



# MEMORANDUM

Agenda Item No. 11(A)(3)

TO: Honorable Chairperson Barbara Carey-Shuler Ed.D.  
and Members, Board of County Commissioners

DATE: September 9, 2003

SUBJECT: Resolution to waive the short-listing restrictions established in A.O. 3-33 and A.O. 3-39 for the MIA Airfield Security Project No. E02-MDAD-04

FROM: George M. Burgess  
County Manager

## RECOMMENDATION

It is recommended that the Board approve the attached resolution waiving the short-listing requirements established in Administrative Order 3-33 (A.O. 3-33) and Administrative Order 3-39 (A.O. 3-39) for the selection of firms and allow those firms who were short-listed from both First-Tier meetings, Kimley-Horn and Associates, Inc., Reynolds, Smith & Hills, Inc., CSA Southeast, Inc. and URS Corporation Southern, to proceed to the Second-Tier selection process for the Engineering Solicitation of the Airfield Security at Miami International Airport (MIA). This item has been prepared by the Office of Capital Improvements Construction Coordination (CICC) and is recommended for approval.

## BACKGROUND

Project, E02-MDAD-04 (the project), for the Engineering Solicitation for MIA Airfield Security Engineering services, will be provided on a project specific basis for the Miami-Dade Aviation Department (MDAD) Security program. The project components for which the Department may phase implementation/construction, are based on the following areas: Screen Enclosures for Screening Checkpoints, Cameras & Equipment (CCTV) at various locations, Facilities Hardening, Additional Security Rooms, Access Control-Additional Devices and Fuel Storage Facility-Access Control. The consultant shall provide professional design services for civil, structural, mechanical, electrical, telecommunications and other specialty services for Airfield Security projects at MIA and general aviation airports. The consultant shall investigate, report, coordinate and furnish plans, specifications, contract documents and provide contract administration if requested by MDAD. One (1) consultant will be retained under a non-exclusive Professional Service Agreement providing for a five (5) year effective term or until the maximum compensation limit is reached, whichever occurs first. The contract amount is \$2,000,000.

On June 15, 2001, the Board of County Commissioners approved A.O. 3-33, which requires any architectural and engineering firms providing professional services to the County to have, and maintain, active Pre-Qualification Certification at the time of proposal submittal and for the duration of the professional service agreement. The consolidated Pre-Qualification process includes, the submittal and approval of the following items: an affirmative action plan, technical certification, and vendor registration. Additional documentation, such as the Technical Supplemental Form, which is used for the County's Equitable Distribution Program (EDP), was requested to provide details on the firm's project information.

On November 18, 2002, the Department of Procurement Management advertised two Architectural/Engineering solicitations for MDAD, Terminal Security and Airfield Security. The Department of Business Development (DBD) conducted the Pre-Qualification Certification compliance review for the two projects and on March 5, 2003, determined that three firms were non-compliant based solely on the non-submittal of the Technical Supplemental Form. On March 24, 2003, the First-Tier selection process/meeting was conducted and the Consultant Selection Committee determined the short-listing of the three most qualified firms and the other teams were notified that they had advanced to the Second-Tier selection process. Subsequently, DBD reviewed its Pre-Qualification Certification guidelines and determined that the Technical Supplemental Form would still be collected, however, it would not be a condition for obtaining certification.

After obtaining the relevant firm information, DBD reviewed the files of the affected firms in the respective solicitations to determine the reasonableness of the grounds for disqualification. In those cases, where the sole basis for disqualification was the missing Technical Supplemental Form, DBD notified CICC on April 4, 2003 that those firms should be deemed in compliance with respect to their Pre-Qualification Certification.

The Consultant Selection Committee reconvened on April 8, 2003, and determined that the three firms referenced above were found responsive by DBD and should be evaluated accordingly. A second First-Tier selection process/meeting was conducted and the Consultant Selection Committee determined the short-listing of the three most qualified firms. As a result, some of the firms short-listed on March 24, 2003, were no longer within the three top ranked firms, due to the inclusion of the new responsive participants. Various proposers have expressed their dissatisfaction with the revised compliance review and adjusted short-listing. A.O. 3-33 states that for Multiple Project and Project Specific agreements to be awarded, a minimum of three respondents and a maximum of 15% of the total qualified list of participants received will advance from the First-Tier selection to the Second-Tier selection (short-listed). This criteria was changed by A.O. 3-39, approved by the Board on June 17, 2003, which supercedes A.O. 3-33 establishing that a minimum of three (3) firms must be selected. The Consultant Selection Committee, by majority vote, may determine the maximum number of firms to advance from the First-Tier selection to the Second-Tier selection (short-listed).

Honorable Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners  
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The Manager originally recommended rejection of all proposals and re-soliciting this project. However, at the meeting of the Transportation Committee of July 17, 2003, this approach was amended. MDAD and CICC staff jointly recommend that the short-listing requirements established in A.O. 3-33 and A.O. 3-39 be waived and allow those firms short-listed from both First-Tier meetings to proceed to the Second-Tier selection process. Upon approval, the following firms will proceed to the Second-Tier selection process: Kimley-Horn and Associates, Inc., Reynolds, Smith & Hills, Inc., CSA Southeast, Inc. and URS Corporation Southern.

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# MEMORANDUM

(Revised)

**TO:** Honorable Chairperson and Members  
Board of County Commissioners

**DATE:** September 9, 2003

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(3)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(3)  
9-9-03

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO WAIVE THE SHORT-LISTING REQUIREMENTS ESTABLISHED IN ADMINISTRATIVE ORDER 3-33 AND ADMINISTRATIVE ORDER 3-39 FOR THE ENGINEERING SOLICITATION FOR AIRFIELD SECURITY AT MIAMI INTERNATIONAL AIRPORT AND TO PROCEED TO SECOND-TIER SELECTION PROCESS WITH THE FOUR FIRMS IDENTIFIED IN THE COUNTY MANAGER'S MEMORANDUM

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference ,

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board waives the short-listing requirements established in Administrative Order 3-33 and its replacement Administrative Order 3-39 for Engineering Solicitation for Airfield Security at Miami International Airport, Project No. E02-MDAD-04 to proceed to Second-Tier selection process with the four firms identified in the County Manager's Memorandum.

The foregoing resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson	
Katy Sorenson, Vice-Chairperson	
Bruno A. Barreiro	Jose "Pepe" Diaz
Betty T. Ferguson	Sally A. Heyman
Joe A. Martinez	Jimmy L. Morales
Dennis C. Moss	Dorin D. Rolle
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 9th day of September, 2003. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as  
to form and legal sufficiency.

Deborah Bovarnick Mastin

DBM  
8-22-03

By: \_\_\_\_\_  
Deputy Clerk