



## PROFESSIONAL SERVICES PROPOSAL STANDARD GUIDELINES

The following are recommended "Standard Guidelines" for Consultants with Professional Services Contracts with the City of Miami for Miscellaneous Projects to submit complete proposals for doing specific projects.

The consultant should prepare proposal cover letter which includes the following:

- I. Project Name and Address.
- II. An Introduction and Project Background Information
- III. Proposed Project's Scope of Work
- IV. Indicate the City's Construction Budget and Schedule as follow:

The Construction Budget for (Project Name) has been allocated by the City of Miami in the total amount of (\_\_\_\_\_) (\$\_\_\_\_\_). The proposed completion time of the project is (\_\_\_\_\_) months). (Consultant Firm Name) will present an Estimated Probable Construction Cost within Budget and Schedule.

(Consultant Firm Name) shall provide complete professional A/E services for the following phases as described under Paragraph 6 Scope of Work in the Professional Services Agreement between (Consultant Firm) and the City of Miami.

- |            |  |
|------------|--|
| Phase I.   | Programming Schematic Design   |
| Phase II   | Design Development   |
| Phase III. | Construction Documents including all permitting "Dry Runs" required by the project |
| Phase IV   | Bidding and Negotiation  |
| Phase V    | Construction Administration  |
| Phase VI   | Post-Construction Administration   |

The approved Sub-Consultants as indicated in Paragraph 16 Sub-Consultants in the Professional Services Agreement between (Consultant Firm Name) and the City of Miami are:

(List Sub-Consultant Firm Names and Specializations)

(Consultant Firm Name) is providing the "Not To Exceed" fixed fee according with Paragraph 10 Compensation in the Professional Services Agreement between (Consultant Firm) and the City of Miami. See attached "Exhibit A" (Staff Hours), "Exhibit B" (Sub-Consultants Staff Hours) and "Exhibit C" (Fee Breakdown by Phases).

(Consultant Firm Name) Reimbursable Expenses shall be according with Paragraph 14 Reimbursable Expenses in the Professional Services Agreement between (Consultant Firm) and the City of Miami. See attached "Exhibit C" Provide Estimated Amount).

(Consultant Firm Name) Additional Services shall be according with Paragraph 13 Extra Work Expenses in the Professional Services Agreement between (Consultant Firm) and the City of Miami. See attached "Exhibit C" (Indicate Additional Services fees if known).



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(Consultant Firm Name) professional services proposal includes the Project Drawings Deliveries. See attached "Exhibit D" (Indicate list of drawings to prepare).

(Consultant Firm Name) Professional Services Proposal includes the Project Timeline/Schedule. See attached "Exhibit E".

As part of (Consultant Firm Name) Basic Services and after the Schematic Design Phase is complete, Renderings Presentation shall be included at not additional cost for the City of Miami. Also, two public Presentations are included as Basic Services in this proposal. The objective of these presentations is to show the design concept and the most relevant design feature of the project has been conveyed.

In General, this proposal shall provided Professional Services in accordance with the Professional Services Agreement between (Consultant Firm) and the City of Miami.

This proposal shall not be used as a substitution of the Professional Services Agreement between (Consultant Firm Name) and the City of Miami.

This proposal is used as the instrument to present specifics under Paragraph 3 -Subject Matter, Paragraph 4-Definitions and Paragraph 5 – Services as indicated in the Professional Services Agreement between (Consultant Firm Name) and the City of Miami.

End



**PROFESSIONAL SERVICES PROPOSAL  
STANDARD GUIDELINES**

**"Exhibit A"**

Breakdown of work effort by (Consultant Firm Name) based on total Scope of Work and (A/E) Professional Services.

	<b>Staff/Category</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>6.</b>				
<b>7.</b>				
<b>8.</b>				
<b>Total amount this service</b>				



**PROFESSIONAL SERVICES PROPOSAL  
STANDARD GUIDELINES**

**"Exhibit B"**

Breakdown of work effort by Sub-Consultant based on total Scope of Work and Professional Services.

**Sub-Consultant Firm Name and Discipline**

	<b>Staff/Category</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>6.</b>				
<b>7.</b>				
<b>8.</b>				



**PROFESSIONAL SERVICES PROPOSAL  
STANDARD GUIDELINES**

**"Exhibit C"**

**Fee Schedule for 100% Complete Deliveries Submittal.**

<b>Phase</b>	<b>Total Amount</b>
Phase I. Programming Schematic Design	
Phase II. Design Development	
Phase III. Construction Documents and Permitting	
Phase IV. Bidding and Negotiation	
Phase V. Construction Administration	
Phase VII. Post-Construction Administration	

<b>Reimbursable Expenses "Not to Exceed" Fixed Fee</b>	
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<b>Additional Services "Not to Exceed" Fixed Fee</b>	
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STANDARD GUIDELINES**

**“Exhibit D”**

**Total Project Drawings and/or Deliveries**

<b>Sheet Number</b>	<b>Drawing Name or Activity</b>	<b>Total Hours</b>



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STANDARD GUIDELINES**

**"Exhibit E"**

**Project Schedule**

ID #	Task Name and/or Activity Description	Duration (Days)	Start Date	Finish Date