

Date: February 27, 2019

To: Gary Hartfield, Division Director  
Internal Services Department, Small Business Development Division

From: John Ellis, Senior Contracting Officer  
Jackson Health System, Procurement Construction Services

Subject: Review Item: Professional Architectural and Engineering Services on a continual basis for which the estimated construction cost of construction of each individual project does not exceed \$2 million, and individual study activities not exceeding \$200,000.00; (A19-JHS-01)

---

It is recommended that the Small Business Development division of the Internal Services Department review the attached request for Small Business Enterprise – Architectural & Engineering Services (SBE-A/E) measures for the above-mentioned project, in order to proceed with the advertisement and subsequent consultant selection(s) for this project.

JHS intends to award one (1) or more Professional Services Agreement(s) (PSAs) from the above-referenced solicitation. Please review the attached Exhibit A, Scope of Services, for detailed information regarding the project scope.

Firms providing architectural/engineering services must be certified in the following technical categories and the respective percentages of the disciplines as indicated below.

Technical Category No.	Description	Total %	SBE-A/E% Recommended
<b>14.00 (PRIME)</b>	<b>Architecture</b>	63%	<b>63%</b>
<b>18.00 (PRIME)</b>	<b>Architectural Construction Management</b>		
<b>22.00 (PRIME)</b>	<b>ADA Title II Consultant</b>		
11.00 (SUB)	General Structural Engineering	3%	<b>3%</b>
12.00 (SUB)	General Mechanical Engineering	15%	<b>15%</b>
13.00 (SUB)	General Electrical Engineering	10%	<b>10%</b>
15.00 (SUB)	Survey Mapping	1%	<b>1%</b>
16.00 (SUB)	General Civil Engineering	1%	<b>1%</b>
17.00 (SUB)	Engineering Construction Management	5%	<b>5%</b>
20.00 (SUB)	Landscape Architecture	1%	<b>1%</b>
21.00 (SUB)	Land-Use Planning	1%	<b>1%</b>
<b>TOTALS</b>		<b>100%</b>	<b>100%</b>

JHS is recommending SBE-A/E participation goal to be assigned as shown in the percentages in the above table. Attached is JHS's Departmental Input Worksheet and SBE-A/E minimum requirements for your review and approval.

**Projected SBE participation:**

Total Estimated Construction Costs over the contract term: \$25,000,000, with each Project limited to under \$2,000,000

Total estimated A/E Fees (10% of Construction Costs):\$2,500,000.00

SBE Participation: \$2,500,000.00

If you have any questions, please contact John Ellis, Senior Contracting Officer, of Construction Services, Jackson Health System, at [john.ellis@jhs-miami.org](mailto:john.ellis@jhs-miami.org) or (305) 585-2243.

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

**Contract/Project Title:** Professional Architectural and Engineering Continuing Services Term Contract(s)

**Contract/Project No.** A19-JHS-01

**Description:** Scope of Services entails professional architectural/engineering services in support of construction improvements to various JMH facilities, for which the estimated construction cost of each individual project does not exceed \$2 million and individual study activities not exceeding \$200,000.00.

**DEPARTMENT:** Jackson Health System **CONTACT:** John Ellis **PHONE:** (305) 585-2243

**Estimated Cost:** \$2,500,000.00

**Funding Source:** JHS Annual Capital Contribution

**ANALYSIS**

Commodity /Service No. \_\_\_\_\_ SIC: \_\_\_\_\_

Trade/Commodity/Service Opportunities

**Contract/Project History of Previous Purchases for Previous Three (3) Years**

Check Here  XXX if this is a New Contract/Purchase with no Previous History

Existing  2<sup>nd</sup> Year \_\_\_\_\_ 1<sup>st</sup> Year \_\_\_\_\_

Contractor	_____	_____	_____
Ethnicity/Race	_____	_____	_____
Gender	_____	_____	_____
Contract Value	_____	_____	_____

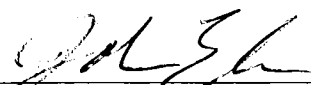
COMMENTS: \_\_\_\_\_

<u>SBE-A/E GOAL</u>	<u>BID PREFERENCE</u>	<u>NO MEASURE</u>
<u>100 %</u>	_____	_____

Analysis for Goal Recommendation

<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to Base Bid</u>	<u>Availability</u>
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Total:	\$ _____	_____	_____

