



July 7, 2016

Project No: **A16-MDFR-01**

Project Title: **Architectural and Engineering Services for the Miami-Dade Fire Rescue Department (MDFRD) for the design of Miami-Dade County Fire Rescue Station No. 68**

The above-referenced contract is being considered for small business measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR SMALL BUSINESS MEASURES TO BE PLACED ON THIS PROJECT.** If your firm is interested in participating as a **SBE-A&E Prime** (certified in **Technical Categories 14.00**) or **SBE-A&E Sub-Consultant** (certified in **Technical Categories 12.00, 13.00 & 11.00**) to perform services in connection with this contract, please complete and return the attached Verification of Availability letter by **12:00 PM, MONDAY, JULY 11, 2016.**

The letter of availability may be sent **via email to [caesars@miamidade.gov](mailto:caesars@miamidade.gov)** or **facsimile transmission to (305) 375-3160**. If you have any questions, please contact me at (305) 375-3141.

Sincerely,

**Caesar Suarez**

SBD Capital Improvement Project Specialist  
Small Business Development Division  
Miami-Dade County Internal Services Department  
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Please familiarize yourself with SBD’s Website: <http://www.miamidade.gov/smallbusiness/>



**DESCRIPTION OF PROJECT**

**Project Title:** Architectural and Engineering Services for the Miami-Dade Fire Rescue Department (MDFRD) for the design of Miami-Dade County Fire Rescue Station No. 68

**Project Number:** A16-MDFR-01

**Department:** Miami-Dade Fire Rescue Department

**ESTIMATED AMOUNT:** \$304,000.00

**Technical Categories:**

<b>Technical Category (TC)</b>	<b>Description</b>	<b>TC Percentage</b>
14.00 Prime	Architecture	50%
12.00/13.00	MEP (Mechanical, Electrical, Plumbing) Engineering	20%
20.00	Landscaping	5%
<b>11.00</b>	<b>General Structural Engineering</b>	<b>10%</b>
<b>16.00</b>	<b>General Civil Engineering</b>	<b>10%</b>
LEED		5%
	<b>TOTAL</b>	<b>100%</b>

**SCOPE OF SERVICES**

MDFRD intends to retain one (1) qualified firm under a Professional Services Agreement (PSA) for this project. In general, the work consists of the Architectural and Engineering Services for the design of a one story fire rescue station of approximately 12,300 square feet in size, to be located at 11091 NW 17<sup>th</sup> Street Doral, Florida. The term for this PSA is three (3) years including a one year warranty period. No minimum of work or compensation will be assured to the retained consultants.

**Is your firm able to satisfy the contract's scopes of service(s)?**

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

**Does your firm have experience satisfying similar scopes of service(s)?**

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

**(If yes, please provide your firm's prior experience on the last page)**

**Prime Minimum Requirements**

A Prime Consultant submitting must hold Technical Certification 14.00 – Architecture. Minimum Requirements are to have previous experience as a prime consultant in the design, permitting and construction of a fire rescue station facility and at least two (2) successfully designed, constructed and currently operating new/upgraded Fire Rescue Station(s) of approximately 12,300 square feet in size with prior LEED design experience. The successful experience in the above categories shall be demonstrated prior to the date of this solicitation. The Prime Consultant shall provide a list of members of the proposed design team, identifying the overall design manager(s), and the team leaders for key design specialties.

**Is your firm certified in 14.00?**

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

**Is your firm able to meet the requirements of the Prime?**

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

**Does your firm possess experience as a prime having designed, permitted and constructed new/upgraded Fire Rescue Station(s) of approximately 12,300 square feet in size?**

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

**Does your firm possess LEED experience designing a commercial building/facility?**

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

**SUB-CONSULTANT MINIMUM REQUIREMENTS**

The Sub-consultants shall be certified by the County at the time of qualifications submittal in the Technical Certification Categories: 12.00-General Mechanical Engineering, 13.00-General Electrical Engineering, and 11.00-General Structural Engineering. Sub-consultants must have prior experience as a sub-consultant with the design, permitting and construction of a Fire Rescue Station currently operating new/upgraded or commercial facility of approximately 12,300 square feet in size. For previous projects designed involving Fire Rescue Stations and/or commercial facilities of approximately 12,300 square feet in size, please provide a description of at least two (2) project(s) relevant to this Scope of Work prior to the date of this solicitation, specific to their proposed responsibilities. The descriptions shall include the client (i.e., municipality or agency), key project staff, a summary of the work performed, the contract amount, the schedule (to include start and completion dates), must also include the specific role of the sub consultant firm, the project’s achievements, and client reference with contact information.

**Is your firm able to meet the requirements of the Sub?**

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

**Does your firm possess previous experience as a sub having completed the design, permitting and construction of a Fire Rescue Station currently operating new/upgraded or commercial facility of approximately 12,300 square feet that is relevant to this Scope of Work prior to the date of this solicitation? If yes, please list your firm’s history of “Projects with Similar Scopes of Services” on the last page.**

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

## Consultant Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified consultants that “comply” to perform the aforementioned scope of service(s). Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: [caesars@miamidade.gov](mailto:caesars@miamidade.gov) or via fax (305) 375-3160 attention Caesar Suarez.

\_\_\_\_\_ Proposer (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements to qualify and can perform the services as required.

\_\_\_\_\_ Sub-consultant (SUB) has experience completing projects of similar size and scope, and can perform the service(s) as required.

\_\_\_\_\_ Proposer/Subcontractor (Proposer/SUB) DOES NOT have experience completing projects with similar size and scope as this project and DOES NOT meet the requirements as indicated in the contract.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

COMPANY NAME: \_\_\_\_\_

NAME OF REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**PLEASE LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS, REASON(S) WHY YOUR FIRM DOES NOT MEET THE EXPERIENCE REQUIREMENTS (IF APPLICABLE) AND ANY COMMENTS YOU MAY HAVE ON THE NEXT PAGE**

# SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

Please list your firm's history of "Projects with Similar Scopes of Services" below:

Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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## REASONS & COMMENTS

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