

# Memorandum



Date: September 26, 2006

To: Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

Agenda Item No. 8(O)(1)(B)

From: George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "George M. Burgess", written over the printed name.

Subject: Recommendation for Approval to Award Contract No. Q88: Financial Consulting  
Services for the Citizens' Independent Transportation Trust

## RECOMMENDATION

It is recommended that the Board of County Commissioners approve the award of this contract to procure financial consulting services for the Citizens' Independent Transportation Trust.

CONTRACT NO: Q88

CONTRACT TITLE: Financial Consulting Services for the Citizens' Independent Transportation Trust (CITT)

DESCRIPTION: This contract is being awarded to provide a variety of financial consulting services to the CITT. The specific tasks required will be further defined via future work orders, on an as-needed basis. The contract will allow the County to expedite requests for financial consulting services including, but not limited to, strategic and business planning, review and assessment of pro forma statements, maintenance of the CITT risk assessment model, and performance management and measurement.

PROJECT MANAGER: Maria Johnson, Office of the Citizens' Independent Transportation Trust

APPROVAL TO ADVERTISE: June 27, 2006

TERM: Three (3) years with two (2), one-year options to renew at the County's sole discretion.

CONTRACT AMOUNT: Not-to-exceed \$1,350,000 for the initial contract term.

FUNDING SOURCE: Charter County Transit System Surtax (PTP Funding)

METHOD OF AWARD: An open, competitive Request for Qualifications (RFQ) process was used for this award.

VENDOR(S) RECOMMENDED FOR AWARD: Infrastructure Management Group, Inc.

Honorable Chairman Joe A. Martinez and Members,  
Board of County Commissioners  
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VENDOR(S) NOT RECOMMENDED  
FOR AWARD:

Construction Management & Professional Services, LLC,  
d/b/a CMPRO Services, LLC (deemed non-responsive by  
the County Attorney's Office)

USING/MANAGING AGENCY:

Office of the Citizens' Independent Transportation Trust

CONTRACT MEASURES:

The Review Committee of May 24, 2006, recommended a  
25% Small Business Enterprise goal for this contract.

LIVING WAGE:

The services being provided are not covered under the  
Living Wage Ordinance.

UAP:

The contract includes the 2% User Access Program  
provision. The program discount will be collected.

LOCAL PREFERENCE:

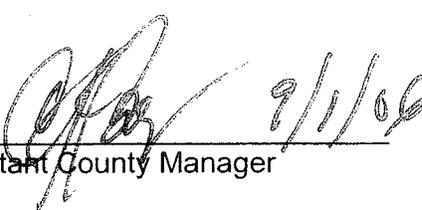
Applied in accordance with applicable ordinances, but did  
not affect the outcome.

ESTIMATED CONTRACT  
COMMENCEMENT DATE:

After adoption by the Board of County Commissioners,  
unless vetoed by the Mayor, and approval by the Citizens'  
Independent Transportation Trust.

### BACKGROUND

The County currently has a contract with Infrastructure Management Group, Inc. (Contract No. 463) to provide specific financial consulting tasks for the CITT which expires November 30, 2006. While this contract is also for financial consulting type services, the scope of services herein is more general, as projects will be further defined on a work order basis, to meet the needs of the CITT. This contract, after approval, will not become effective until expiration of the current contract.

 9/1/06  
\_\_\_\_\_  
Assistant County Manager



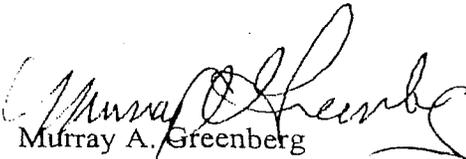


# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**DATE:** September 26, 2006

**FROM:**   
Murray A. Greenberg  
County Attorney

**SUBJECT:** Agenda Item No. 8(O)(1)(B)

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

Agenda Item No. 8(O)(1)(B)

Veto \_\_\_\_\_

09-26-06

Override \_\_\_\_\_

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

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH INFRASTRUCTURE MANAGEMENT GROUP, INC., TO OBTAIN A FINANCIAL CONSULTANT, AUTHORIZING THE COUNTY MANAGER TO EXECUTE AN AGREEMENT FOR AND ON BEHALF OF MIAMI-DADE COUNTY AND TO EXERCISE ANY CANCELLATION AND RENEWAL PROVISIONS, AND TO EXERCISE ALL OTHER RIGHTS CONTAINED THEREIN CONTRACT NO. Q88

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 approves the selection of Infrastructure Management Group, Inc., in substantially the form attached hereto and made a part hereof, and authorizes the County Manager to execute same for and on behalf of Miami-Dade County and to exercise any cancellation and renewal provisions and any other rights contained therein.

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:

Joe A. Martinez, Chairman	
Dennis C. Moss, Vice-Chairman	
Bruno A. Barreiro	Jose "Pepe" Diaz
Audrey M. Edmonson	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Dorin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 26<sup>th</sup> day of September, 2006. This resolution shall become effective as follows: (1) 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, and (2) either i) the Citizens' Independent Transportation Trust (CITT) has approved same, or ii) in response to the CITT's disapproval, the County Commission re-affirms its award by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final.

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

HARVEY RUVIN, CLERK

Approved by County Attorney as  
to form and legal sufficiency. 

Bruce Libhaber

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

Financial Consulting Service for the  
Citizens' Independent Transportation Trust (CITT)

Contract No. Q88

THIS AGREEMENT made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_ by and between Infrastructure Management Group, Inc., a corporation organized and existing under the laws of the State of Delaware, having its principal office at 4733 Bethesda Avenue, Suite 600, Bethesda, MD 20814 (hereinafter referred to as the "Contractor"), and Miami-Dade County, a political subdivision of the State of Florida, having its principal office at 111 N.W. 1st Street, Miami, Florida 33128 (hereinafter referred to as the "County"),

WITNESSETH:

WHEREAS, the Contractor has offered to provide Financial Consulting Services, that shall conform to the Scope of Services (Appendix A); Miami-Dade County's Request for Qualifications (RFQ) No. 88 and all associated addenda and attachments, incorporated herein by reference; and the requirements of this Agreement; and,

WHEREAS, the Contractor has submitted a written proposal dated July 20, 2006, hereinafter referred to as the "Contractor's Proposal" which is incorporated by reference herein; and,

WHEREAS, the County desires to procure from the Contractor such Services for the County, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