**Basis for Recommendation:** JHS proposes that the goal can be achieved with SBE-A/E firms assisting with 14.00, 18.00, 22.00 (63%); 11.00 (3%); 12.00 (15%); 13.00 (10%); 15.00 (1%); 16.00 (1%); 17.00 (5%); 20.00 (1%); and 21.00 (1%)

  
 By: John Ellis, Senior Procurement Contracting Officer  
 JHS Procurement Construction Services

2/27/19  
 Date: \_\_\_\_\_

**EXHIBIT A  
SCOPE OF SERVICES**

**PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONTINUING SERVICES  
TERM CONTRACTS FOR VARIOUS JACKSON HEALTH SYSTEM FACILITIES**

**JHS PROJECT NO. A19-JHS-01**

**1.2 SCOPE OF SERVICES**

Jackson Health System (JHS) is soliciting qualifications from professional consultants, pursuant to the applicable legislation listed in Section 1.11, to provide professional architectural and engineering services on a continuing basis, for which the estimated cost of construction of each individual project under this agreement does not exceed \$2 million and individual study activities does not exceed \$200,000.00. The selected firm(s) will provide professional architectural, structural, mechanical, electrical, and civil engineering services, survey and mapping, landscape architecture, and land-use planning consulting services while ensuring compliance with county, state, federal and other regulatory requirements pursuant to the requirements in this RFQ. It is the intent of JHS to enter into a Professional Service Agreement (PSA) with one (1) or more qualified respondents for a period of three (3) years with two (2), one (1) year Option to Renewals (OTR). This RFQ provides the specifications and requirements for prospective Consultants to submit a proposal to perform the services.

**A. MAIN OBJECTIVE:**

JHS will select the most qualified Full Service Team(s) of professional architectural and engineering Firms to provide some or all of the following design services for the following types of projects:

- Additions and expansions for new and existing healthcare facilities with over 200 licensed beds with multiple service lines, including, but not limited to: radiology, trauma, mental health, med/surg, rehab, pediatric, women's and children's, ambulatory care, urgent care, primary care, etc.
- Renovations to existing healthcare facilities, including patient floor renovations and modernizations
- Design for new installations and renovation/replacement for large scale radiology equipment, including, but not limited to: radiology intervention, CT scanners, general X-ray, MRI, equipment for nuclear medicine, etc.
- Operating Room (OR) renovations and modernization
- Renovations and modernizations for cath labs, neuro angio Suites, bi-plane suites, etc.
- Renovations/upgrades to utility systems including low voltage systems, nurse call, fire alarm, etc.
- Renovations and modernizations to medical office buildings and multipurpose facilities
- Exterior restorations, window systems, roof systems, landscape enhancements, exterior painting, and hardscape

**The Prime Firm (Consultant) shall be responsible to provide some or all of the following services for each assigned Project work order, customized and negotiated for each Project's scope as appropriate.**

The Consultant will be required to attend key stakeholder meetings throughout all phases of the Project and will be required to perform some or all of the following tasks as may be directed by JHS.

**Phase I: Project Schematic Design Services**

The Consultant shall provide professional architectural programming and schematic design services, including all applicable engineering disciplines, in accordance with industry standards, inclusive of the following services:

- 1) All drawings and details will be generated with the CADD system used by JHS and Program Manager, and the standard size of drawings will be 30" x 42". JHS requires the use of AutoCAD by Auto-Desk for CADD. Consultant shall provide 3-D design modeling, elevations and building models for use during key stakeholder meetings. Consultant shall also provide exterior and interior project renderings as needed for use in JHS marketing materials and/or presentations.
- 2) The Consultant shall utilize JHS e-Builder portal for uploading of all documents, including but not limited to, project submittals, schedules, and meeting minutes. Additionally, all Consultant pay applications will be submitted and processed through e-Builder.
- 3) JHS hospital standardization items, including, but not limited to: fixtures, furnishings, equipment and finishes, must be reviewed and implemented into the Project as directed by JHS; however, the Consultant must make its own professional conclusions as to best practices and submit recommendations to JHS for review and approval. Additionally, the Consultant will be required to utilize JHS standard patient room layout, JHS standard color and aesthetic palettes, and JHS standard MEP equipment systems.
- 4) The Consultant shall be responsible for the design of all equipment spaces and must provide design for all necessary systems and utilities to achieve a complete installation and operation of the equipment, inclusive of JHS-supplied equipment. The following design and building components will be analyzed for recommendations and for identification of alternate materials, systems, equipment and development of conceptual solution for the following:
  - a. Demolition Plans
  - b. Alternate structural systems
  - c. Energy sources
  - d. Energy conservation
  - e. Heating and ventilating
  - f. Air Conditioning
  - g. Plumbing
  - h. Fire Protection

