

# Memorandum



**Date:**

**To:** Gary Hartfield, Division Director  
Small Business Development

**From:** Juan Kuryla, Director *(HW) FOR*  
PortMiami

**Subject:** Recommendation for Non-exclusive Professional Services Agreement for Program Management Consultant Services, Contract No. E18-SEA-03, Project No. 2018-036

PortMiami respectfully requests that the Division of Small Business Development (SBD) evaluate Contract No. E18-SEA-03 / Project No. 2018-036 – Program Management Consultant Services, to assign Small Business Enterprise (SBE) measures, in order to proceed with the advertisement and subsequent bidding of the project.

**Professional Services Agreement (PSA) for Program Management Consultant (PMC) Services:** The PMC shall provide a Program Management team to facilitate all professional tasks in conjunction with PortMiami’s Master Plan and oversee over \$1.2 billion dollars’ worth of new infrastructure and facilities that is expected to be completed over the next five (5) years, that coincides with the expected new cruise services and cargo yard efficiencies and improvements. These projects include up to four (4) new cruise terminal(s); new cruise berthing facilities; upgrades and expansions of existing cruise terminals; and other significant investments in our cargo terminal yards, gantry cranes, gate complexes, Ropax facilities, roadways and rail systems.

The PMC will provide professional services in project programming and planning; design oversight (Criteria and Standards); oversight of architectural/engineering and inspection consultants; quality assurance oversight (QA/QC); value engineering (VE); project controls; Owner’s representation and inspections for new terminals (AA, AAA, H and K), contract administration; 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 PortMiami’s Master Plan; Ropax facilities, fueling and alternative energy studies; and any supportive tasks ancillary to the primary scope of services. In addition, the PMC shall provide non-architectural and engineering services, which consist of detailed construction cost estimating and project scheduling; and document control. Scope does not include design services, but at times requires documents to be signed and sealed.

A/E Technical Certification Categories required:

TC No.	Description	Percentage	Amount
5.01	Port & Waterway Systems – Engineering Design (Prime)	15%	\$1,485,000.00
5.02	Port & Waterway Systems – Architectural Design (Prime)	15%	\$1,485,000.00
17	Engineering Construction Management (Prime)	2%	\$198,000.00
18	Architectural Construction Management (Prime)	2%	\$198,000.00
1.04	Port & Waterways Systems Planning	5%	\$495,000.00
3.01	Site Development and Parking Lot Design	2%	\$198,000.00
3.03	Bridge Design	1%	\$99,000.00
3.08	ITS Analysis, Design and Implementation	1%	\$99,000.00
5.03	Cruise Terminal Design	10%	\$990,000.00

TC No.	Description	Percentage	Amount
5.05	Cargo Terminal Design	10%	\$990,000.00
5.07	Security Systems Cargo	2%	\$198,000.00
5.08	Marine Engineering Design	5%	\$495,000.00
5.09	Port & Waterway Systems – Environmental Design	2%	\$198,000.00
5.1	Transportation System Design	2%	\$198,000.00
6.01	Water Distribution and Sanitary Sewage Collection and Transmission Systems	2%	\$198,000.00
<b>3.09</b>	<b>Signing, Pavement Marking and Channelization</b>	<b>1%</b>	<b>\$99,000.00</b>
<b>8</b>	<b>Telecommunications Systems</b>	<b>1%</b>	<b>\$99,000.00</b>
<b>9.02</b>	<b>Geotechnical and Materials Engineering Services</b>	<b>1%</b>	<b>\$99,000.00</b>
<b>9.05</b>	<b>Soils, Foundations and Materials Testing- Roof Testing and Consulting</b>	<b>1%</b>	<b>\$99,000.00</b>
<b>10.01</b>	<b>Environmental Engineering – Stormwater Drainage Design Engineering Services</b>	<b>2%</b>	<b>\$198,000.00</b>
<b>11</b>	<b>General Structural Engineering</b>	<b>2%</b>	<b>\$198,000.00</b>
<b>12</b>	<b>General Mechanical Engineering</b>	<b>2%</b>	<b>\$198,000.00</b>
<b>13</b>	<b>General Electrical Engineering</b>	<b>2%</b>	<b>\$198,000.00</b>
<b>14</b>	<b>Architecture</b>	<b>2%</b>	<b>\$198,000.00</b>
<b>15.01</b>	<b>Land Surveying</b>	<b>1%</b>	<b>\$99,000.00</b>
<b>16</b>	<b>General Civil Engineering</b>	<b>2%</b>	<b>\$198,000.00</b>
<b>19.05</b>	<b>Value Analysis-Port &amp; Waterways Systems</b>	<b>1%</b>	<b>\$99,000.00</b>
22	ADA Title II Consultant	1%	\$99,000.00
26	Claims Analysis Services	5%	\$495,000.00
<b>Total Estimated Consultant Fees</b>		<b>100%</b>	<b>\$9,900,000.00</b>

The prime consultant must hold Technical Certifications 5.01 - Port and Waterway Systems – Engineering Design, 5.02 - Port and Waterway Systems – Architectural Design, 17.00 – Engineering Construction Management, and 18.00 – Architectural Construction Management. Interested Professional Firms (Consultants) shall be certified by Miami-Dade County at the time of qualifications submittal in the Technical Certification Categories identified above.

The PMC will not be considered for any new PortMiami architectural and/or engineering design Professional Service Agreements during the term of this Contract, including any renewal terms. PortMiami shall assign work scope to the PMC at the PortMiami’s discretion to avoid potential conflicts of interest. The PMC shall provide full disclosure within its proposal of any contracts in which it is either (1) a Prime Consultant to the Miami-Dade County at the PortMiami, or (2) any contracts in which it is acting as sub-consultant on any projects at the PortMiami for architectural and/or engineering design projects that have not received a certificate of completion from the permitting agency.

