

# Memorandum



**Date:**

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

**From:** Jacques Bentolila  
Deputy Director  
Internal Services Department

**Subject:** Request for Review of Measures for ISD Project No. A20-ISD-04 Rehabilitation and Renovation Services of ISD Courthouses and Judicial Facilities

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The Internal Services Department (ISD) requests that you evaluate Project No. A20-ISD-04 - Rehabilitation and Renovation Services of ISD Courthouses and Judicial Facilities to assign Small Business Enterprise (SBE) measures, to proceed with the advertisement and subsequent bidding of the project.

**Professional Services Agreement (PSA) for the Rehabilitation and Renovation Services of ISD Courthouses and Judicial Facilities:** Establish PSAs for two (2) separate consultant/teams of firms to provide non-exclusive professional architectural and engineering design services for County courthouse buildings identified by ISD in need of rehabilitation and renovation services under the Countywide Infrastructure Investment Program (CIIP).

Each PSA will have an effective term of five (5) years for professional services requested which is subject to ISD's recommendation and the approval of the County Mayor or the County Mayor's designee. Each PSA will have an estimated total cost of \$1,500,000 exclusive of allowances and fees, for a maximum compensation of both PSAs of three million three hundred thousand dollars (\$3,300,000) inclusive of 10% contingency. No minimum amount of work or compensation will be guaranteed to the selected Consultants.

## **BACKGROUND**

The Internal Services Department (ISD) operates over 60 buildings and has up to \$200,000,000 of capital improvement funding to expend over the next five (5) years on new improvements and infrastructure renovations. There are other potential sources of funding that FIMD may receive to increase the capital budget.

ISD desires designs for their building and infrastructure that are functional, aesthetically pleasing and innovative; while remaining responsive to the unique urgency for delivery and required improvement and that will stand up to the test of time.

The CIIP addresses the County's infrastructure needs by identifying and prioritizing needed improvements in affected facilities with the attempt to fashion similarly scoped services and construction in order to procure and contract said services in an expedient and efficient manner.

## **PROJECT DESCRIPTION**

The retained consultant(s)/teams of firms shall provide comprehensive architectural and engineering services for the infrastructure and operational needs of ISD's owned and managed courthouse facilities, including engineering design and design criteria services for the repair, rehabilitation of such facilities' infrastructure. The services include site development; improvements to all related infrastructure, building and structure work ancillary to the basic work scope.

The scope of services includes, but is not limited to, architectural and engineering consulting services for perimeter hardening, security improvements, update of building infrastructure for compliance with Florida Building Code, ADA guidelines, and 40/50 year recertification inspections; for reference, Exhibit A provides the County's guidelines for General Considerations of [Structural Inspection](#), and [Electrical Inspection](#). The team of firm(s) must provide design and post-design services, renovations, modifications, restorations, improvements to certify existing or new operational maintenance support facilities, construction administration, detailed cost estimates, structural threshold inspections, and building evaluations. The Consultant shall provide all of the necessary and required services for completion of each project assigned including analysis of sustainable systems; fire protection; structural engineering; electrical; construction documents; building permitting; inspections; project management; and any supportive ancillary tasks to the primary scope of services to successfully complete all phases of the project. In addition, the Consultant shall provide non-engineering services inclusive of detailed construction cost estimating.

All work shall be conducted to meet or exceed professional standards and the requirements of all authorities having jurisdiction; comply with ISD Security requirements; as needed, and conform to Miami-Dade County's Sustainable Buildings Program, Implementing Order No. 8-8.

The County may request Consultant(s) services on an as-needed basis through the issuance of Work Orders for the required work to be performed and the estimated fees to be paid for the services authorized pursuant to the Scope of Services. No minimum amount of work or compensation will be assured to the retained consultants. The County reserves the right to re-use the work products of the retained consultant and to retain other consultants to provide the same or similar services at its sole discretion.

The County reserves the right to assign work at one or multiple ISD managed sites based on the following rotation schedule specified in the NTPC.

- Work load
- Capabilities of the team
- Location of the project
- Schedule
- Familiarity with the location and infrastructure
- Organizational Conflict of Interest mitigation

Courthouses include: Children's Courthouse; Coral Gables Courthouse; Courthouse Center; Gerstein Building; Hialeah Courthouse; South Dade Justice Center Annex; Caleb Center; North Dade Justice Center.

**A&E TECHNICAL CERTIFICATION CATEGORIES**

Type	Code	Description	%	Est \$ Amount
Prime	14.00	Architecture	28%	\$924,000
Prime	18.00	Architectural Construction Management	8%	\$264,000
Sub	8.00	Telecommunications Systems	3%	\$99,000
Sub	11.00	General Structural Engineering	10%	\$165,000
Sub	12.00	General Mechanical Engineering	15%	\$495,000
Sub	13.00	General Electrical Engineering	15%	\$495,000
Sub	14.00A	Interior Design	3%	\$264,000
Sub	16.00	General Civil Engineering	2%	\$66,000
Sub	17.00	Engineering Construction Management	10%	\$330,000
Sub	22.00	ADA Title II Consultant	1%	\$33,000
Sub	27.02	Commissioning/Retro-Commissioning	5%	\$165,000
		<b>Total Estimated Design Fees*</b>	<b>100%</b>	<b>\$3,300,00.00</b>

(\*) Total amount includes a 10% contingency allowance (\$300,000) per Section 2-8.1 of the Code of Miami-Dade County

**EXPERIENCE AND QUALIFICATIONS**

The prime firm is preferred to have ten (10) years of experience in architectural planning and/or design; and have been responsible or involved in a primary role for the design of at least two (2) stand-alone courthouse or judicial type buildings over 50,000 square feet in size or other facility of similar size and programmatic complexity. The firm providing services under Technical Certification Category 11.00 – General Structural Engineering should have five (5) years of building recertification experience.

**SBE MEASURES**

The Facilities and Infrastructure Management Division (FIMD) is recommending an 18% SBE-A/E goal with any combination of Technical Categories. If additional information is required, please contact Marc LaFrance at (305) 375-4365.