- i. General space requirements
  - j. Housekeeping vacuum
  - k. Conveying systems
  - l. Power service and distribution
  - m. Lighting
  - n. Telecommunications
  - o. Fire detection and alarms
  - p. Security systems
  - q. Electronic communications
  - r. Medical communications systems
  - s. Acoustical systems
  - t. Special electrical systems
  - u. Landscaping
  - v. On-site utility systems
  - w. Fire protection feeders
  - x. Drainage systems
  - y. Paving, drives and walkways
  - z. Public thoroughfares
  - aa. Off-site utilities
  - bb. Furniture and equipment layouts including MEP and architectural requirements
  - cc. Identification of potential architectural materials, systems, equipment and their criteria and quality standards consistent with the conceptual design
  - dd. Investigation of availability of suitability of alternative architectural materials, systems and equipment
  - ee. Utility system operational cost analysis of gas and electricity usage, including alternative approaches to heat recovery
- 5) JHS shall incorporate, wherever practical, green building practices into the planning, design, construction, management, renovation, maintenance and decommission of buildings owned, financed and/or operated by JHS.
- 6) The Consultant shall confer with and coordinate and or lead Project presentations with JHS Senior Vice President of Facilities, Design and Construction, and other JHS partners and authorized designees. The purpose of which is to further define or modify the provided Space Program consisting of a detailed listing of functions and spaces together with the square footage of each assignable space, gross square footage, and a description of the relationships between and among the principal programmatic elements, as may be necessary during the process of converting the space program into architectural floor plans.
- 7) The Consultant shall prepare and present for JHS approval a Design Concept and Schematics Report, comprising the Schematic Design Studies, including an identification of any special requirement affecting the Project, as defined below:
- a. The Schematic Design studies shall consist of site and floor plans, elevation, sections, etc., as required to show the scale and relationship of the parts and the design concept of the whole. Floor plans may be single-

line diagrams; door and window locations are not required. The studies shall contain notes and a site analysis of existing conditions including equipment system and structural systems evaluation for program feasibility. A simple perspective rendering of sketch, model or photograph thereof may be provided to further show the design concept.

- b. The Project production Schedule shall show the proposed completion date of each phase of the Project through design, bidding, construction and proposed date of occupancy by JHS. Additionally, the production schedule shall show each user group meeting date throughout all phases of consultants work. Each printing cycle, including drawings, specifications, and other information to convey the design, and lastly the schedule will show pauses for cost estimating.
- 8) For all phases of work, the Consultant shall submit four (4) sets of all printed documents. In addition, the Consultant shall upload all documents to JHS e-Builder portal.
- 9) If required, Consultant shall present up to three (3) design options and recommended solutions for cost-savings in connection with the Project.
- 10) Following approval by JHS, the Consultant shall seek and secure review of those documents (dry-run) by all competent regulatory agencies as may be necessary or appropriate to obtain ultimate approval by those agencies including, but not limited to: AHCA Stage I Review, City of Miami, City of North Miami Beach, City of Doral, and Miami-Dade County.
- 11) Additional services as may be required by JHS to complete Phase I Services.

## **Phase II: Project Design Development Services**

- 1) All drawings and details will be generated with the CADD system used by JHS, and the standard size of drawings will be 30" x 42". The JHS uses AutoCAD by Autodesk for CADD. Consultant shall also provide 3-D design modeling, elevations and building models for use during key stakeholder meetings. Consultant shall also provide exterior and interior project renderings as needed for use in JHS marketing materials and/or presentations.
- 2) The Consultant shall provide Design Development documents based on the approved Schematic Design documents and updated budget for the cost of the Project. The Design Development documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, typical construction details and equipment layouts. The Design Development documents shall include specifications that identify major materials and systems and establish in general their quality levels. Design Development deliverables may be split into multiple phases, to be determined by JHS in the future.