**ARTICLE 1. DEFINITIONS**

The following words and expressions used in this Agreement shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words "Contract" or "Contract Documents" or "Agreement" to mean collectively these terms and conditions, the Scope of Services (Appendix A), RFQ No. 88 and all associated addenda and attachments, the Contractor's Proposal, and all other attachments hereto and all amendments issued hereto.
- b) The words "Contract Date" to mean the date on which this Agreement is effective.
- c) The words "Contract Manager" to mean Miami-Dade County's Director, Department of Procurement Management, or the duly authorized representative.
- d) The word "Contractor" to mean Infrastructure Management Group, Inc. and its permitted successors and assigns.
- e) The word "Days" to mean Calendar Days.
- f) The word "Deliverables" to mean all documentation and any items of any nature submitted by the Contractor to the County's Project Manager for review and approval pursuant to the terms of this Agreement.
- g) The words "directed", "required", "permitted", "ordered", "designated", "selected", "prescribed" or words of like import to mean respectively, the direction, requirement, permission, order, designation, selection or prescription of the County's Project Manager; and similarly the words "approved", "acceptable", "satisfactory", "equal", "necessary", or words of like import to mean respectively, approved by, or acceptable or satisfactory to, equal or necessary in the opinion of the County's Project Manager.
- h) The words "Change Order" or "Extra Work" or "Additional Work" resulting in additions or deletions or modifications to the amount, type or value of the Work and Services as required in this Contract, as directed and/or approved by the County.
- i) The words "Project Manager" to mean the County Manager or the duly authorized representative designated to manage the Contract.
- k) The words "Scope of Services" to mean the document appended hereto as Appendix A, which details the work to be performed by the Contractor.
- l) The word "subcontractor" or "subconsultant" to mean any person, entity, firm or corporation, other than the employees of the Contractor, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf and/or under the direction of the Contractor and whether or not in privity of Contract with the Contractor.
- m) The words "Work", "Services" "Program", or "Project" to mean all matters and things required to be done by the Contractor in accordance with the provisions of this Contract.
- n) The words "Work Order" to mean a document that defines and describes the parameters of individual projects assigned or awarded by the County to the

Contractor in accordance to the terms of the Contract.

## ARTICLE 2. ORDER OF PRECEDENCE

If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) these terms and conditions, 2) the Scope of Services (Appendix A), 3) the Miami-Dade County's RFQ No. 88 and any associated addenda and attachments thereof, and 4) the Contractor's Proposal.

## ARTICLE 3. RULES OF INTERPRETATION

- a) References to a specified Article, section or schedule shall be construed as reference to that specified Article, or section of, or schedule to this Agreement unless otherwise indicated.
- b) Reference to any agreement or other instrument shall be deemed to include such agreement or other instrument as such agreement or other instrument may, from time to time, be modified, amended, supplemented, or restated in accordance with its terms.
- c) The terms "hereof", "herein", "hereinafter", "hereby", "herewith", "hereto", and "hereunder" shall be deemed to refer to this Agreement.
- d) The titles, headings, captions and arrangements used in these Terms and Conditions are for convenience only and shall not be deemed to limit, amplify or modify the terms of this Contract, nor affect the meaning thereof.

## ARTICLE 4. NATURE OF THE AGREEMENT

- a) The Contractor shall provide the services set forth in the Scope of Services, and render full and prompt cooperation with the County in all aspects of the Services performed hereunder.
- b) The Contractor acknowledges that this Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work and Services under this Contract. All things not expressly mentioned in this Agreement but necessary to carrying out its intent are required by this Agreement, and the Contractor shall perform the same as though they were specifically mentioned, described and delineated.
- c) The Contractor shall furnish all labor, materials, tools, supplies, and other items required to perform the Work and Services that are necessary for the completion of this Contract. All Work and Services shall be accomplished at the direction of and to the satisfaction of the County's Project Manager.
- d) The Contractor acknowledges that the County shall be responsible for making all policy decisions regarding the Scope of Services. The Contractor agrees to provide input on policy issues in the form of recommendations. The Contractor agrees to implement any and all changes in providing Services hereunder as a result of a policy change implemented by the County. The Contractor agrees to act in an expeditious and fiscally sound manner in providing the County with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes.

**ARTICLE 5. CONTRACT TERM**

The Contract shall become effective on the date indicated on the first page of this agreement and shall be for duration of three (3) years. The County, at its sole discretion, reserves the right to exercise the option to renew this Contract for a period for two (2) additional years on a year-to-year basis. The County reserves the right to exercise its option to extend this Contract for up to one hundred-eighty (180) calendar days beyond the current Contract period and will notify the Contractor in writing of the extension. This Contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the Contractor, upon approval by the CITT and the Board of County Commissioners.

**ARTICLE 6. NOTICE REQUIREMENTS**

All notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if delivered by Registered or Certified Mail, with return receipt requested; or delivered personally; or delivered via fax or e-mail (if provided below) and followed with delivery of hard copy; and in any case addressed as follows:

**(1) to the County**

a) to the Project Manager:

Miami-Dade County  
Office of the Citizens' Independent Transportation Trust  
111 N.W. 1<sup>st</sup> Street, Suite 1010  
Miami, FL 33128-1974  
Attention: Executive Director  
Phone: (305) 375-3243  
Fax: (305) 375-5064

and,

b) to the Contract Manager:

Miami-Dade County  
Department of Procurement Management  
111 N.W. 1<sup>st</sup> Street, Suite 1375  
Miami, FL 33128-1974  
Attention: Director  
Phone: (305) 375-5289  
Fax: (305) 375-1083

**(2) To the Contractor**

Infrastructure Management Group, Inc.  
4733 Bethesda Avenue, Suite 600  
Attention: Sasha Page  
Phone: (301) 907-2900  
Fax: (301) 907-2906  
E-mail: spage@imggroup.com

Either party may at any time designate a different address and/or contact person by giving notice as provided above to the other party. Such notices shall be deemed given upon receipt by the addressee.

**ARTICLE 7. PAYMENT FOR SERVICES/AMOUNT OBLIGATED**

The Contractor warrants that it has reviewed the County's requirements and has asked such questions and conducted such other inquiries as the Contractor deemed necessary in order to determine the price the Contractor will charge to provide the Work and Services to be performed under this Contract. The compensation for all Work and Services performed under this Contract, including all costs associated with such Work and Services, shall conform to Appendix B, Price Schedule, and as set forth in each Work Order. This Contract requires the issuance of a Work Order against this Contract for Services to be requested and performed and for payment to be made for such Services. The County shall have no obligation to pay the Contractor any additional sum in excess of this amount, except for a change and/or modification to the Contract, which is approved and executed in writing by the County and the Contractor.

All Services undertaken by the Contractor before County's approval of this Contract or subsequent Work Order requests shall be at the Contractor's risk and expense.

With respect to travel costs and travel related expenses, the Contractor agrees to adhere to CH. 112.061 of the Florida Statutes as they pertain to out-of-pocket expenses including employee lodging, transportation, per diem, and all miscellaneous cost-and-fees. The County shall not be liable for any such expenses that have not been approved in advance, in writing, by the County.

**ARTICLE 8. PRICING**

Hourly rates for staff positions shall remain flat and fixed for the initial three year term of the Contract as stipulated in Appendix B; however this shall in no way preclude the County from negotiating lower rates per Work Order or for any option years or extensions thereof. The Contractor may offer incentive discounts to the County at any time throughout the term of the Contract, including any option or extension periods thereof.

