

Memorandum



Date: May 19, 2014

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

From: Milton L. Collins, Associate Director *MLC*
Miami-Dade Aviation Department, Minority Affairs Division

Subject: RFP for Non-Exclusive Telecommunications
and Network Management Services for the MDAD
Project No. RFP No. MDAD-03-14

RECOMMENDATION:

This is a request for the Small Business Development Division to approve the attached project in order for the Aviation Department to proceed with the Request for Proposals for Non-Exclusive Telecommunications and Network Management Services for the MDAD Project No. RFP MDAD-03-14.

By way of this memorandum, we are requesting that the referenced project be reviewed for Recommendation of Contract Measures for SBE Goals. SBD issued a worksheet on April 3, 2014 with CSBE Set-Aside under the Electrical sub-trade, and a 10% CWP Goal for work driven projects.

On April 8, 2014, the Ordinance pertaining to the Small Business Enterprise Program amending Section 2-8.1.1.1.1 of the Code, to require SBE Goals on Architectural, Engineering, Landscape Architectural, Surveying and Mapping Professional Services and Capital Improvement and Construction Projects greater than \$2,500,000.00 passed the second reading. As a result we inquired with the County Attorney's Office (CAO) on the applicability and impact of this new ordinance on this solicitation. As a result, on April 16, 2014, the CAO instructed us to go back and have SBD review for possible SBE Goals.

The term of the Agreement will be for eight (8) years, plus two (2) additional one (1) year options to extend. The contract estimated amount is \$82,181,405.00. This portion of the project is estimated at \$833,000.00.

The Minority Affairs Division staff has evaluated the subject project and recommends a **10% SBE Goal** as the Contract Measure for this portion of the project, as set forth in Implementing Order #3-41, the attached MDAD Contract Measures Analysis Worksheet findings and other supporting documents attached.

SCOPE OF SERVICES:

The Contractor to whom this Agreement is awarded shall furnish all labor, new materials, tools, supplies and other items required for the design, installation, maintenance, repair and management and operational support services for: (i) all voice data network infrastructure for MDAD, its users and tenants; and (ii) the management of shared airport tenant services ("SATS") for the County to tenants and users at the Airport (collectively, the "Work").

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The Work includes, but is not limited to: (a) provisioning of voice and data network services; (b) maintaining existing and future voice and data networks infrastructure equipment including operation, maintenance, repair, monitoring, and support of network devices such as routers, switches, and servers; (c) supporting of circuits, including vendor resolutions and support of environmental infrastructure including Uninterruptible Power Supply (UPS) devices for all switches and routers at all sites; (d) daily analysis of network performance to research trending and troubleshooting from end point to end point to enable quick resolution of system degradation; (e) providing capacity planning for all network links, PBX switches and trunk groups; (f) providing an on-site MDAD IT Service Desk dedicated to providing uninterrupted service to airport operations; (g) managing the existing voice, CATV and data network infrastructure; (h) maintaining records as required by MDAD, including but not limited to, equipment and cable plant, record keeping of work order activity, equipment inventory, telephone number inventory, number dialing plan, key sheets, and cable management to the Intermediate Distribution Frame level and jack level for existing and new structure; (i) managing the turn-key installation of new voice, data and network services such as user training on equipment, project scheduling, appropriate billing to MDAD and SATS customers; (j) billing user customers for services, and also for the specified equipment, including when specifically requested by appropriate work order; (k) needs assessment; (l) system design; (m) procurement of equipment and parts; (n) documentation and reports; (o) record keeping and inventory; and (p) any other functions related to the provisioning of the services.

The Contractor shall also be responsible to provide, install and maintain technical systems hardware and software associated with the management of all telecommunications Asynchronous Transfer Mode ("ATM") Gigabit Ethernet & ATM infrastructure. In addition, the Contractor shall maintain computer hardware and software and the database associated with the cable record systems, the New Security System Cable Management System (after the initial contract expires with that system's provider), and any billing system the Contractor chooses to employ subject to approval by the MDAD. These software applications shall be maintained and operated at such level that is suitable to maintain the quality of service or additional requirements outlined in the Agreement or other sections of this Specification. Back-ups shall be performed and maintained off-site by the Contractor for all key technical systems to ensure data integrity and disaster recovery.

