



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/FIMD 

Pete Moolah, Acting Division Director
Internal Services Department/Fleet 

Subject: Request for Review of Measures for ISD Project No. A21-ISD-02 for Program Management Consultant (PMC) Services of Internal Services Department (ISD) Managed and Owned Facilities: Surface Lots/Parking Lots, Parking Garages/Structures, and Fleet Facilities.

The Internal Services Department (ISD) requests that you evaluate Project No. A21-ISD-02 - Program Management Consultant (PMC) Services of Internal Services (ISD) Managed and Owned Facilities: Surface Lots/Parking Lots, Parking Garages/Structures, and Fleet 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 for Program Management Consultant (PMC) Services of ISD Managed and Owned Facilities: Surface Lots/Parking Lots, Parking Garages/Structures, and Fleet 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 surface/parking lots, parking garages/structures, and, automotive, truck and construction equipment maintenance and repair facilities/fuel station building operations (“fleet”).
- 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); fueling and alternative energy studies; 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 all current and future ISD managed and owned Surface Lots/Parking Lots, Parking Garages/Structures, and Fleet facilities, including but not limited to:

Fuel Site Amelia Earhart Park - 200 W. 74 Pl.
Fuel Site Crandon Park (Key Biscayne) - 6747 Crandon Blvd.
Fuel Site Larry & Penny Thompson Park - 12451 SW 184 St.
Fuel Site North Dade Landfill - 21300 NW 47 Ave.
Fuel Site Public Works Traffic & Signals - 7100 NW 36 St.
Fuel Site Seaport - 1580 N Cruise Blvd.
Fuel Site WASD 36th St. - 3625 NW 10 Ave.
Fuel Site WASD Blackpoint - 8950 SW 232 St.
Fuel Site WASD Distribution - 1001 NW 11 St.
Fuel Site WASD Hialeah - 800 W. 3 Ave.
Fuel Site WASD Interama - 2575 NE 151 St.
Fuel Site WASD Le Jeune - 3575 S. Le Jeune Rd.
Fuel Site WASD Virginia Key - 3989 Rickenbacker Cswy.

Fuel Site WASD Westwood Lakes - 4801 SW 117 Ave.
 Homestead Bulk Site - 360 Coral Sea Blvd. Homestead, FL 33039
 North Dade Landfill Bulk Site - 21300 NW 47 Ave. Miami, FL 33055
 Shop 3 Main Bulk Site - 8801 NW 58 St. Miami, FL 33178
 Fleet Shop 3B - 7900 SW 107 Ave. Miami-Dade, FL 33173
 ISD Fleet Management (Police Headquarters) - 9109 NW 25 St. Doral, FL 33172
 ISD Fleet Management Heavy Equipment Shop 3D - 10820 SW 211 St. Cutler Bay, FL 33189
 ISD Fleet Management Motor Pool - 201 NW 1 St. Miami, FL 33128
 ISD Fleet Management Shop 1A (SDGC) - 10740 SW 211 St. Cutler Bay, FL 33189
 ISD Fleet Management Tire Shop - 10820 SW 211 St. Cutler Bay, FL 33189
 ISD Fleet Shop 1 - 703 NW 25 St. Miami, FL 33127
 ISD Fleet Shop 2 Complex - 6100 SW 87 Ave. Miami, FL 33173
 ISD Fleet Shop 3 Office, Body shop office & 3 Auto - 8801 NW 58 St. Miami-Dade, FL 33178
 ISD Fleet Shop 3 Main - 8801 NW 58 St. Miami-Dade, FL 33178
 ISD Fleet Shop 3 Welding & Tire Shop - 8801 NW 58 St. Miami-Dade, FL 33178
 ISD Fleet Station 8 Hammocks Police Station - 10000 SW 142 Ave. Miami-Dade, FL 33186
 ISD Fleet Station 1 - 5975 Miami Lakes Dr. Miami-Dade, FL 33014
 ISD Fleet Station 2 - 799 NW 81 St. Miami-Dade, FL 33150
 ISD Fleet Station 5 - 7707 SW 117 Ave. Miami-Dade FL 33173
 ISD Fleet Station 6 - 15665 Biscayne Blvd. Miami-Dade FL 33160
 Fleet Management Station 9 - 18805 NW 27 Ave. Miami, FL 33056
 Fleet Shop 3A - 18701 NE 6 Ave. North Miami, FL 33179
 West Lot Parking Garage - 220 NW 3rd St. Miami, FL 33101 Folio #01-0109-050-1010
 Central Support Facility Parking Garage - 200 NW 1st St. Folio #01-0111-030-1020
 Hickman Building Parking Garage - 270 NW 2nd St. Miami, FL 33128 Folio #01-0110-080-1070
 Overtown Transit Parking Garage - 701 NW 1st Court Miami, FL 33128 Folio #01-3137-034-0010
 140 West Flagler Parking Garage - 140 West Flagler Street Miami, FL 33130 Folio # 01-0114-040-1080
 Hickman Building Surface Lot - 275 NW 2nd St. Folio # 01-0109-050-1090
 Surface Lot #18 - 1350 NW 12th St. Folio# 01-3135-037-0020
 Surface Lot #26 - 1355 NW 12th St. Folio# 01-3135-037-0010
 Surface Lot #27 - 1320 NW 12th St. Folio# 01-3135-037-00801250
 Civic Center Jury Surface Lot - 1255 NW 11th St. Folio# 01-3135-037-0075
 Civic Center Jury Surface Lot - 1255 NW 11th St. Folio# 01-3135-037-0073
 Civic Center Jury Surface Lot - 1255 NW 11th St. Folio# 01-3135-037-0070
 Kristy House Surface Lot - 1395 NW 12th Ave. Folio# 01-3135-075-0010
 Graham Building Surface Lot – 1350 NW 12th Ave. Miami, FL 33136 Folio # 01-3135-000-0150, 01-3135-037-0060