**ARTICLE 9. METHOD AND TIMES OF PAYMENT**

The Contractor agrees that under the provisions of this Agreement, as reimbursement for those actual, reasonable and necessary costs incurred by the Contractor, which are directly attributable or properly allocable to the Services, the Contractor may bill the County periodically, but not more than once per month, upon invoices certified by the Contractor pursuant to Work Order negotiated price scheduling. All invoices shall be taken from the books of account kept by the Contractor; certified by an authorized representative as true, correct, and not previously billed; shall be supported by copies of payroll distribution, receipt bills, timesheets, or other documents reasonably required by the County; and shall show the County's contract number, and shall have a unique invoice number assigned by the Contractor. Additional supporting documentation may be requested from the Contractor at any time for invoices submitted to the County for payment. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due

from the County or the Public Health Trust, and not made within the time specified by this section shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Manager, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

Invoices and associated back-up documentation shall be submitted in duplicate by the Contractor to the County as follows:

Miami-Dade County  
Office of the Citizens' Independent Transportation Trust \_\_\_\_\_  
111 N.W. 1<sup>st</sup> Street, 10<sup>th</sup> Floor \_\_\_\_\_  
Miami, FL 33128 \_\_\_\_\_  
Attention: Maria Johnson \_\_\_\_\_

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

**ARTICLE 10. INDEMNIFICATION AND INSURANCE**

The Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.
- D. Professional Liability Insurance in an amount not less than \$500,000.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

**NOTE: DADE COUNTY RFP NUMBER AND TITLE OF RFP MUST APPEAR ON EACH CERTIFICATE.**

**CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY  
111 NW 1<sup>ST</sup> STREET  
SUITE 2340  
MIAMI, FL 33128**

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within fifteen (15) calendar days after Board of County Commission approval. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this Request for Qualifications, the Contractor shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the County. If the Contractor fails to submit the required insurance documents in the manner prescribed in this Request for Qualifications within twenty (20) calendar days after Board of Commission approval, the Contractor shall be in default of the contractual terms and conditions and shall not be awarded the contract. Under such circumstances, the Contractor may be prohibited from submitting future Proposal to the County in accordance with Section 1.6 of the General Terms and Conditions.

The Contractor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the Contractor in accordance with Section 2.5 of the Special Conditions. If insurance certificates are scheduled to expire during the contractual period, the Contractor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the Request for Qualifications; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the Contractor in accordance with Section 1.0, paragraph 1.10B of the General Terms and Conditions.

#### **ARTICLE 11. MANNER OF PERFORMANCE**

- a) The Contractor shall provide the Services described herein and in any subsequent Work Order in a competent and professional manner satisfactory to the County in accordance with the terms and conditions of this Agreement. The County shall be entitled to a satisfactory performance of all Services described herein and to full and prompt cooperation by the Contractor in all aspects of the Services. At the request of the County the Contractor shall promptly remove from the project any Contractor's employee, subcontractor, or any other person performing Services hereunder. The Contractor agrees that such removal of any of its employees does not require the termination or demotion of any employee by the Contractor.
- b) The Contractor agrees to defend, hold harmless and indemnify the County and shall be liable and responsible for any and all claims, suits, actions, damages and costs (including attorney's fees and court costs) made against the County, occurring on account of, arising from or in connection with the removal and replacement of any Contractor's personnel performing services hereunder at the behest of the County. Removal and replacement of any Contractor's personnel as used in this Article shall not require the termination and or demotion of such Contractor's personnel.
- c) The Contractor agrees that at all times it will employ, maintain and assign to the performance of the Services a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is hereinafter made. The Contractor agrees to adjust its personnel staffing levels or to replace any its personnel if so directed upon reasonable request from the County, should the County make a determination, in its sole discretion, that said personnel staffing is inappropriate or that any individual is not performing in a manner consistent with the requirements for such a position.
- d) The Contractor warrants and represents that its personnel have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the Services described herein, in a competent and professional manner.

- e) The Contractor shall at all times cooperate with the County and coordinate its respective work efforts to most effectively and efficiently maintain the progress in performing the Services.
- f) The Contractor shall comply with all provisions of all federal, state and local laws, statutes, ordinances, and regulations that are applicable to the performance of this Agreement.

**ARTICLE 12. EMPLOYEES ARE THE RESPONSIBILITY OF THE CONTRACTOR**

All employees of the Contractor shall be considered to be, at all times, employees of the Contractor under its sole direction and not employees or agents of the County. The Contractor shall supply competent employees. Miami-Dade County may require the Contractor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on County property is not in the best interest of the County. Each employee shall have and wear proper identification.

**ARTICLE 13. INDEPENDENT CONTRACTOR RELATIONSHIP**

The Contractor is, and shall be, in the performance of all work services and activities under this Agreement, an independent contractor, and not an employee, agent or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Contractor's sole direction, supervision and control. The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees and agents of the County.

The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

**ARTICLE 14. AUTHORITY OF THE COUNTY'S PROJECT MANAGER**

- a) The Contractor hereby acknowledges that the County's Project Manager will determine in the first instance all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, this Agreement including without limitations: questions as to the value, acceptability and fitness of the Services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to acceptance of the Proposal; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.
- b) The Contractor shall be bound by all determinations or orders and shall promptly obey and follow every order of the Project Manager, including the withdrawal or modification of any previous order and regardless of whether the Contractor agrees with the Project Manager's determination or order. Where orders are given orally, they will be issued in writing by the Project Manager as soon thereafter as is practicable.

- c) The Contractor must, in the final instance, seek to resolve every difference concerning the Agreement with the Project Manager. In the event that the Contractor and the Project Manager are unable to resolve their difference, the Contractor may initiate a dispute in accordance with the procedures set forth in this Article. Exhaustion of these procedures shall be a condition precedent to any lawsuit permitted hereunder.
- d) In the event of such dispute, the parties to this Agreement authorize the County Manager or designee, who may not be the Project Manager or anyone associated with this Project, acting personally, to decide all questions arising out of, under, or in connection with, or in any way related to or on account of the Agreement (including but not limited to claims in the nature of breach of contract, fraud or misrepresentation arising either before or subsequent to execution hereof) and the decision of each with respect to matters within the County Manager's purview as set forth above shall be conclusive, final and binding on parties. Any such dispute shall be brought, if at all, before the County Manager within 10 days of the occurrence, event or act out of which the dispute arises.
- e) The County Manager may base this decision on such assistance as may be desirable, including advice of experts, but in any event shall base the decision on an independent and objective determination of whether Contractor's performance or any Deliverable meets the requirements of this Agreement and any specifications with respect thereto set forth herein. The effect of any decision shall not be impaired or waived by any negotiations or settlements or offers made in connection with the dispute, whether or not the County Manager participated therein, or by any prior decision of others, which prior decision shall be deemed subject to review, or by any termination or cancellation of the Agreement. All such disputes shall be submitted in writing by the Contractor to the County Manager for a decision, together with all evidence and other pertinent information in regard to such questions, in order that a fair and impartial decision may be made. Whenever the County Manager is entitled to exercise discretion or judgement or to make a determination or form an opinion pursuant to the provisions of this Article, such action shall be fair and impartial when exercised or taken. The County Manager, as appropriate, shall render a decision in writing and deliver a copy of the same to the Contractor. Except as such remedies may be limited or waived elsewhere in the Agreement, Contractor reserves the right to pursue any remedies available under law after exhausting the provisions of this Article.

#### **ARTICLE 15. MUTUAL OBLIGATIONS**

- a) This Agreement, including attachments and appendixes to the Agreement, shall constitute the entire Agreement between the parties with respect hereto and supersedes all previous communications and representations or agreements, whether written or oral, with respect to the subject matter hereto unless acknowledged in writing by the duly authorized representatives of both parties.
- b) Nothing in this Agreement shall be construed for the benefit, intended or otherwise, of any third party that is not a parent or subsidiary of a party or

otherwise related (by virtue of ownership control or statutory control) to a party.

- c) In those situations where this Agreement imposes an indemnity obligation on the Contractor, the County may, at its expense, elect to participate in the defense if the County should so choose. Furthermore, the County may at its own expense defend or settle any such claims if the Contractor fails to diligently defend such claims, and thereafter seek indemnity for costs from the Contractor.