MINIMUM QUALIFICATIONS:

A submittal will only be considered from a firm that is regularly engaged in the business of providing the Voice/Data/Help Desk and Network Operations Center ("NOC") and support services as required by this Solicitation. To satisfy this requirement, Respondents should:

- (1) Should have a minimum of five (5) years of providing voice and data management services as described in this RFP. For at least three (3) major airports and/or large government facilities in North America, meeting or exceeding size and complexities of the voice and data support requirements at MIA.
- (2) Should have a minimum of five (5) years of providing On-Site Help Desk and NOC management services and associated software meeting or exceeding the requirements described in this RFP, for at least three (3) major airports and/or large government facilities in North America.

REVISED MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

To: Gary Hartfield, Division Director
Department of Regulatory and Economic Resources
Small Business Development, Business Affairs Division

From: Milton L. Collins, Associate Director
Miami-Dade Aviation Department
Minority Affairs Division



PROJECT/CONTRACT TITLE: RFP for Non-Exclusive
Telecommunications and
Network Management Services
for the MDAD

PROJECT/CONTRACT NUMBER: RFP No. MDAD-03-14

DEPARTMENT: Miami Dade Aviation Department

ESTIMATED PROJECT COST: \$833,000.00

FUNDING SOURCE: MDAD Operations Funds

DESCRIPTION OF PROJECT/BID:

The Contractor to whom this Agreement is awarded shall furnish all labor, new materials, tools, supplies and other items required for the design, installation, maintenance, repair and management and operational support services for: (i) all voice data network infrastructure for MDAD, its users and tenants; and (ii) the management of shared airport tenant services ("SATS") for the County to tenants and users at the Airport (collectively, the "Work").

CONTRACT MEASURES RECOMMENDATION:

Measures 10% SBE Goal \$83,300.00

REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-41 indicates that an SBE Goal is appropriate for this contract.

Note:

Trade Categories that were identified for this project were verified through the certified firms list for SBE firms dated (5/9/14): Possible Trade Categories: 20502-28029-28070-28075-90684-20400. After SBD review of Scope of Services and Minimum Qualifications, please advise if there are additional trade categories that may be utilized for this project.

Contract Measure Review - Request for Proposals for Non-Exclusive
Telecommunications and Network Management Services for the MDAD
RFP No. MDAD-03-14

The User Division has prepared the following breakdown under the Materials and Equipment purchased through this Agreement:

<u>Commodity</u>	<u>Amount</u>
Telephone (Voice) Equipment	\$325,000 (38%)
Data Network Equipment	\$216,000 (26%)
Cable and Fiber Optic	\$292,000 (36%)
TOTAL	\$833,000.00

- (3) Submit information on the Experience and Qualifications table in the Appendix A entitled "Questionnaire and Minimum Qualifications Affidavit" to demonstrate the Respondent has the required management services to meet these minimum qualifications:
- a. Name and location of the airports or government entities in North America requested above.
 - b. State what software modules were provided, if applicable.
 - c. List types of services, and provide a brief scope of work and annual dollar value.
 - d. Number of Voice and Data Ports.
 - e. Number of employees currently employed at each job location.
 - f. Number of employees currently employed at Respondent's home support office dedicated to providing off-site services.
- (4) A respondent must ensure that it or its Subcontractor, at the time the Submittal is submitted and throughout the duration of the Agreement, holds a current valid certificate for the voice/data cabling work contemplated by the Agreement and issued by:
- a. The State of Florida Construction Industry Licensing Board, pursuant to the provisions of Section 489.115 of Florida Statutes; or
 - b. The Miami-Dade County Construction Trades Qualifying Board, pursuant to the provisions of Section 10-3(a) of the Code. Holders of Miami-Dade County Certificates of Competency must also hold Certificates of Registration issued by the State of Florida Construction Industry Licensing Board, pursuant to the provisions of Section 489.115 or 489.117, of Florida Statutes.

If you have any questions, please contact me at (305) 876-7221 or C. Corrales at (305) 876-7991.

Attachments

cc: L. Johnson, SBD
C. Taylor, SBD
M. Jenkins, MDAD
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P. Garcia, MDAD
M. Perez, MDAD
C. Corrales, MDAD
Project File