- 3) JHS shall incorporate, wherever practical, green building practices into the planning, design, construction, management, renovation, maintenance and decommission of buildings owned, financed and/or operated by JHS. Compliance shall be determined by completing a formal certification process with the U.S. Green Building Council (USGBC), or as otherwise directed by the Miami-Dade County Sustainability Manager. As a deliverable at the end of the Phase II Design Development Services, the Consultant shall document progress on meeting sustainable design goals.
- 4) The Consultant shall continue with the development and expansion of the architectural Schematic Design documents to establish the final scope, relationships, forms, size and appearance of the Project through:
  - a. Plans Sections and elevations
  - b. Typical construction details
  - c. Three-dimensional sketch(es)
  - d. Study model(s)
  - e. Final materials selection
  - f. Equipment layouts coordinated with medical equipment planner and communications planner
  - g. Constructability reviews, if applicable
  - h. Value engineering
- 5) The Consultant shall finalize the development and expansion of all aspects of the architectural Schematic Design documents to outline specifications, details and/or materials in order to establish the following:
  - a. Demolition and Site Preparation
  - b. Basic structural system dimensions
  - c. Final structural design criteria
  - d. Foundation design criteria
  - e. Preliminary sizing of major structural components
  - f. Critical coordination clearances
  - g. Outline Specifications or material lists for all Construction Specifications Institute (CSI) divisions
  - h. Existing building coordination
  - i. Approximate equipment sizes and capacities
  - j. Preliminary equipment layouts
  - k. Required space for equipment
  - l. Acoustical and vibration control
  - m. Visual impacts
  - n. Energy conservation measures
  - o. Criteria for lighting, electrical and communications systems
  - p. Approximate sizes and capacities of major components
  - q. Landscaping
  - r. Required chases and clearances
  - s. Continued development and expansion of civil Schematic Design documents



- t. Continued development and expansion of landscape Schematic Design documents
  - u. Interior construction of the Project
  - v. Special interior design features
  - w. Furniture, furnishings and equipment selections
  - x. Materials, finishes and colors for all FF&E and construction trades
- 6) Following approval by JHS, the Consultant shall seek and secure review of those documents (dry-run) by all competent regulatory agencies as may be necessary or appropriate to obtain ultimate approval by those agencies including, but not limited to: AHCA Stage I Review, City of Miami, City of North Miami Beach, City of Doral, and Miami-Dade County.
- 7) Additional services as may be required by JHS to complete Phase II Services.

### **Phase III: Project Construction Documents**

- 1) All drawings and details will be generated with the CADD system used by JHS and Program Manager, and the standard size of drawings will be 30" x 42". JHS uses AutoCAD by Autodesk for CADD. Consultant shall also provide 3-D design modeling, elevations and building models for use during key stakeholder meetings. Consultant shall also provide exterior and interior project renderings as needed for use in JHS marketing materials and/or presentations.
- 2) The Consultant shall provide Construction Documents based on the approved Design Development documents and updated budget for the Project. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include drawings and specifications that detail the quality levels of materials and systems required for the Project. The Construction Documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently in effect. JHS approval of the Construction Documents shall in no way be construed to relieve the Consultant of its professional and contractual responsibilities for the Project. The Construction Documents will likely be produced and issued as multiple Bid and/or Request for Proposal Packages, to be determined by JHS in the future.
- 3) The consultant will produce and prepare an early release package for Site-work, foundations and shell package.
- 4) The Consultant shall make a 50% Construction Documents submittal for approval by JHS, which shall include:
  - a. Four (4) sets of all drawings and the Project Manual.
  - b. A complete index of every drawing sheet to become part of the Construction Documents and the Consultant's evaluation of the individual percentage completion of each sheet.
  - c. The Consultant, in preparation of the Project Manual, shall use CSI Standards, including the 48-Division format developed and recommended by the CSI. The 50% Construction Documents submittal shall include all

sections of Divisions “0” and “1” and at least 50% Construction Specifications. The 50% Construction Documents submittal shall also include at least 50% of the technical specifications sections, each of which should be 100% complete. These specifications should not be merely outline specifications as submitted during Phase II.