**ARTICLE 16. QUALITY ASSURANCE/QUALITY ASSURANCE RECORD KEEPING**

The Contractor shall maintain, and shall require that its subcontractors and suppliers maintain, complete and accurate records to substantiate compliance with the requirements set forth in the Scope of Services. The Contractor and its subcontractors and suppliers, shall retain such records, and all other documents relevant to the Services furnished under this Agreement for a period of three (3) years from the expiration date of this Agreement and any extension thereof.

**ARTICLE 17. AUDITS**

The Contractor agrees that the County or its duly authorized representatives or governmental agencies shall, until the expiration of three (3) years after the expiration of this Agreement and any extension thereof, have access to and the right to examine and reproduce any of the Contractor's books, documents, papers and records and of its subcontractors and suppliers which apply to all matters of the County. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements, and shall only address those transactions related to this Agreement.

The Contractor agrees to maintain an accounting system that provides accounting records that are supported with adequate documentation, and adequate procedures for determining the allowability and allocability of costs.

**ARTICLE 18. SUBSTITUTION OF PERSONNEL**

In the event the Contractor wishes to substitute personnel for the key personnel identified by the Contractor's Proposal, the Contractor must notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

**ARTICLE 19. CONSENT OF THE COUNTY REQUIRED FOR ASSIGNMENT**

The Contractor shall not assign, transfer, convey or otherwise dispose of this Agreement, including its rights, title or interest in or to the same or any part thereof without the prior written consent of the County.

**ARTICLE 20. SUBCONTRACTUAL RELATIONS**

- a) If the Contractor will cause any part of this Agreement to be performed by a Subcontractor, the provisions of this Contract will apply to such Subcontractor and its officers, agents and employees in all respects as if it and they were employees of the Contractor; and the Contractor will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be

liable hereunder for all acts and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Contractor. The services performed by the Subcontractor will be subject to the provisions hereof as if performed directly by the Contractor.

- b) The Contractor, before making any subcontract for any portion of the services, will state in writing to the County the name of the proposed Subcontractor, the portion of the Services which the Subcontractor is to do, the place of business of such Subcontractor, and such other information as the County may require. The County will have the right to require the Contractor not to award any subcontract to a person, firm or corporation disapproved by the County.
- c) Before entering into any subcontract hereunder, the Contractor will inform the Subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Services to be performed. Such Services performed by such Subcontractor will strictly comply with the requirements of this Contract.
- d) In order to qualify as a Subcontractor satisfactory to the County, in addition to the other requirements herein provided, the Subcontractor must be prepared to prove to the satisfaction of the County that it has the necessary facilities, skill and experience, and ample financial resources to perform the Services in a satisfactory manner. To be considered skilled and experienced, the Subcontractor must show to the satisfaction of the County that it has satisfactorily performed services of the same general type which is required to be performed under this Agreement.
- e) The County shall have the right to withdraw its consent to a subcontract if it appears to the County that the subcontract will delay, prevent, or otherwise impair the performance of the Contractor's obligations under this Agreement. All Subcontractors are required to protect the confidentiality of the County's and County's proprietary and confidential information. Contractor shall furnish to the County copies of all subcontracts between Provider and Subcontractors and suppliers hereunder. Within each such subcontract, there shall be a clause for the benefit of the County permitting the County to request completion of performance by the Subcontractor of its obligations under the subcontract, in the event the County finds the Contractor in breach of its obligations, the option to pay the Subcontractor directly for the performance by such subcontractor. Notwithstanding, the foregoing shall neither convey nor imply any obligation or liability on the part of the County to any subcontractor hereunder as more fully described herein.

#### **ARTICLE 21. ASSUMPTION, PARAMETERS, PROJECTIONS, ESTIMATES AND EXPLANATIONS**

The Contractor understands and agrees that any assumptions, parameters, projections, estimates and explanations presented by the County were provided to the Contractor for evaluation purposes only. However, since these assumptions, parameters, projections, estimates and explanations represent predictions of future events the County makes no representations or guarantees; and the County shall not be responsible for the accuracy of the assumptions presented; and the County shall not be responsible for conclusions to be drawn therefrom; and any assumptions, parameters, projections, estimates and explanations shall not form the basis of any claim by the Contractor. The Contractor accepts all risk associated with using this information.

**ARTICLE 22. SEVERABILITY**

If this Agreement contains any provision found to be unlawful, the same shall be deemed to be of no effect and shall be deemed stricken from this Agreement without affecting the binding force of this Agreement as it shall remain after omitting such provision.

**ARTICLE 23. TERMINATION FOR CONVENIENCE AND SUSPENSION OF WORK**

- a) The County may terminate this Agreement or any Work Order if an individual or corporation or other entity attempts to meet its contractual obligation with the County through fraud, misrepresentation or material misstatement.
- b) The County may, as a further sanction, terminate or cancel any other contract(s) that such individual or corporation or other entity has with the County and that such individual, corporation or other entity shall be responsible for all direct and indirect costs associated with such termination or cancellation, including attorney's fees.
- c) The foregoing notwithstanding, any individual, corporation or other entity which attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement may be debarred from County contracting for up to five (5) years in accordance with the County debarment procedures. The Contractor may be subject to debarment for failure to perform and all other reasons set forth in Section 10-38 of the County Code.

In addition to cancellation or termination as otherwise provided in this Agreement, the County may at any time, in its sole discretion, with or without cause, terminate this Agreement or any Work Order by written notice to the Contractor and in such event:

- d) The Contractor shall, upon receipt of such notice, unless otherwise directed by the County:
  - i. stop work on the date specified in the notice ("the Effective Termination Date");
  - ii. take such action as may be necessary for the protection and preservation of the County's materials and property;
  - iii. cancel orders;
  - iv. assign to the County and deliver to any location designated by the County any noncancelable orders for Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement and not incorporated in the Services;
  - v. take no action which will increase the amounts payable by the County under this Agreement; and

- e) In the event that the County exercises its right to terminate this Agreement pursuant to this Article the Contractor will be compensated as stated in the payment Articles, herein, for the:
- i. portion of the Services completed in accordance with the Agreement and the Work Order up to the Effective Termination Date; and
  - ii. noncancelable Deliverables that are not capable of use except in the performance of this Agreement and Work Order and has been specifically developed for the sole purpose of this Agreement Work Order but not incorporated in the Services.
- f) All compensation pursuant to this Article are subject to audit.

#### ARTICLE 24. EVENT OF DEFAULT

- a) An Event of Default shall mean a breach of this Agreement or any Work Order by the Contractor. Without limiting the generality of the foregoing and in addition to those instances referred to herein as a breach, an Event of Default, shall include the following:
- i. the Contractor has not delivered Deliverables on a timely basis.
  - ii. the Contractor has refused or failed, except in case for which an extension of time is provided, to supply enough properly skilled Staff Personnel;
  - iii. the Contractor has failed to make prompt payment to subcontractors or suppliers for any Services;
  - iv. the Contractor has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the Contractor's creditors, or the Contractor has taken advantage of any insolvency statute or debtor/creditor law or if the Contractor's affairs have been put in the hands of a receiver;
  - v. the Contractor has failed to obtain the approval of the County where required by this Agreement;
  - vi. the Contractor has failed to provide "adequate assurances" as required under subsection "b" below;
  - vii. the Contractor has failed in the representation of any warranties stated herein.
- b) When, in the opinion of the County, reasonable grounds for uncertainty exist with respect to the Contractor's ability to perform the Services or any portion thereof, the County may request that the Contractor, within the time frame set forth in the County's request, provide adequate assurances to the County, in writing, of the Contractor's ability to perform in accordance with terms of this Agreement. Until the County receives such assurances the County may request an adjustment to the compensation received by the Contractor for portions of the Services which the Contractor has not performed. In the event that the Contractor fails to provide to the County the requested assurances within the prescribed time

frame, the County may:

- i. treat such failure as a repudiation of this Agreement;
  - ii. resort to any remedy for breach provided herein or at law, including but not limited to, taking over the performance of the Services or any part thereof either by itself or through others.
- c) In the event the County shall terminate this Agreement for default, the County or its designated representatives, may immediately take possession of all applicable equipment, materials, products, documentation, reports and data.

