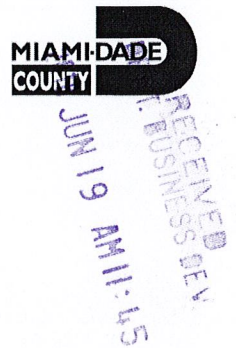


Memorandum



Date: June 12, 2018

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

From: Maria I. Nardi *M. Nardi*
Director
Parks, Recreation and Open Spaces Department

Subject: Notice of Professional Services:
Request to Advertise for Parks, Recreation and Open Spaces (PROS) Continuing Services for Engineering and Design Related Professional Services Under the Florida Department of Transportation (FDOT) Local Agency Program (LAP) - Project No: E17-PROS-01

The Parks, Recreation and Open Spaces Department (PROS) is recommending a 10.65% Disadvantaged Business Enterprise (DBE) participation goal as per the Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreements governing Federal Highway Administration (FHWA) and FDOT funded projects. The total cost for the requested services is three separate design contracts valued at \$500,000.00 each for a total of \$1,500,000.00.

BACKGROUND

PROS operates over 260 parks and manages over 12,000 acres of land. PROS has been awarded over \$1,000,000.00 in FDOT design funds to expend over the next few years upon entering into LAP contracts with the FDOT. In 2017, the FDOT required of Miami-Dade County to develop a continuing services contract pool of architects and engineers for engineering and design services. The professional services would be used on an as-needed basis to meet FDOT's advanced project schedule and to utilize grant funding for LAP projects managed by PROS in the County.

PROJECT DESCRIPTION

PROS has the need to establish three (3) non-exclusive Professional Services Agreements (PSA) to be assigned on an as-need basis. The continuing contract cannot exceed five (5) years (1,825 days) and will be restricted in use to task work orders for which construction costs do not exceed \$2,000,000 and complies with FDOT work specifications

Miami-Dade County Parks, Recreation and Open Spaces Department (PROS) seeks a design professional committed to building a healthier, more vibrant, and livable community through the implementation of the Parks and Open Space Master Plan (<http://www.miamidade.gov/parksmasterplan/home.asp>).

The goal is to achieve a cost effective and aesthetically satisfying experience for park users by creating beautiful, durable, ecologically sustainable parks where the relationship between the person, the experience and the various elements of the park are thoughtfully considered to yield an excellent design that is based on the Park Structure and Landscape Pattern Book (<http://www.miamidade.gov/parks/library/park-pattern-book.pdf>).

The task work orders will be assigned through an additional selection based on a) firm expertise; b) consultant staff availability to perform the task services, with consideration for tasks already assigned by PROS. Each consultant may exercise their right to refuse an assigned task work order by submitting a written Right of Refusal letter to the project manager within five (5) business days.

Each non-exclusive PSA will have a total maximum limiting amount not to exceed \$500,000.00. No minimum amount of work or compensation will be guaranteed. Reimbursement for these services will be provided by the FDOT on a project-by-project basis, and in accordance with negotiated fees and tasks described in each individual service work order.

The general objective is for the selected consultant to prepare a set of contract documents including plans, specifications, supporting engineering analysis, calculations, and other technical documents in accordance with County and FDOT policy, procedures and requirements. These contract documents will be used by a contractor to build the project and will be used by the County, or its Construction Engineering Inspection (CEI) representatives, for inspection and final acceptance of the projects. The selected consultant will be responsible for obtaining all permits and shall ensure that all required project components are included in the development of the contract documents, and that the project can be built as designed and to specifications.

The selected consultant will report directly to PROS's Engineer.

The selected consultant will not be eligible for award of any Construction, CEI, LAP Compliance, or Laboratory testing service contracts related to the design of the specific service work order.

TECHNICAL CERTIFICATION CATEGORIES

<i>Miami-Dade County Certification</i>			
16.00	General Civil Engineering (PRIME)	35%	\$175,000.00
9.01	Soils, Foundation and Materials Testing - Drilling, Subsurface Investigations and Seismographic Services	2%	\$10,000.00
9.02	Soils, Foundation and Materials Testing - Geotechnical and Materials Engineering Services	2%	\$10,000.00
10.03	Environmental Engineering - Biology	5%	\$25,000.00
11.00	General Structural Engineering	15%	\$75,000.00
15.01	Surveying and Mapping – Land Surveying	2%	\$10,000.00
15.03	Surveying and Mapping - Underground Utility Location	2%	\$10,000.00
20.00	Landscape Architecture	20%	\$100,000.00
22.00	ADA Title II Consultant	7%	\$35,000.00
<i>Florida Department of Transportation Certification</i>			
3.1	Minor Highway Design	2%	\$10,000.00
4.1.1	Miscellaneous Structures	2%	\$10,000.00
4.1.2	Minor Bridge Design	2%	\$10,000.00
4.2.1	Major Bridge Design – Concrete	2%	\$10,000.00
4.2.2	Major Bridge Design - Steel	2%	\$10,000.00
	Total Estimated Design Fees	100%	\$500,000.00

EXPERIENCE AND QUALIFICATIONS

Prime Consultant, through full time-personnel, must demonstrate a minimum of five (5) years of experience as the prime consultant on similar projects with project scopes that are comparable to the Project Scope of Services for this project. A minimum of three (3) of these projects must have been completed within the last ten (10) years.

Prime Consultant must include a detailed description of the projects that meet the following requirements:

- 1) List and describe those projects performed for government clients and/or similar size private entities, or any work performed for the County.
- 2) Identify for each project:
 - a) Name of the client/owner,
 - b) Client/Owner contact person and phone number for reference,
 - c) Description of work,
 - d) Total dollar value and duration of the contract,
 - e) Statement or notation of whether respondent is/was the prime contractor or subcontractor, and
 - f) Results of the project.

The expertise must be met by a qualified individual(s) of the prime and/or sub-consultant firm(s), as applicable. The experience must be demonstrated by direct or substantial involvement of the individual(s) in a supervisory capacity at the Project Manager level or above. The determination of the individual's qualifications and compliance with the experience and qualifications and preference stipulations shall be at the sole discretion of the County.

Recommended DBE Participation: 10.65%

- c: Matilde Reyes, Assistant Director of Planning, Design and Construction Excellence, PROS
Nikki Anderson, Grants Manager, PROS
Kristina Brown, Grants Administrator, PROS
Curt Williams, Sr. A&E Consultant Coordinator
Julie Whiteside, A&E Consultant Coordinator