- d. The Consultant may also be authorized to include in the Construction Documents approved additive or deductive alternate bid items to permit JHS to award a construction contract within the Fixed Limit of Construction Costs.
- 5) During development of the Construction Documents, the Consultant shall assist JHS in the development and preparation of: 1) bidding and procurement packages information, which describes the time, place and conditions of bidding; bidding or proposal forms.
- 6) Construction Documents issued to JHS and submitted for permitting shall be complete and not issued with significant coordination remaining among disciplines or known missing items. JHS shall in no way be liable for Consultant's requirements to develop a compliant set of documents and will not be responsible for the cost associated with incorporating revisions required by the AHCA Review, City of Miami, City of North Miami Beach, City Doral, and Miami-Dade County, or other agencies having jurisdiction, prior to issuance of building permit. AHJ comments/requests received thereafter permit issuance will be evaluated on a case-by-case basis as to appropriateness.
- 7) The Consultant shall include and will be paid for JHS-requested alternates outside of the established Project scope or that are not constructed due to a lack of funds. No fee will be paid by JHS in connection with alternates required by the failure of the Consultant to design the Project within the Fixed Limit of Construction Cost.
- 8) Following approval by JHS, the Consultant is responsible for all permitting required by all regulatory agencies having jurisdiction, and as may be necessary or appropriate to obtain ultimate approval by those agencies including, but not limited to: AHCA Review, City of Miami, City of North Miami Beach, City of Doral, and Miami-Dade County.
- 9) Additional services as may be required by JHS to complete Phase III Services.

#### **Phase IV: Project Construction Procurement Services**

- 1) The Consultant shall assist JHS in bid/proposal validation and determination of the successful bid or proposal, if any.
- 2) Competitive Procurement:
  - a. If requested by JHS, the Consultant shall arrange for the reproduction of Procurement Documents for distribution to prospective bidders/proposers. JHS shall pay directly for the cost of reproduction or shall reimburse the Consultant for such expenses.

- b. The Consultant shall consider requests for substitutions, if permitted by the Procurement Documents, and shall prepare addenda identifying approved substitutions to all prospective bidders/proposers.
  - c. The Consultant shall participate in a pre-bid/pre-proposal conference(s), community workshops, for prospective bidders/proposers.
  - d. The Consultant shall prepare responses to questions from prospective bidders/proposers and shall provide clarifications and interpretations of the Procurement Documents to all prospective bidders/proposers in the form of addenda.
  - e. The Consultant shall participate in oral presentations and/or selection interviews, if applicable, with prospective proposers.
- 3) Additional services as may be required by JHS to complete Phase IV Services.

### **Phase V: Project Construction Contract Administration Services**

#### 1) General Administration

- a. The Consultant shall provide Contract Administration Services upon award of the Contract until sixty days after the date of substantial completion in accordance with the schedule in Section 4.2 of the PSA.
- b. The Consultant shall be a representative of and shall advise and consult with JHS during the provision of Phase V Services.
- c. The Consultant shall review and respond within ten (10) calendar days to properly prepared, timely requests by the Contractor for additional information about the Contract Documents.
- d. The Consultant shall, on behalf of JHS, prepare, reproduce and distribute any supplemental Drawings and Specifications in response to requests for information by the Contractor. Additionally, the Consultant shall be responsible for writing and distributing minutes of all meetings conducted regarding the Project within five (5) working days.
- e. The Consultant shall interpret and decide matters concerning performance of the Contractor under and in accordance with the Contract Documents upon written request of either JHS or the Contractor. The Consultant's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness. The Consultant shall also be the initial interpreter of the Construction Contract Documents when necessary to clarify any term, provision or condition thereof between JHS and the Contractor.

This section shall not override the claims and dispute resolution provisions in the Contract between JHS and the Contractor.

- f. Interpretations and decisions of the Consultant shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings.

- g. If requested by JHS, the Consultant shall render initial decisions to JHS on claims, disputes or other matters in question between JHS and Contractor as provided for in the Contract Documents.