#### **ARTICLE 25. NOTICE OF DEFAULT - OPPORTUNITY TO CURE /TERMINATION**

If an Event of Default occurs, in the determination of the County, the County may so notify the Contractor ("Default Notice"), specifying the basis for such default, and advising the Contractor that such default must be cured immediately or this Agreement or any subsequent Work Orders with the County may be terminated. Notwithstanding, the County may, in its sole discretion, allow the Contractor to rectify the default to the County's reasonable satisfaction within a thirty (30) day period. The County may grant an additional period of such duration as the County shall deem appropriate without waiver of any of the County's rights hereunder, so long as the Contractor has commenced curing such default and is effectuating a cure with diligence and continuity during such thirty (30) day period or any other period which the County prescribes. The default notice shall specify the date the Contractor shall discontinue the Services upon the Termination Date.

#### **ARTICLE 26. REMEDIES IN THE EVENT OF DEFAULT**

If an Event of Default occurs, the Contractor shall be liable for all damages resulting from the default, including but not limited to:

- a) lost revenues;
- b) the difference between the cost associated with procuring Services hereunder and the amount actually expended by the County for procurement of Services, including procurement and administrative costs; and,
- c) such other direct damages.

The Contractor shall also remain liable for any liabilities and claims related to the Contractor's default.

The County may also bring any suit or proceeding for specific performance or for an injunction.

#### **ARTICLE 27. PATENT AND COPYRIGHT INDEMNIFICATION**

- a) The Contractor warrants that all Deliverables furnished hereunder, including but not limited to: equipment programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any patent, copyrights, service marks, trade secret, or any other third

party proprietary rights.

- b) The Contractor shall be liable and responsible for any and all claims made against the County for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the Work, or the County's continued use of the Deliverables furnished hereunder. Accordingly, the Contractor at its own expense, including the payment of attorney's fees, shall indemnify, and hold harmless the County and defend any action brought against the County with respect to any claim, demand, cause of action, debt, or liability.
- c) In the event any Deliverable or anything provided to the County hereunder, or portion thereof is held to constitute an infringement and its use is or may be enjoined, the Contractor shall have the obligation to, at the County's option to (i) modify, or require that the applicable subcontractor or supplier modify, the alleged infringing item(s) at its own expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the County, at the Contractor's expense, the rights provided under this Agreement to use the item(s).
- d) The Contractor shall be solely responsible for determining and informing the County whether a prospective supplier or subcontractor is a party to any litigation involving patent or copyright infringement, service mark, trademark, violation, or proprietary rights claims or is subject to any injunction which may prohibit it from providing any Deliverable hereunder. The Contractor shall enter into agreements with all suppliers and subcontractors at the Contractor's own risk. The County may reject any Deliverable that it believes to be the subject of any such litigation or injunction, or if, in the County's judgment, use thereof would delay the Work or be unlawful.
- e) The Contractor shall not infringe any copyright, trademark, service mark, trade secrets, patent rights, or other intellectual property rights in the performance of the Work.

#### **ARTICLE 28. CONFIDENTIALITY**

- a) All Developed Works and other materials, data, transactions of all forms, financial information, documentation, inventions, designs and methods obtained from the County in connection with the Services performed under this Agreement, made or developed by the Contractor or its subcontractors in the course of the performance of such Services, or the results of such Services, or which the County holds the proprietary rights, constitute Confidential Information and may not, without the prior written consent of the County, be used by the Contractor or its employees, agents, subcontractors or suppliers for any purpose other than for the benefit of the County, unless required by law. In addition to the foregoing, all County employee information and County financial information shall be considered confidential information and shall be subject to all the requirements

stated herein. Neither the Contractor nor its employees, agents, subcontractors or suppliers may sell, transfer, publish, disclose, display, license or otherwise make available to others any part of such Confidential Information without the prior written consent of the County. Additionally, the Contractor expressly agrees to be bound by and to defend, indemnify and hold harmless the County, and their officers and employees from the breach of any federal, state or local law in regard to the privacy of individuals.

- b) The Contractor shall advise each of its employees, agents, subcontractors and suppliers who may be exposed to such Confidential Information of their obligation to keep such information confidential and shall promptly advise the County in writing if it learns of any unauthorized use or disclosure of the Confidential Information by any of its employees or agents, or subcontractor's or supplier's employees, present or former. In addition, the Contractor agrees to cooperate fully and provide any assistance necessary to ensure the confidentiality of the Confidential Information.
- c) It is understood and agreed that in the event of a breach of this Article damages may not be an adequate remedy and the County shall be entitled to injunctive relief to restrain any such breach or threatened breach. Unless otherwise requested by the County, upon the completion of the Services performed hereunder, the Contractor shall immediately turn over to the County all such Confidential Information existing in tangible form, and no copies thereof shall be retained by the Contractor or its employees, agents, subcontractors or suppliers without the prior written consent of the County. A certificate evidencing compliance with this provision and signed by an officer of the Contractor shall accompany such materials.

**ARTICLE 29. PROPRIETARY INFORMATION**

As a political subdivision of the State of Florida, Miami-Dade County is subject to the stipulations of Florida's Public Records Law.

The Contractor acknowledge that all computer software in the County's possession may constitute or contain information or materials which the County has agreed to protect as proprietary information from disclosure or unauthorized use and may also constitute or contain information or materials which the County has developed at its own expense, the disclosure of which could harm the County's proprietary interest therein.

During the term of the contract, the contractors will not use directly or indirectly for itself or for others, or publish or disclose to any third party, or remove from the County's property, any computer programs, data compilations, or other software which the County has developed, has used or is using, is holding for use, or which are otherwise in the possession of the County (hereinafter "Computer Software"). All third-party license agreements must also be honored by the contractors and their employees, except as authorized by the County and, if the Computer Software has been leased or purchased by the County, all hired party license agreements must also be honored by the contractors' employees with the approval of the lessor or Contractors thereof. This

includes mainframe, minis, telecommunications, personal computers and any and all information technology software.

The Contractor will report to the County any information discovered or which is disclosed to the Contractor which may relate to the improper use, publication, disclosure or removal from the County's property of any information technology software and hardware and will take such steps as are within the Contractor's authority to prevent improper use, disclosure or removal.