Gary Hartfield  
Division Director  
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The SBE goal recommendations are 18.00%, for architectural and engineering services, and 2.00%, for goods and services. The Professional Services Agreement will be in the approximate amount of \$9,900,000.00, which includes the 10% contingency, and shall remain in effect for a total of six (6) years. Should you have any questions, please feel free to contact Ms. Elizabeth Ogden, R.A., LEED AP, Assistant Director, Capital Development at (305) 347-5521.

DEPARTMENTAL INPUT  
**CONTRACT/PROJECT MEASURE ANALYSIS AND  
 RECOMMENDATION**

Contract/Project Title Program Management Consultant Services  
 Contract/Project No. E18-SEA-03 / 2018-036  
 Description See attached Scope of Work  
 Department Seaport Contact Helga Sommer Phone (305) 329-4034  
 Estimated Cost 1 PSA for \$9,900,000.00 Funding Source Seaport Bonds

**ANALYSIS**

Commodity/Service No. \_\_\_\_\_ SIC \_\_\_\_\_

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases for Previous Three (3) years

Check Here  if this is a New Contract/Purchase with Previous History

	<u>Existing</u>	<u>2<sup>nd</sup> Year</u>	<u>1<sup>st</sup> Year</u>
Contractor _____	_____	_____	_____
Ethnicity/Race _____	_____	_____	_____
Gender _____	_____	_____	_____
Contract Value _____	_____	_____	_____
Comments _____	_____	_____	_____

**RECOMMENDATIONS**

<u>SBE-A/E GOAL</u>	<u>BID PREFERENCE</u>	<u>NO MEASURE</u>	
<u>15.00%</u>	<u>N/A</u>	_____	
<u>Analysis for Goal Recommendation</u>			
<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>to Base Bid</u>	<u>% of Item Availability</u>
<u>5.01 Port &amp; Waterway Systems – Engineering Design (Prime)</u>	<u>\$ 1,485,000.00</u>	<u>15%</u>	_____
<u>5.02 Port &amp; Waterway Systems – Architectural Design (Prime)</u>	<u>\$ 1,485,000.00</u>	<u>15%</u>	_____
<u>17.00 Engineering Construction Management (Prime)</u>	<u>\$ 198,000.00</u>	<u>2%</u>	_____
<u>18.00 Architectural Construction Management (Prime)</u>	<u>\$ 198,000.00</u>	<u>2%</u>	_____
<u>1.04 Transportation Planning – Port and Waterway Systems Planning</u>	<u>\$ 495,000.00</u>	<u>5%</u>	_____
<u>3.01 Highway Systems - Site Development and Parking Lot Design</u>	<u>\$ 198,000.00</u>	<u>2%</u>	_____
<u>3.03 Highway Systems - Bridge Design</u>	<u>\$ 99,000.00</u>	<u>1%</u>	_____
<u>3.08 Highway Systems – Intelligent Transportation System Analysis, Design, and Implementation</u>	<u>\$ 99,000.00</u>	<u>1%</u>	_____
<u>3.09 Highway Systems - Signing, Pavement Marketing and Channelization</u>	<u>\$ 99,000.00</u>	<u>1%</u>	_____

5.03 Port & Waterway Systems – Cruise Terminal Design	\$ 990,000.00	10%	
5.05 Port & Waterway Systems – Cargo Terminal Design	\$ 990,000.00	10%	
5.07 Port & Waterway Systems – Security Systems	\$ 198,000.00	2%	
5.08 Port & Waterway Systems – Marine Engineering Design	\$ 495,000.00	5%	
5.09 Port & Waterway Systems – Environmental Design	\$ 198,000.00	2%	
5.10 Port & Waterway Systems – Transportation Systems Design	\$ 198,000.00	2%	
6.01 Water and Sanitary Sewer Systems - Water Distribution and Sanitary Sewage Collection and Transmission	\$ 198,000.00	2%	
8.00 Telecommunications Systems	\$ 99,000.00	1%	
9.02 Soils, Foundations and Materials Testing - Geotechnical and Materials Engineering Services	\$ 99,000.00	1%	
9.05 Soils, Foundations and Materials Testing - Roof Testing and Consulting	\$ 99,000.00	1%	

<u>SBE-G&amp;S GOAL</u>	<u>BID PREFERENCE</u>	<u>NO MEASURE</u>
<u>2.00%</u>	<u>N/A</u>	

Analysis for Goal Recommendation

<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to Base Bid</u>	<u>Availability</u>
10.01 Environmental Engineering – Stormwater Drainage Design Engineering Services	\$ 198,000.00	2%	
11.00 General Structural Engineering	\$ 198,000.00	2%	
12.00 General Mechanical Engineering	\$ 198,000.00	2%	
13.00 General Electrical Engineering	\$ 198,000.00	2%	
14.00 Architecture	\$ 198,000.00	2%	
15.01 Surveying and Mapping – Land Surveying	\$ 99,000.00	1%	
16.00 General Civil Engineering	\$ 198,000.00	2%	
19.05 Value Analysis and Life Cycle Costing - Port and Waterway Systems	\$ 99,000.00	1%	
22.00 ADA Title II Consultant	\$ 99,000.00	1%	
26.00 Claims Analysis Services	\$ 495,000.00	5%	
<b>Total</b>	<b>\$ 9,900,000.00</b>	<b>100%</b>	

Basis for Recommendation See attached

Heidi Wall  
By: PortMiami

11/13/18

Date to SBA/DPM