



September 7, 2021

Project No's: **A21-ISD-01**

Project Title: **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 above-referenced contract is being considered for small business contract measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR A SMALL BUSINESS MEASURE TO BE PLACED ON THIS PROJECT.** If you are interested in participating as an **SBE-A&E Sub-Consultant** to perform services in connection with this project, please complete and return the attached Verification of Availability letter by **5:00 PM, MONDAY, SEPTEMBER 13, 2021.**

The letter of availability may be sent **via email to 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

Capital Construction Projects Specialist
Small Business Development Division
Miami-Dade County Internal Services Department
111 NW 1st Street, 19th Floor, Miami, FL 33128
☎ Office: (305) 375-3141 | 📠 Fax: (305) 375-3160
Email: caesars@miamidade.gov
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“Help stimulate Miami’s economy by supporting Small Businesses”

Please familiarize yourself with SBD’s Website: <http://www.miamidade.gov/smallbusiness/>

VERIFICATION OF AVAILABILITY

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 FAX: 375-3160

CONTRACT SPECIALIST: **Caesar Suarez**

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 NUMBER(s): **A21-ISD-01**

CONTRACT TITLE: **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.**

ESTIMATED AMOUNT(s): \$5,500,000.00 (Includes a 10% Contingency Allowance, \$500,000.00)

CHECK ALL APPLICABLE

PRIME MUST BE CERTIFIED IN BOTH 14.00 & 18.00
Is your firm certified in 14.00 & 18.00? **YES** **NO** (IF NOT PLEASE INDICATE WHICH TC's)

SUB-CONSULTANTS CAN BE CERTIFIED IN ANY TECHNICAL CATEGORY BELOW
Check If Your Firm Is Certified In Any Of These TC's) _____

8.00___ **11.00**___ **12.00**___ **13.00**___ **14.00A**___ **16.00**___ **17.00**___
19.14___ **20.00**___ **22.00**___ **26.00**___ **27.02**___

NAME OF SMALL BUSINESS ENTERPRISE - A & E FIRM _____ CERTIFICATION EXPIRATION DATE _____

ADDRESS _____ CITY _____ ZIP CODE _____

Telephone: (____) _____ - _____ Bonding Capacity: N/A

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

DESCRIPTION OF PROJECT

Project Title: **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.**

Project Number: **A21-ISD-01**

Department: **MIAMI-DADE INTERNAL SERVICES DEPARTMENT**

Estimated Amount: **\$5,500,000.00**

Technical Categories:

<i>Technical Category No.</i>	<i>Description</i>	<i>Total Percent (%)</i>
14.00 PRIME	Architecture	20.0%
18.00 PRIME	Architectural Construction Management	10.0%
11.00 Other	General Structural Engineering	8.0%
8.00 Other	Telecommunications Systems	4.0%
12.00 Other	General Mechanical Engineering	8.0%
13.00 Other	General Electrical Engineering	8.0%
14.00A Other	Interior Design	8.0%
16.00 Other	General Civil Engineering	8.0%
17.00 Other	Engineering Construction Management	8.0%
19.14 Other	Value Analysis and Life-Cycle Costing: Architecture	4.0%
20.00 Other	Landscape Architecture	1.0%

22.00 Other	ADA Title II Consultant	1.0%
26.00 Other	Claims Analysis Services	3.0%
27.02 Other	Building Performance Evaluation Services: Commissioning/Retro-Commissioning	9.0%
	Total Estimated Program Management Fees	100%

SCOPE OF SERVICES:

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

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.

If your firm is proposing as a Prime does your firm 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 greater than **20,000.00 square feet** in size? **Yes ___ No ___** (If YES, please provide evidence and specify square footage on LAST PAGE).

If your firm is proposing as a Prime does it have five (5) years of experience in program and consultant management services for the project types referenced in the Scope of Services? **Yes ___ No ___** (IF YES, please list on LAST PAGE).

Does your firm or project manager have five (5) years of experience in architectural and engineering design? **Yes ___ No ___** (IF YES, please list on LAST PAGE).

Does your firm or project manager have a background in construction and or construction management? **Yes ___ No ___** (IF YES, please list on LAST PAGE).

Is your firm proposing as a Sub-consultant on this project?
Yes ___ No ___ (If YES, please indicate which TC's your firm will be performing).

Consultant Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified consultants that "comply" to perform the aforementioned scope of service(s). Indicate "Y" for yes or "N" for no on the empty line to the left side of the questions below. Once the form has been completed, you can forward it via e-mail caesars@miamidade.gov or via fax (305-375-3160), with attention to **Caesar Suarez**.

_____ Prime (Prime) has experience completing projects of similar size and scope as this project, meets the qualifications and can perform the service(s) as required.

_____ Sub-consultant (SUB) has experience completing projects of similar size and scope as this project, meets the qualifications and can perform the service(s) as required.

_____ Prime/Subconsultant (Prime/SUB) DOES NOT have experience completing projects of similar size and scope as this project and/or DOES NOT meet the qualifications indicated in this 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 ATTACH YOUR FIRM'S RESUME/LIST OF PROJECTS & SUBMIT WITH YOUR FIRM'S VERIFICATION OF AVAILABILITY OR LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS ON THE NEXT PAGE.

SIMILAR PROJECTS AS
PRIME OR SUB-CONSULTANT

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):

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

REASONS & COMMENTS