#### **ARTICLE 30. PROPRIETARY RIGHTS**

- a) The Contractor hereby acknowledges and agrees that the County retains all rights, title and interests in and to all materials, data, documentation and copies thereof furnished by the County to the Contractor hereunder or furnished by the Contractor to the County and/or created by the Contractor for delivery to the County, even if unfinished or in process, as a result of the Services the Contractor performs in connection with this Agreement, including all copyright and other proprietary rights therein, which the Contractor as well as its employees, agents, subcontractors and suppliers may use only in connection of the performance of Services under this Agreement. The Contractor shall not, without the prior written consent of the County, use such documentation on any other project in which the Contractor or its employees, agents, subcontractors or suppliers are or may become engaged. Submission or distribution by the Contractor to meet official regulatory requirements or for other purposes in connection with the performance of Services under this Agreement shall not be construed as publication in derogation of the County's copyrights or other proprietary rights.
- b) All rights, title and interest in and to certain inventions, ideas, designs and methods, specifications and other documentation related thereto developed by the Contractor and its subcontractors specifically for the County, hereinafter referred to as "Developed Works" shall become the property of the County.
- c) Accordingly, neither the Contractor nor its employees, agents, subcontractors or suppliers shall have any proprietary interest in such Developed Works. The Developed Works may not be utilized, reproduced or distributed by or on behalf of the Contractor, or any employee, agent, subcontractor or supplier thereof, without the prior written consent of the County, except as required for the Contractor's performance hereunder.
- d) Except as otherwise provided in subsections a, b, and c above, or elsewhere herein, the Contractor and its subcontractors and suppliers hereunder shall retain all proprietary rights in and to all Licensed Software provided hereunder, that have not been customized to satisfy the performance criteria set forth in the Scope of Services. Notwithstanding the foregoing, the Contractor hereby grants, and shall require that its subcontractors and suppliers grant, if the County so desires, a perpetual, irrevocable and unrestricted right and license to use, duplicate, disclose and/or permit any other person(s) or entity(ies) to use all such

Licensed Software and the associated specifications, technical data and other Documentation for the operations of the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. Such license specifically includes, but is not limited to, the right of the County to use and/or disclose, in whole or in part, the technical documentation and Licensed Software, including source code provided hereunder, to any person or entity outside the County for such person's or entity's use in furnishing any and/or all of the Deliverables provided hereunder exclusively for the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. No such License Software, specifications, data, documentation or related information shall be deemed to have been given in confidence and any statement or legend to the contrary shall be void and of no effect.

**ARTICLE 31. BUSINESS APPLICATION AND FORMS**

**Business Application** The Contractor shall be a registered vendor with the County – Department of Procurement Management, for the duration of this Agreement. It is the responsibility of the Contractor to file the appropriate Vendor Application and to update the Application file for any changes for the duration of this Agreement, including any option years.

Section 2-11.1(d) of Miami-Dade County Code as amended by Ordinance 00-1, requires any county employee or any member of the employee's immediate family who has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County from competing or applying for any such contract as it pertains to this solicitation, must first request a conflict of interest opinion from the County's Ethic Commission prior to their or their immediate family member's entering into any contract or transacting any business through a firm, corporation, partnership or business entity in which the employee or any member of the employee's immediate family has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County and that any such contract, agreement or business engagement entered in violation of this subsection, as amended, shall render this Agreement voidable. For additional information, please contact the Ethics Commission hotline at (305) 579-2593.

**ARTICLE 32. INSPECTOR GENERAL REVIEWS**

**Independent Private Sector Inspector General Reviews**

Pursuant to Miami-Dade County Administrative Order 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (hereinafter "IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the Contractor shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement for inspection and reproduction. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Contractor's prices and any changes

thereto approved by the County, be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the Contractor, its officers, agents, employees, subcontractors and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations, activities and performance of the Contractor in connection with this Agreement. The terms of this Article shall not impose any liability on the County by the Contractor or any third party.

**Miami-Dade County Inspector General Review**

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise provided below. The cost of the audit for this Contract shall be one quarter (1/4) of one (1) percent of the total contract amount which cost shall be included in the total contract amount. The audit cost will be deducted by the County from progress payments to the Contractor. The audit cost shall also be included in all change orders and all contract renewals and extensions.

Exception: The above application of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (i) contracts where an IPSIG is assigned at the time the contract is approved by the Commission; (j) professional service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Administrative Order 3-2; (m) federal, state and local government-funded grants; and (n) interlocal agreements. ***Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one quarter (1/4) of one percent in any exempted contract at the time of award***

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above. The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in conformance with plans, specifications and applicable law. The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector inspectors general (IPSIG) to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to project design, specifications, proposal submittals, activities of the Contractor, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon written notice to the Contractor from the Inspector General or IPSIG retained by the Inspector General, the Contractor shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records

in the Contractor's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, change order estimate files, worksheets, proposals and agreements form and which successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

### **ARTICLE 33. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

Contractor agrees to comply, subject to applicable professional standards, with the provisions of any and all applicable Federal, State and the County orders, statutes, ordinances, rules and regulations which may pertain to the Services required under this Agreement, including but not limited to:

- a) Equal Employment Opportunity (EEO), in compliance with Executive Order 11246 as amended and applicable to this Contract.
- b) Miami-Dade County Florida, Department of Business Development Participation Provisions, as applicable to this Contract.
- c) Environmental Protection Agency (EPA), as applicable to this Contract.
- d) Miami-Dade County Code, Chapter 11A, Article 3. All contractors and subcontractors performing work in connection with this Contract shall provide equal opportunity for employment because of race, religion, color, age, sex, national origin, sexual preference, disability or marital status. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay, or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous place available for employees and applicants for employment, such notices as may be required by the Dade County Fair Housing and Employment Commission, or other authority having jurisdiction over the work setting forth the provisions of the nondiscrimination law.
- e) "Conflicts of Interest" Section 2-11 of the County Code, and Ordinance 01-199.
- f) Miami-Dade County Code Section 10-38 "Debarment".
- g) Miami-Dade County Ordinance 99-5, codified at 11A-60 et. seq. of Miami-Dade Code pertaining to complying with the County's Domestic Leave Ordinance.
- h) Miami-Dade County Ordinance 99-152, prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County.

Notwithstanding any other provision of this Agreement, Contractor shall not be required pursuant to this Agreement to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Contractor, constitute a violation of any law or regulation to which Contractor is subject, including but not

limited to laws and regulations requiring that Contractor conduct its operations in a safe and sound manner.

**ARTICLE 34. NONDISCRIMINATION**

During the performance of this Contract, Contractor agrees to: not discriminate against any employee or applicant for employment because of race, religion, color, sex, handicap, marital status, age or national origin, and will take affirmative action to ensure that they are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on the job training.

By entering into this Contract with the County, the Contractor attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts) or Miami-Dade County Resolution No. R-385-95. If the Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the County to be in violation of the Act or the Resolution, such violation shall render this Contract void. This Contract shall be void if the Contractor submits a false affidavit pursuant to this Resolution or the Contractor violates the Act or the Resolution during the term of this Contract, even if the Contractor was not in violation at the time it submitted its affidavit.