## 2) Evaluations of the Work

- a. The Consultant, as a representative of JHS, shall visit the site at frequent intervals appropriate to the stage of Contractor's operations and as defined below: 1) to become generally familiar with and to keep JHS informed about the progress and quality of the portion of the Work completed; 2) to endeavor to guard JHS against defects and deficiencies in the Work; and 3) to determine if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with the Contract Documents. The Consultant shall within five (5) working days submit to JHS a detailed written report subsequent to each on-site visit. However, the Consultant shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Consultant will exercise reasonable care and diligence in identifying and immediately reporting to JHS any known defect or deficiencies in the Work of the Contractor or any of its Subcontractors or their agents or employees or any other person performing work on the Project. During the Construction Phase, the Consultant shall visit the Project site at a minimum of one time per week to attend JHS/Consultant/ Contractor coordination and progress meetings and to review the progress and quality of the work. In addition, the Consultant shall visit the site with the MEP Consultant a minimum of every two weeks to observe the progress and quality of the work, and prepare an observation report for each site visit in order to report Contractor progress, general observations and non-conforming materials, installations or construction practices. The Consultant shall also confirm with the Contractor and any other appropriate parties that deficient items from the previous visits have been corrected. The site visit frequency noted above does not apply during the punch list, final stages of construction and close-out during which JHS shall require greater on-site presence by the Consultant and engineers to provide for efficient Project completion. The Consultant shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.
- b. The Consultant shall report to JHS known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. However, the Consultant shall not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents.
- c. The Consultant shall at all times have access to the Work wherever it is in preparation of progress.

- d. JHS shall communicate with the Contractor and copy the Consultant about matters arising out of or relating to the Contract Documents. Communications by and with the Consultant's sub-consultants shall be through the Consultant.
- e. The Consultant shall have authority (subject to JHS approval) to reject Work that does not conform to the Contract Documents. Consultant shall provide JHS written notice of the decision to reject work at the same time that the Consultant provides Contractor notice of the decision to reject work. Whenever the Consultant considers it necessary or advisable, the Consultant will have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed, provided, however, the Consultant must obtain JHS's prior written approval of any such special testing or inspection. However, neither this authority of the Consultant nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Consultant to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

### 3) Certification of Payments to Contractor

- a. The Consultant shall review and certify the amounts due the Contractor and shall issue Certificates for Payment in such amounts within ten (10) working days after receipt of the Contractor's Application for Payment or longer period if set forth in the Contract, and, from time to time, upon the request of JHS, shall issue to JHS's lender a certificate in a form reasonably acceptable to JHS and Consultant. Consultant's certification for payment shall constitute a representation to JHS that the Work has progressed to the point indicated and that, to the best of the Consultant's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to: 1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion; 2) results of subsequent tests and inspections; 3) correction of minor deviations from the Contract Documents prior to completion; and 4) specific qualifications expressed by the Consultant.
- b. The issuance of a Certificate of Payment shall not be a representation that the Consultant has: 1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; 2) reviewed construction means, methods, techniques, sequences or procedures; or 3) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
- b. The Consultant shall maintain a record of the Contractor's Applications for Payment.

#### 4) Submittals

- a. The Consultant shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples for the purpose of 1) checking for conformance with the Contract Documents and 2) checking that the work affected by such submittals is in compliance with the requirements of the Contract Documents.
- b. The Consultant shall maintain a record of submittals and copies of submittals supplied by the Contractor.
- c. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Consultant shall specify appropriate performance and design criteria that such services must satisfy. Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval when submitted to the Consultant.

#### 5) Changes in the Work

- a. The Consultant shall review properly prepared, timely requests by JHS or Contractor for changes in the Work, including adjustments to the Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit the Consultant to make a reasonable determination without extensive investigation or preparation of additional drawings or specifications. If the Consultant determines that requested changes in the Work are not materially different from the requirements of the Contract Documents, the Consultant may recommend a minor change in the Work or recommend to JHS that the requested change be denied. Determinations on all requests under this section shall be made within ten (10) working days.
- b. If the Consultant determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, the Consultant shall make a recommendation to JHS, who may authorize further investigation of such change(s). Upon such authorization, and based upon information furnished by Contractor, if any, the Consultant shall estimate the additional cost and/or time that might result from such change. With JHS approval, the Consultant shall incorporate those estimates into a Change Order(s) or other appropriate documentation for JHS execution or negotiation with the Contractor. In no way shall JHS bear the cost for Consultant's services or Contractor charges associated with Consultant-initiated changes to complete the drawings after issuance of a building permit or to correct design error or omissions.

- c. The Consultant shall prepare Change Orders and Construction Change Directives for JHS approval and execution in accordance with the Contract Documents. The Consultant may recommend minor changes in the Work not involving an adjustment in Contract Sum or an extension of the Contract Time which are consistent with the Contract Documents. If necessary, the Consultant shall prepare, reproduce and distribute drawings and specifications to describe Work to be added, deleted or modified.
- d. The Consultant shall maintain records relative to Changes in the Work including a log of all Construction Change Directives and Change Orders with current status of same updated on a weekly basis.

