BUSINESS ENTERPRISE Certification Expires: \_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS CITY ZIP CODE

Telephone: \_\_\_\_\_ Bonding Capacity: N/A

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE DATE

REVISED 10/11/94

**\*If these categories (12.00, 13.00 and/or 17.00) are CHECKED, see sub-consultant "PREFERRED" qualifications on the final page**

**DESCRIPTION OF PROJECT**

**Project Title:** Professional Services Agreement for The Richmond Heights Shopping Center

**Project Number:** A14-ISD-02 GOB

**Department:** Internal Services

**Estimated Cost:** \$577,245.00

**Technical Categories:**

<b>TC No.</b>	<b>Description</b>	<b>Percentage</b>	<b>Amount</b>
<b>14.00</b>	<b>Architecture (Prime)</b>	<b>28%</b>	
<b>18.00</b>	<b>Architectural Construction Management (Prime)</b>	<b>10%</b>	
8.00	Telecommunication Systems	1%	
11.00	General Structural Engineering	15%	
12.00	General Mechanical Engineering	11%	
13.00	General Electrical Engineering	11%	
16.00	General Civil Engineering	8%	
17.00	Engineering Construction Management	12%	
20.00	Landscape Architecture	2%	
22.00	ADA Title II Consultant	2%	
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$577,245.00</b>

**BACKGROUND**

The Richmond Heights Shopping Center project site is located at 14518/14508 Lincoln Blvd., Miami FL 33136, across from Bethel Church.

The proposed two-story Shopping Center facility will be composed of retail on the first floor, and professional offices for community based businesses and government on the second floor. The future Richmond Heights Shopping Center will provide affordable leases to community organizations providing community services; and small start-up businesses that qualify as small business enterprises under the County's Small Business Enterprise Program.

**PROJECT DESCRIPTION**

The proposed scope for the Richmond Heights Multi-Use Facility includes the full site design for the combined three (3) existing lots, including plans for demolition of existing structures and complete site development, which will include but will be not limited to, maximizing parking, landscaping, open areas, drainage and lighting.

**Do you have prior experience satisfying the above stated?**

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

**Are you able to satisfy the above stated "scopes of services"?**

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

The consultant shall also provide complete construction documents for a new facility. The building is intended to have approximately 14,000 sq. ft. divided in two floors, dedicating the first floor to commercial use and the second floor to office use.

**Do you have prior experience satisfying the above stated?**

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

**Are you able to satisfy the above stated "scopes of services"?**

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

All mechanical, plumbing, electrical, building management and fire safety system components must be included but not limited to, fire alarm, sprinkler system, security system, fire protection, building management systems, smoke evacuation system and elevators. In addition, telecommunication and data requirements will be also included to meet the requirements of the County's Information Technology Department (ITD).

An allowance for repairing and improving an adjacent parking lot for cross parking agreement has been included as part of the Architect's scope of work. The existing parking lot shall be re-paved and re- striped, and shall include upgrades to the site lighting.

The basic design of the project is based on the Charrette Area Plan Report According to the report, the shopping center would house many public services. The selected Consultant is responsible for the review and compliance with the General Facilities (GF) for this project. If the project has no variances of the code, it can go straight to permitting as the property is zoned BU-1A and BU-2. If the project needs variances to the code, the selected Consultant shall attend all hearings, complete all applications, prepare plans, as well as provide any resources and/or additional information as required by Miami- Dade County to obtain said exception.

**Do you have prior experience satisfying the above stated?**

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

**Are you able to satisfy the above stated "scopes of services"?**

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

The selected Consultant shall also be responsible for providing a detailed cost estimate in 2004 CSI Master Format, and for incorporating LEED approved green building principles. Pursuant to County Implementing Order No. 8-8 "Sustainable Building Program," all new construction projects shall be required to attain "Silver" or higher certification level under the LEED-NC Rating System. The participation of experienced LEED®AP professionals is required in order to achieve optimum results in the application of said practices.

**Do you have prior experience satisfying the above stated?**

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

**Are you able to satisfy the above stated "scopes of services"?**

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

The basic design of the project is based on the Charrette Area Plan Report According to the report, the shopping center would house many public services. The selected Consultant is responsible for the review and compliance with the General Facilities (GF) for this project. If the project has no variances of the code, it can go straight to permitting as the property is zoned BU-1A and BU-2. If the project needs variances to the code, the selected Consultant shall attend all hearings, complete all applications, prepare plans, as well as provide any resources and/or additional information as required by Miami- Dade County to obtain said exception. The selected Consultant shall also be responsible for providing a detailed cost estimate in 2004 CSI Master Format, and for incorporating LEED approved green building principles. Pursuant to County Implementing Order No. 8-8 "Sustainable Building Program," all new construction projects shall be required to attain "Silver" or higher certification level under the LEED-NC Rating System. The participation of experienced LEED®AP professionals is required in order to achieve optimum results in the application of said practices.

**Do you have prior experience satisfying the above stated?**

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

**Are you able to satisfy the above stated "scopes of services"?**

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

The selected consultant will be responsible for the coordination and supervision of the team services and approving the work product of the sub-consultants.

### **Minimum Experience and Qualifications**

#### **Prime:**

The Prime must be certified in **(14.00 & 18.00)**

Are you? **Yes** \_\_\_\_ **No** \_\_\_\_\_

#### **EXPERIENCE AND QUALIFICATIONS:**

Prime consultant must demonstrate experience in designing at least one (1) shopping center/ Multi-Use facility.

**Do you have prior experience satisfying the above stated?**

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

**Are you able to satisfy the above stated "requirements"?**

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

The respondent team must include an experienced LEED®AP professional in order to achieve optimum results in the application of said practices.

**Do you have the above stated LEED®AP experience and certification?**

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

**Sub-Consultant:** (These are **PREFERRED** Qualifications – only list it if you have it)

**Category 17.00:**

Team members (prime and/or sub-consultant) providing engineering construction management services to the design team is **preferred** to have participated in the construction management of at least one (1) project involving fire alarm systems, building management systems, and/or smoke evacuation systems.

**Do you have prior experience satisfying the above stated?**

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

**Are you able to satisfy the above stated “scopes of services”/minimum requirements?**

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

**Categories 12.00 and 13.00:**

Team members (prime and/or sub-consultants) providing mechanical and electrical engineering services to the design team are **preferred** to have participated in the design of at least one (1) shopping center / Multi-Use facility.

**Do you have prior experience satisfying the above stated?**

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

**Are you able to satisfy the above stated “scopes of services”/minimum requirements?**

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

**Professional Services Agreement for The Richmond Heights Shopping**

**Center**

**A14-ISD-02 GOB - Verification of Availability**

**December 16, 2014**

Please complete the following “**Reference Requirements**”:

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

---

---

---

---

---

---

---

---

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

---

---

---

---

---

---

---

---

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

---

---

---

---

---

---

---

---