**ARTICLE 35. CONFLICT OF INTEREST**

The Contractor represents that:

- a) No officer, director, employee, agent, or other consultant of the County or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment or compensation, whether tangible or intangible, in connection with the grant of this Agreement.
- b) There are no undisclosed persons or entities interested with the Contractor in this Agreement. This Agreement is entered into by the Contractor without any connection with any other entity or person making a proposal for the same purpose, and without collusion, fraud or conflict of interest. No elected or appointed officer or official, director, employee, agent or other consultant of the County, or of the State of Florida (including elected and appointed members of the legislative and executive branches of government), or a member of the immediate family or household of any of the aforesaid:
  - i) is interested on behalf of or through the Contractor directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the services, supplies or work, to which this Agreement relates or in any portion of the revenues; or
  - ii) is an employee, agent, advisor, or consultant to the Contractor or to the best of the Contractor's knowledge any subcontractor or supplier to the Contractor.
- c) Neither the Contractor nor any officer, director, employee, agency, parent, subsidiary, or affiliate of the Contractor shall have an interest which is in conflict with the Contractor's faithful performance of its obligation under this Agreement; provided that the County, in its sole discretion, may consent in writing to such a

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relationship, provided the Contractor provides the County with a written notice, in advance, which identifies all the individuals and entities involved and sets forth in detail the nature of the relationship and why it is in the County's best interest to consent to such relationship.

- d) The provisions of this Article are supplemental to, not in lieu of, all applicable laws with respect to conflict of interest. In the event there is a difference between the standards applicable under this Agreement and those provided by statute, the stricter standard shall apply.
- e) In the event Contractor has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation of any of the above, Contractor shall promptly bring such information to the attention of the County's Project Manager. Contractor shall thereafter cooperate with the County's review and investigation of such information, and comply with the instructions Contractor receives from the Project Manager in regard to remedying the situation.

**ARTICLE 36. PRESS RELEASE OR OTHER PUBLIC COMMUNICATION**

Under no circumstances shall the Contractor without the express written consent of the County:

- a) Issue or permit to be issued any press release, advertisement or literature of any kind which refers to the County, or the Work being performed hereunder, unless the Contractor first obtains the written approval of the County. Such approval may be withheld if for any reason the County believes that the publication of such information would be harmful to the public interest or is in any way undesirable; and
- b) Communicate in any way with any contractor, department, board, agency, commission or other organization or any person whether governmental or private in connection with the Services to be performed hereunder except upon prior written approval and instruction of the County; and
- c) Except as may be required by law, the Contractor and its employees, agents, subcontractors and suppliers will not represent, directly or indirectly, that any product or service provided by the Contractor or such parties has been approved or endorsed by the County.

**ARTICLE 37. BANKRUPTCY**

The County reserves the right to terminate this contract, if, during the term of any contract the Contractor has with the County, the Contractor becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the Contractor under federal bankruptcy law or any state insolvency law.

**ARTICLE 38. GOVERNING LAW**

This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall be governed by, and

construed in accordance with, the laws of the State of Florida.

**ARTICLE 39. COUNTY USER ACCESS PROGRAM (UAP)**

**a) User Access Fee**

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this Contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The Contractor providing goods or services under this Contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

**b) Joint Purchase**

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The Contractor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Contractor participation in this joint purchase portion of the UAP, however, is voluntary. The Contractor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the Contractor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

The County shall have no liability to the Contractor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the Contractor and shall be paid by the ordering entity less the 2% UAP.

**c) Contractor Compliance**

If a Contractor fails to comply with this Article, that Contractor may be considered in default by the County in accordance with Article 24 of this Contract.

ARTICLE 40. SURVIVAL

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Contractor and the County under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the contract date herein above set forth.

Contractor

Miami-Dade County

By: [Signature]

By: \_\_\_\_\_

Name: JOHN E. JOYNER

Name: \_\_\_\_\_

Title: PRESIDENT

Title: \_\_\_\_\_

Date: 8-16-06

Date: \_\_\_\_\_

Attest: [Signature]  
Corporate Secretary

Attest: \_\_\_\_\_  
Clerk of the Board

Corporate Seal

Approved as to form  
and legal sufficiency

\_\_\_\_\_  
Assistant County Attorney

## Appendix A

## SCOPE OF SERVICES

## 1. INTRODUCTION

Miami-Dade County herein referred to as the "County", as represented by the Office of the Citizens' Independent Transportation Trust (OCITT), is contracting for financial consulting services. The Contractor shall perform on a Work Order basis and shall provide financial analyses to the Citizens' Independent Transportation Trust (CITT).

**Restrictions on Other County Contracts**

The Contractor and its subcontractors assigned to this project, during the term of the Contract, including any option or extension period, cannot be either a contractor or subcontractor under any other Charter County Transit System Surtax Funded Contract (i.e., PTP funded contract).

## 2. REQUIREMENTS AND SERVICES TO BE PROVIDED

## A. PREFERRED QUALIFICATIONS

- The Contractor should have performed similar services, within the past two years, to the services required by this Contract.
- The Contractor's Project Manager should be a licensed financial planner, and/or CPA, and/or have a Masters in Business Administration or Finance, and/or have at least a 4 year degree with more than 5 years experience in financial consulting services.
- The Contractor's Project Team should include staff with the necessary professional background, credentials and experience to perform financial analysis (including, but not limited to cost/benefit analysis, rate and fee studies, financing feasibility studies, etc.) auditing (including forensic auditing), and accounting.
- The Contractor's staff should be immediately available following contract execution.

## B. OBJECTIVES

The Contractor will assist the CITT, in carrying out its oversight responsibilities as described below.

## C. GENERAL TASKS AND DELIVERABLES

Work Orders may be issued by the County to include, but not limited to, the following types of services:

- General financial consulting services including; strategic planning, business planning, and other planning initiatives, and provides recommendations as needed/requested.
- Performance Management and Measurement
- Review and assess the Miami-Dade Transit (MDT) pro forma
- Integration of the pro forma updates into the CITT Risk Assessment Model
- Maintenance of the CITT Risk Assessment Model
- Perform financial sensitivity analyses on transit and transportation operations taking into account such factors as capital program implementation, regulatory

- changes and other such issues that may cause a need to review financial operations
- Assistance with the review of MDT's Maintenance and Operations Cost Allocation Model
  - Any other requests to provide overall financial analyses/consulting to the CITT

Deliverables for assignments shall be specified in the Work Orders and may include reports of all findings and recommendations. The Contractor should have sufficient and appropriate staff assigned to complete each Work Order within required timelines. The Contractor and/or staff shall be available, when requested, to present its progress, findings, or to present a final report to the OCITT, CITT, The Board of County Commissioners and subcommittees thereof.

#### **D. WORK ORDER PROCESS**

1. **ASSIGNMENTS** – The County may accept recommendations from the Contractor regarding potential assignments to be performed, or the County may develop assignments exclusively.
2. **WORK PLAN** – After the assignment has been defined, the County may request that a written work plan from the Contractor be submitted. The written work plan must be received by the County as defined in each request, which shall include the following:
  - Description of the proposed approach
  - Staff performing the work, each person's job title, hourly rate and estimated number of hours each will spend on the assignment
  - Date of assignment completion
  - Cost per staff person (based on agreed rates)
  - Out-of-pocket cost, if any
  - Total for the assignment
3. **WORK ORDER** – All work to be performed under this Contract requires a Work Order issued by the County. The County, at its sole discretion, may modify the scope of a Work Order at anytime and shall only pay for work actually performed by the Contractor.

Once a written work plan is received and reviewed by the County, the County will either make changes (which may require negotiations on the assignment with the Contractor), approve the work plan as submitted, or cancel the assignment. The County will issue Work Orders based on approved work plans.