#### 6) Project Completion

- a. In conjunction with JHS, Consultant shall conduct site inspections to determine the dates of Substantial Completion and Final Completion, and shall issue Certificates of Substantial Completion and Final Completion. The Consultant shall receive and review (and approve or disapprove, as appropriate) the completeness of the written guarantees, warranties and related documents required by the Contract Documents to be assembled and submitted by the Contractor, and shall issue to JHS a final Certificate of Payment, together with such written guarantees, warranties and related documents set forth above and in compliance with the Contract Documents.
- b. The Consultant's inspections shall be conducted with JHS Designee to check conformance of the Work with the requirements of the Contract Documents and to check the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected. Any incomplete list furnished by the Contractor will be supplemented by the Consultant promptly upon receipt. Consultant shall identify additional items to be completed by room number/location, etc.
- c. When the Work is found to be substantially complete, the Consultant shall inform JHS about the balance of the Contract Sum to be paid the Contractor, including any amounts needed to pay for final completion or correction of the Work.
- d. The Consultant shall receive from the Contractor and forward to JHS: 1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment and 2) affidavits, receipts, releases and waivers of liens or bonds indemnifying JHS against liens. One year from Substantial Completion, the Consultant will cooperate with JHS in creating a list of warranty items that require correction, repair or replacement.
- e. To assist with permit close out, the Consultant shall provide as-built drawings both in paper and CADD format to both the Contractor and JHS at the conclusion of the Project based upon a set of marked-up prints

provided by the Contractor including all changes made during the course of construction.

7) Facility Operation Services

- a. The Consultant shall meet with JHS Designee prior to Substantial Completion to review the need for facility operation services.
- b. Prior to the expiration of one year from the date of Substantial Completion, the Consultant shall conduct a meeting with JHS and Designee to review the facility operations and performance and to make appropriate recommendations to JHS.

8) Additional services as may be required by JHS to complete Phase V Services.

**B. DESIRED EXPERIENCE AND QUALIFICATION REQUIREMENTS:**

The **Prime and all proposed sub-consultants** should demonstrate the following qualifications:

- 1) **General Capability:** Demonstrate team's ability to perform the services to support the scope requested.
- 2) **References:** Provide a list of verifiable references and examples of similar projects worked on within the past ten (10) years (Florida healthcare experience preferred but not required; completed projects preferred). Please submit references on the attached ISD Form 11.

In addition to the above requirements, the **Prime Consultant** should also demonstrate the following project-specific qualifications:

- 1) **Similar Projects:** Demonstrate firm experience and key personnel experience in projects of a similar size, scope and complexity within the past ten (10) years.
- 2) **Key Personnel:** Proposals shall include descriptions of roles for Key Personnel, expected to work on the project(s). Proposals shall include all resumes for their Key Personnel, which shall indicate their education/certifications and availability. Proposers must clearly demonstrate Key Personnel experience in the following areas:
  - managing and performing projects of similar size, scope and complexity
  - familiarity with equivalent processes should be described, giving examples of recent projects completed within the last ten (10) years.
  - working with authorities having jurisdiction (AHJ)
  - experience on the uses of alternative or innovative technologies

**1.3 TEAMING RESTRICTIONS**

Respondents must select between submitting as a Prime Consultant or sub-consultant when responding to a specific solicitation. All affected proposals, wherein the respondent is in violation of this condition, shall not be considered.

- a) Consultants electing to submit as a Prime Consultant may only respond once to a solicitation, limited to participation on a single team. If submitting as a Prime Consultant,



said consultant may not participate as a sub-consultant on the same solicitation. In the event of specific industry requirements, the Trust President/CEO or Trust Chief Procurement Officer may make exceptions.

- b) **A/E sub-consultants may only participate on a maximum of three (3) teams** when responding to a solicitation, due to the availability of firms in each of the specific A/E technical certification categories.