A&E TECHNICAL CERTIFICATION CATEGORIES

Type	Code	Description	%	
Prime	14.00	Architecture	20%	
Prime	18.00	Architectural Construction Management	10%	
Sub	3.01	Highway Systems: Site Development and Parking Lot Design	2%	
Sub	3.05	Highway Systems: Traffic Counts	1%	
Sub	3.06	Highway Systems: Traffic Calming	1%	
Sub	3.09	Highway Systems: Signing, Pavement Marking,	2%	

		and Channelization		
Sub	3.10	Highway Systems: Lighting	1%	
Sub	8.00	Telecommunications Systems	4%	
Sub	10.05	Environmental Engineering: Contamination Assessment and Monitoring	1%	
Sub	11.00	General Structural Engineering	8%	
Sub	12.00	General Mechanical Engineering	8%	
Sub	13.00	General Electrical Engineering	8%	
Sub	16.00	General Civil Engineering	8%	
Sub	17.00	Engineering Construction Management	8%	
Sub	19.14	Value Analysis and Life-Cycle Costing: Architecture	4%	
Sub	20.00	Landscape Architecture	1%	
Sub	22.00	ADA Title II Consultant	1%	
Sub	26.00	Claims Analysis Services	3%	
Sub	27.02	Building Performance Evaluation Services: Commissioning/Retro-Commissioning	9%	
		Total Estimated Program Management Fees*	100%	

(*) 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 (a) two (2) fleet facilities with fuel dispensing sites/underground fuel tanks and with fleet maintenance facilities and (b) two (2) multi-story parking garages/structures.

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 firm providing services under Technical Certification Category 16.00 – General Civil Engineering is preferred to have five (5) years of experience in parking lots/garages design.

The Team is preferred to have experience with site contamination assessments in accordance with all applicable regulations and guidelines. The Team is preferred to have experience in applying ISO 14001:2015. The Team is preferred to have experience in converting and or designing a new repair facility which can accommodate compressed natural gas (CNG) powered vehicles and that is capable of servicing heavy equipment (10,000 lbs. and over) vehicles. In addition, the Team should include a LEED Accredited Professional in order to achieve optimum results in the application of said practices.

The project manager should have at least ten (10) years of experience in architectural and engineering design. The project manager is preferred to have a background in construction and construction management.

SBE MEASURES

The Facilities and Infrastructure Management Division (FIMD) and Fleet Division are 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 or Manny Morera at (305) 375-2414.