

Memorandum



Date: September 2, 2021

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

From: Juan C. Silva, Division Director
Internal Services Department

A handwritten signature in blue ink, appearing to read "Juan C. Silva", written over the printed name in the "From:" field.

Subject: Request for Review of Measures for ISD Project No. A21-ISD-01 for Program Management Consultant (PMC) Services of Internal Services Department (ISD) Managed and Owned Facilities: Stephen P. Clark Government Center (SPCC) Building, Office Buildings, Courthouses and Judicial Facilities.

The Internal Services Department (ISD) requests that you evaluate Project No. A21-ISD-01 - Program Management Consultant (PMC) Services of Internal Services Department (ISD) Managed and Owned Facilities: Stephen P. Clark Government Center (SPCC) Building, Office Buildings, 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 Program Management Consultant (PMC) Services of ISD Managed and Owned Facilities: Stephen P Clark Government Center (SPCC) Building, Office Buildings, Courthouses and Judicial Facilities. Establish PSAs for two (2) separate consultants/teams of firms to provide non-exclusive program management services for new infrastructure and facility improvements that are expected to be completed over the next five (5) years 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 has a total maximum contract amount of two million, seven hundred fifty thousand dollars (\$2,750,000.00), inclusive of a 10% contingency allowance. No minimum amount of work or compensation will be guaranteed to the selected Consultants.

BACKGROUND

ISD needs Program Management teams to oversee more than \$200,000,000 of capital improvement funding to expend over the next five (5) years on new improvements and infrastructure renovations under the CIIP. ISD may receive additional funding from other potential sources of funding to increase the capital budget.

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 Scope of Services includes performing all professional services associated with, but not be limited to, providing a Program Management team to facilitate all professional tasks in

conjunction with ISD staff for new infrastructure and facilities improvements that are expected to be completed over the next five (5) years. These projects include multiple facilities and other upgrades and expansion of existing facilities owned and/or managed by ISD including SPCC, office buildings, courthouses and judicial facilities.

- The PMC will provide professional services in project programming and planning; design oversight (Criteria and Standards); oversight of architectural and engineering and inspection consultants; quality assurance oversight (QA/QC); value engineering (VE); project controls; Owner's representation and inspections of construction projects, contract administration; project scheduling; estimating; utility capacity studies and relocations; configuration management and document control; claims administration; coordination with regulatory agencies, stakeholders and the community; studies to facilitate the Countywide Infrastructure Investment Program (CIIP); and any supportive tasks ancillary to the primary scope of services which may include but not be limited to: detailed construction cost estimating and project scheduling; document control; programming the sequence of projects, project scope verification, project design development, development and management of the task schedules, and budget/cost oversight of project elements; coordinate permit requirement reviews with regulatory agencies and other authorities having jurisdiction; review project verification and design documents, conduct constructability reviews, review construction documents and provide bid phase services, including legal review coordination, bid tabulations and submittals review. It is not anticipated that the scope includes substantial design services but may occasionally require such design services as necessary for the signing and sealing of architectural and engineering documents.
- The PMC shall oversee and support the design and construction phases, prepare modifications and updates to standards and conduct claim analysis; provide construction managers, construction coordinators, construction engineers, commissioning and start-up specialists, inspectors, safety officers and other support personnel for the successful execution of the projects and program; process and recommend approval of progress payments including allowance account and change orders; review of service orders and invoices; project management, tracking and reporting of contracts and projects status; daily inspections and logs; and document daily progress and quality of construction work; provide strategic day-to-day oversight and direction for specific projects; identify projects and propose mitigation and solutions; prepare and maintain a Program Management Plan; assist with developing contract language and contract negotiations. The PMC shall work with ISD to establish and implement a physical and electronic central documents library and document management system of building assessments.
- The PMC shall comply with all federal, state and local laws, regulations, codes, ordinances, resolutions and administrative orders applicable to the work. The PMC shall cooperate fully with the County in the scheduling and coordination of all phases of the work. The PMC shall report to the County the status of the work, upon request and hold pertinent data, calculations, field notes, records, sketches, and other products open to the inspection of the County at any time. The Consultant shall reference all correspondence and work with the Work Order Number. The PMC shall submit for County review, work schedules, cost estimates, design computations, drawings, sketches, and other data representative of the work's progress at the percentage stages of completion which may be stipulated in the applicable Work Order. The PMC shall confer with the County at any time during the further development and implementation of improvements for which the Consultant has provided design or other services as to

interpretation of plans and other documents, correction of errors and omissions and preparation of any necessary revisions thereof.