If a Prime Consultant or sub-consultant fails to adhere to the restrictions stated herein and participates in more than the outlined maximums, then all affected proposals shall be found non-responsive

#### **1.4 PRE-QUALIFICATION REQUIREMENTS**

In accordance with Chapter 2, Section 2-10.4 and Administrative Order 3-39 of Miami-Dade County, all firms and/or individual consultants properly licensed to provide A/E, landscape architectural, land surveying and mapping services, regardless of their individual assignments in connection with this project, and responding to this solicitation must have filed a pre-qualification package with and have an approved pre-qualification status from ISD by the response deadline of this solicitation. Firms and/or individual consultants are required to have and maintain an approved pre-qualification certification status at the time of submittal to this RFQ, throughout the selection process, at time of award, and throughout the duration of the contract term without any lapses. Interested A/E firms must secure the required pre-qualification certification, which includes technical certification, affirmative action plan verification vendor registration and execution of basic Miami-Dade County affidavits, as applicable, prior to the submittal date. Proposers (prime and/or sub-consultants) failure to be pre-qualified, at the time of proposal submittal, shall render the proposal non-responsive.

**PLEASE VERIFY EACH TEAM MEMBER PROVIDING A/E SERVICES HAS AN APPROVED PRE-QUALIFICATION CERTIFICATION PRIOR TO THE RESPONSE DEADLINE.**

#### **1.5 WORK HISTORY DISCLOSURE**

Work History Disclosure (WHD) and supplement forms are not required to be submitted with the proposal. It is the requirement for all A/E firms to submit a Work History Disclosure (WHD) at least once. Subsequently, the Prime is responsible for submitting a Monthly Utilization Report (MUR) to report all payments to Primes and sub-consultants. WHD is limited to firms providing architectural, engineering, landscape architecture, land surveying and mapping services. Any firm proposing on this solicitation that has not previously submitted a WHD and up to date MURs is required to submit subject form(s), prior to the submittal date, to the Internal Services (ISD) Department, 111 N.W. 1st Street, 19th Floor, Miami, Florida 33128, Attention: Small Business Development. New firms requesting pre-qualification certification with Miami-Dade County to provide A/E, landscape architectural, land surveying and, mapping services are required to submit WHD forms to ISD. For additional information, please contact Small Business Development, at (305) 375-3111.

#### **1.6 TECHNICAL CERTIFICATION REQUIREMENTS**

**14.00 - Architecture (PRIME)**

**18.00 - Architecture Construction Management (PRIME)**

**22.00 - ADA Title II Consultant (PRIME)**

11.00 - General Structural Engineering (SUB)

12.00 - General Mechanical Engineering (SUB)

13.00 - General Electrical Engineering (SUB)

15.00 - Survey Mapping (SUB)

16.00 - General Civil Engineering (SUB)

17.00 - Engineering Construction Management (SUB)

20.00 - Landscape Architecture (SUB)

21.00 - Land-Use Planning (SUB)

To satisfy the technical certification requirements for the requested services, valid technical certification in all of the above-specified area(s) of work must be held by a firm responding as a sole respondent, or a team of firms. Teams of firms must designate one of its members as the “Prime Consultant”. The Prime Consultant will be held responsible for the coordination of all work and must hold technical certification in categories 14.00 Architecture, 18.00 Architecture Construction Management, or 22.00 ADA Title II Consultant. Joint ventures shall not be allowed. Furthermore, if an individual is providing services that require technical certification by Miami-Dade County, then said individual is required to have the relevant certification(s). Individuals who are not technically certified will not be allowed to perform work for those scopes of work requiring technical certification. Additionally, firms that list other areas of work as supplements to the required technical certifications must also be certified for those supplemental areas.

For non-project specific questions regarding Miami-Dade County's A/E Technical Certification and Certification Committee meeting dates, please contact Nubia Jarquin, ISD, at (305) 375-5637. Technical Certification application submission deadline dates and Technical Certification meeting dates may be accessed via the following website:

<http://www.miamidade.gov/procurement/library/pgc-tc-schedule-2019.pdf>

Proposers' (prime and/or sub-consultant's) failure to be technically certified at the time of proposal submittal, as applicable, shall cause the proposal to be deemed non-responsive.

### **1.7. CONTRACT MEASURE(S)**

The Miami-Dade County Small Business Enterprise – Architectural/Engineering (SBE-A/E) goals are as follows:

- **Architecture & Engineering (SBE-A/E):** 100% Set-Aside

(Refer to Exhibit “B” - CBE (now ‘SBE-A/E’) Implementing Order 3-32)

Proposed participating SBE firms must have a valid Miami-Dade County SBE certification by the response deadline of this solicitation. If selected, participating SBE firms must have a valid SBE certification at the time of award of the contract and throughout the contract term. All required SBE documents must be completed and submitted. Failure to submit the required documentation may render the proposal non-responsive.