



Miami-Dade County Board of County Commissioners

Office of the Commission Auditor

**Legislative Analysis**

**Infrastructure and Land Use**  
**Committee**

March 9, 2011

2:00 P.M.

Commission Chamber

Charles Anderson, CPA  
Commission Auditor  
111 NW First Street, Suite 1030  
Miami, Florida 33128  
305-375-4354

**Miami-Dade County Board of County Commissioners  
Office of the Commission Auditor**

**Legislative Notes  
Infrastructure and Land Use Committee  
Meeting Agenda**

**March 09, 2011**

Written analyses and notes for the below listed items are attached for your consideration:

**Item Number(s)**

4(I)
4(I) Sub.

**MIAMI-DADE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
OFFICE OF THE COMMISSION AUDITOR**



Legislative Notes

**Agenda Item:** 4(I) & 4(I) Sub

**File Number:** 110070 & 110320

**Committee(s)  
of Reference:** Infrastructure and Land Use Committee

**Date of Analysis:** March 6, 2011

**Type of Item:** Ratification

**Summary**

This resolution ratifies the County Manager's execution of 17 Equitable Distribution Program (EDP) Professional Services Agreements (PSA) in the last three quarters of FY 2010 for architectural, engineering and landscape architectural firms.

- Of the 17 firms seeking ratification, seven (7) are existing EDP consultants and 10 are first time Professional Service Agreements.
- Six (6) of the firms who received their first EDP contract do not have evaluations yet because they have not completed their first County work assignment.<sup>1</sup>
- Two (2) existing EDP consultants with completed EDP assignments do not have performance evaluations. Please see explanation on the consultant log below.
- According to Office of Capital Improvement (OCI) staff, some work assignments are active or have not been closed by the capital departments. Capital departments are tasked with completing contract performance evaluations at the completion of an EDP project.

According to OCI staff:

- *There are 342 firms that were active in the program as of 10/1/2010. OCI has processed over 430 firms in the program but many are no longer active because: (1) vendors have not maintained their technical certification(s) with Miami-Dade; (2) vendors closed their offices; (3) vendors no longer maintain a office in Miami-Dade; and (4) vendors changed their name.*

**Background and Relevant Information**

The EDP was created in June 2001 when the Board of County Commissioners (BCC) adopted Administrative Order 3-33. The purpose for establishing the EDP was to fairly and equitably distribute Architectural and Engineering (A/E) professional services for all miscellaneous type projects in which construction costs do not exceed the thresholds required by Section 287.055, Florida Statutes. Due to the development of various computer programs, databases, development of the pre-qualification pool, and forms, full implementation of the program did not take place until July 2002 when the first work assignment was made.

- OCI is tasked with overall administration of the EDP.

---

<sup>1</sup> The firms with first EDP contracts are: Carlab; Hufsey Niolides Garcia Suarez Associates, Inc.; Sun-Tech Engineering, Inc.; Vanus, Inc.; V.E. Alvarez & Partners, LLC; and Environmental Regulatory Compliance, Inc.

- New participants are not required to execute the Professional Services Agreement (PSA) until such time they are selected for a work assignment.
- Pursuant to Administrative Order 3-39 (AO), Capital departments are only required to complete one EDP performance evaluation at the completion of the assignment.
- The EDP is not a minority and/or small business program.
- The EDP provides work assignment opportunities to firms by employing a rotational selection process based on a firm's past 3 year award and payment history on County projects. The qualified EDP firms that have had fewer opportunities to provide services to the County over the past 3 years are primarily given the first opportunities for an EDP project assignment.
- In order for a firm to participate in the rotational process (EDP program), the firm must meet all pre-qualification process criteria and meet the EDP eligibility requirements, pursuant to AO 3-39.

**Equitable Distribution Program/Professional Services Agreement**

	<b>Firm</b>	<b>EDP Assignments</b>	<b>A&amp;E PSAs</b>	<b>Average Performance Evaluation</b>	<b>EDP Past Performance Evaluations (PPE) are required when a department closes their project<sup>2</sup></b>
1	Camp Dresser & Mckee	3	7	3.6	20 performance evaluations were provided.
2	Carlab, Inc.	1	0	0	EDP project not completed.
3	Hufsey Nicolides Garcia Suarez Associates, Inc.	1	0	0	EDP project not completed.
4	RC Group, LLC	3	0	3.8	One performance evaluation was provided.
5	S.E.T. Engineering & Testing Lab, Corp.	According to OCI staff, the EDP Project was cancelled	3	0	No EDP assignments.
6	Sun-Tech Engineering, Inc.	1	0	0	EDP project not completed.
7	Tierra, Inc.	16	2	0	No performance evaluation was provided for the firm. According to OCI staff, EDP assignments for testing services were performed by Tierra. Public Works testing pool contracts were inactive.
8	Vanus, Inc.	0	0	0	EDP project not completed.
9	WRS Infrastructure &	3	0	3.2	Five performance evaluations were provided.

<sup>2</sup> Some of the firm's EDP assignments are still active and/or have not been closed by the Capital departments. Some performance evaluations may not be reflected in this table.

	Firm	EDP Assignments	A&E PSAs	Average Performance Evaluation	EDP Past Performance Evaluations (PPE) are required when a department closes their project <sup>2</sup>
	Environment, Inc.				
10	ATC Associates, Inc.	1	3	3.0	Two performance evaluations were provided.
11	V.E. Alvarez & Partners, LLC	1	0	0	EDP project not completed.
12	Fanjul & Associates, LLC	3	0	4.0	One performance evaluation was provided.
13	Siddiq Khann & Associates, Inc.	6	1	0	No performance evaluation was provided for the firm.  According to OCI staff, this vendor had four EDP Assignments in 2005 and 2006 to assist the Bldg Dept's Aviation Office with plan reviews. The MDAD supervisors, at the time, did not complete evaluations and are no longer involved with the office.  One EDP project active.
14	Selllek Architectural Consultants, Inc.	3	0	3.2	One performance evaluation was provided.
15	Environmental Regulatory Compliance, Inc.	1	0	0	EDP project not completed.
16	Maurice Gray Associates, Inc.	5	0	2.6	Two performance evaluations were provided.
17	Schindler Architects, Inc.	4	0	2.5	According to OCI staff, Interim performance evaluations were provided.

**Source:** Office of Capital Improvements Staff/CIIS System Report, March 7, 2010.

#### Comments

**According to OCI staff, OCI has requested that participating capital department Project Managers close out their projects timely and complete the performance evaluations.** Administrative Order 3-42 - *Evaluation and Suspension of Contractors and Consultants*, states that "all contractors and consultants shall be evaluated for their performance at least once on each capital improvements contract or agreement."