- Proposing team members shall fully disclose of any contracts in which it is either (1) a Prime Consultant to the County at ISD, or (2) any contracts in which it is acting as sub-consultant on any projects for ISD for architectural and engineering design projects that have not received a certificate of completion from the permitting agency.
- 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. [I.O. 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:
 - Workload
 - Capabilities of the team
 - Schedule
 - Familiarity with the location and infrastructure
 - Organizational Conflict of Interest mitigation

Projects sites include current and future ISD managed and owned SPCC Building, Office Buildings, Courthouses and Judicial facilities, including but not limited to:

Stephen P. Clark Government Center (SPCC), 111 NW 1st Street, Miami, FL 33128 folio# 01-4137-023-0020

Central Support Facility - 200 NW 1st St. Miami, FL 33128 Folio # 01-0111-030-1020

Cultural Center / Plaza - 101 West Flagler St. Miami, FL 33128 Folio # 01-4137-027-0010

Overtown Transit North - 701 NW 1st Court Miami, FL 33136 Folio # 01-3137-034-0010

Overtown Transit South - 601 NW 1st Court Miami, FL 33136 Folio # 01-3137-034-0010

Hickman Office Building - 275 NW 2nd St. Miami, FL 33128 Folio # 01-0109-050-1090

Metro Flagler Building - 140 West Flagler St. Miami, FL 33130 Folio # 01-0114-040-1080

Graham Building - 1350 NW 12th Ave. Miami, FL 33136 Folio # 01-3135-000-0150

Medical Examiner Building - 1851 NW 10th Ave. Miami, FL 33136 Folio # 01-3135-061-0010

Caleb Center - 5400 NW 22nd Ave. Miami, FL 33142 Folio # 30-3115-055-0010

Elections - 2700 NW 87th Ave. Doral, FL 33172 Folio # 35-3028-016-0010

Integrated Command Center / Lightspeed - 11500 NW 25th St. Miami, FL 33172 Folio # 25-3031-028-0010

ISD Trade Shops - 3501 NW 46th St. Miami, FL Folio # 30-3121-000-0620

Records Center - 9350 NW 12th St. Doral, FL 33172 Folio # 35-3033-003-0020

Landmark - 20000 NW 47th Ave. Miami Gardens, FL 33055 Folio # 30-1131-001-0030

Data Processing Center - 5680 SW 87th Ave. Miami, FL 33173 Folio # 30-4028-000-0040

DPCC Annex - 5600 SW 87th Ave. Miami, FL 33173 Folio # 30-4028-000-0020
 Radio Shop - 6010 SW 87th Ave. Miami, FL 33173 Folio # 30-4028-000-0010
 South Dade Coop Ext. - 18710 SW 288th St. Homestead, FL 33030 Folio # 30-7802-000-0361
 Children's Courthouse - 155 NW 3rd St. Miami, FL 33128
 Courthouse Center - 175 NW 1st Ave. Miami, FL 33128
 Gerstein Justice Building - 1351 NW 12 St. Miami, FL 33125
 Public Defender Building - 1320 NW 14th St. Miami, FL 33125
 Hialeah Courthouse - 11 East 6th St. Hialeah, FL 33010
 North Dade Justice Center, 15555 Biscayne Blvd, N. Miami Beach, FL 33160
 Coral Gables Courthouse - 3100 Ponce DeLeon, Coral Gables, FL 33134
 South Dade Government Center, 10710 S.W. 211 Street, Miami, FL 33189
 South Dade Justice Center Annex - 10710 SW 211 St. Cutler Bay, FL 33189

A&E TECHNICAL CERTIFICATION CATEGORIES

Type	Code	Description	%	Est \$ Amount
Prime	14.00	Architecture	20%	\$1,100,000
Prime	18.00	Architectural Construction Management	10%	\$550,000
Sub	8.00	Telecommunications Systems	4%	\$220,000
Sub	11.00	General Structural Engineering	8%	\$440,000
Sub	12.00	General Mechanical Engineering	8%	\$440,000
Sub	13.00	General Electrical Engineering	8%	\$440,000
Sub	14.00A	Interior Design	8%	\$440,000
Sub	16.00	General Civil Engineering	8%	\$440,000
Sub	17.00	Engineering Construction Management	8%	\$440,000
Sub	19.14	Value Analysis and Life-Cycle Costing: Architecture	4%	\$220,000
Sub	20.00	Landscape Architecture	1%	\$55,000
Sub	22.00	ADA Title II Consultant	1%	\$55,000
Sub	26.00	Claims Analysis Services	3%	\$165,000
Sub	27.02	Building Performance Evaluation Services: Commissioning/Retro-Commissioning	9%	\$495,000
		Total Estimated Program Management Fees*	100%	\$5,500,000

(*) Total amount includes a 10% contingency allowance (\$500,000) 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 commercial buildings over 20,000 square feet in size. The prime firm is preferred to have five (5) years of experience in program and consultant management services for the project types referenced in the Scope of Services.

The project manager is preferred to have five (5) years of experience in architectural and engineering design. The project manager is preferred to have a background in construction and or construction management.

Gary Hartfield
Division Director
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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.