#### **E. PAYMENT SCHEDULE**

The Contractor may bill monthly for service completed. All billings shall be accompanied by a breakdown including hours by position, supporting documentation and total expenses. All billings shall be consistent with any negotiated estimates as described above (refer to Section D).

Note: Notwithstanding any of the above tasks, deliverables, payment schedules, etc., by mutual agreement, the County and the selected Proposer may modify these general requirements and services based on Work Order negotiations.

## Appendix B

## PRICE SCHEDULE

**RATES**

Contractor's hourly rates for staff positions which will perform the services as stated in Appendix A of this Contract are below. The Contract agrees that rates shall remain flat and fixed and remain guaranteed for the Contract term. The rates for the option to renew years will be negotiated based primarily on the successful completion of initial three years of service. However, the below rates do not preclude the Contractor and the County from negotiating lower rates or other pricing terms under any Work Order.

The core positions identified in the following table shall be the key personnel and subcontractors performing the services as needed under any Work Order.

Core Positions	Hourly Rates Year 1	Hourly Rates Year 2	Hourly Rates Year 3
Project Principal	\$254	\$266	\$280
Project Manager	\$160	\$168	\$176
Financial Consultant	\$143	\$150	\$158
Financial Analyst	\$121	\$127	\$134
Subcontractor (PEG)	\$144	\$151	\$158

Use of the positions below must receive approval by the County's Project Manager on an as needed basis for any Work Order issued. The County will not accept invoices for payment for positions, if prior approval is not stipulated in the applicable Work Order.

Specialist Positions, Oversight Positions, and Administrative	Hourly Rates Year 1	Hourly Rates Year 2	Hourly Rates Year 3
Senior Advisor	\$221	\$232	\$243
Program Specialist	\$225	\$236	\$248
Accounting Specialist	\$190	\$200	\$209
Federal Funding	\$305	\$320	\$336
Project Oversight	\$295	\$310	\$325
Administrative	\$90	\$95	\$99

## Notes:

1. The Contractor shall be paid as specified in each Work Order.



# Memorandum



**Date:** August 2, 2006

**To:** Rita Silva  
Senior Procurement Contracting Officer  
Department of Procurement Management

**From:** Alberto J. Safille *Alberto J. Safille*  
Chairperson  
Evaluation/Selection Committee

**Subject:** Report of Evaluation/Selection Committee RFQ No. 88 – Financial Consulting Services for the Citizens' Independent Transportation Trust

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The Evaluation/Selection Committee has completed the task of evaluating proposals submitted in response to the above referenced Request for Qualifications ("RFQ") following the guidelines published in the RFQ solicitation as summarized below.

**Committee meeting dates:** July 25, 2006 – Kick Off Meeting  
August 1, 2006 – Evaluation/Selection Committee Meeting

**Verification of compliance with contract measures:** The Review Committee meeting of May 24, 2006, recommended a Small Business Enterprise (SBE) 25% subcontractor goal for this solicitation. The Department of Business Development (see attached memo) has determined that the following firms are in compliance:

Infrastructure Management Group, Inc.

**Verification of compliance with minimum qualification requirements:** The RFQ did not have minimum qualification requirements.

**Other information:** CMPRO, LLC did not meet SBE requirements as determined by the Department of Business Development (memo attached), therefore the County Attorney's Office considered CMPRO, LLC non-responsive (memo attached).

**Summary of Committee scores:** The Committee decided not to hold oral presentations since the proposals did not require further clarification. Price proposals were not evaluated pursuant to RFQ No. 88.

The total final scores are as follows:

<i>Proposer</i>	<i>Technical Score</i>	<i>Price Score</i>	<i>Total Score</i>	<i>Price/Cost Submitted</i>
1. Infrastructure Management Group, Inc.	364	N/A	364	N/A

**Local Preference:** Local Preference was considered in accordance with applicable ordinances, but did not affect the outcome as only one Proposer was responsive.

**Negotiations:** The Committee recommends that the County enter into negotiations with the firm with the highest score, Infrastructure Management Group, Inc. The following individuals will participate in the negotiations upon scheduling:

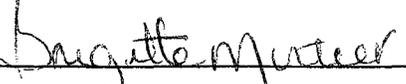
Alberto J. Safille, Procurement Contracting Officer, DPM



RFQ NO. 88  
 FINANCIAL CONSULTING SERVICES FOR THE CITIZENS' INDEPENDENT  
 TRANSPORTATION TRUST  
 EVALUATION OF PROPOSALS  
 COMPOSITE

SELECTION CRITERIA	PROPOSERS	Construction Management & Professional Services, LLC d/b/a CMPROServices, LLC	Infrastructure Management Group, Inc.
Proposer's experience and qualifications as they relate to the Scope of Services. <i>[Max. Points: 200 (40 points per 5 members)]</i>		0.00	147.00
Proposed key staff and subcontractor experience and qualifications. <i>[Max. Points: 150 (30 points per 5 members)]</i>		0.00	112.00
Proposer's management approach, methodology, project plan and organization, ability to perform projects competently, and adherence to timeliness and budgets. <i>[Max. Points: 150 (30 points per 5 members)]</i>		0.00	105.00
<b>Total Technical Points</b> <i>(Total Max. Points: 500)</i>		<b>0.00</b>	<b>364.00</b>
<b>Local Preference*</b> <i>(Highest ranked proposer's total points - 5% = Local Preference range)</i>			

Signature: 

Chairperson: 

Reviewed By: \_\_\_\_\_

Date: 8/2/06

Date: 8/2/06

Date: \_\_\_\_\_

RFQ NO. 88

FINANCIAL CONSULTING FOR THE CITIZENS' INDEPENDENT  
TRANSPORTATION TRUST

Evaluation of Proposals

Marc A. Buoniconti

SELECTION CRITERIA	PROPOSERS	
Proposer's experience and qualifications as they relate to the Scope of Services. <i>(Max. Points: 40)</i>	Construction Management & Professional Services, LLC d/b/a CMPROServices, LLC	Infrastructure Management Group, Inc.  35.00
Proposed key staff and subcontractor experience and qualifications. <i>(Max. Points: 30)</i>		25.00
Proposer's management approach, methodology, project plan and organization, ability to perform projects competently, and adherence to timeliness and budgets. <i>(Max. Points: 30)</i>		25.00
<b>Total Technical Points</b> <i>(Max. Points: 100)</i>	<b>0.00</b>	<b>85.00</b>

RFQ NO. 88

FINANCIAL CONSULTING FOR THE CITIZENS' INDEPENDENT  
TRANSPORTATION TRUST

Evaluation of Proposals

Miles Moss

SELECTION CRITERIA / PROPOSERS	Construction Management & Professional Services, LLC d/b/a CMPROServices, LLC	Infrastructure Management Group, Inc.
Proposer's experience and qualifications as they relate to the <b>Scope of Services.</b> <i>(Max. Points: 40)</i>		0.00
Proposed key staff and subcontractor experience and qualifications. <i>(Max. Points: 30)</i>		0.00
Proposer's management approach, methodology, project plan and organization, ability to perform projects competently, and adherence to timeliness and budgets. <i>(Max. Points: 30)</i>		0.00
<b>Total Technical Points</b> <i>(Max. Points: 100)</i>	<b>0.00</b>	<b>0.00</b>

RFQ NO. 88

FINANCIAL CONSULTING FOR THE CITIZENS' INDEPENDENT  
TRANSPORTATION TRUST

Evaluation of Proposals

Miriam Abreu

SELECTION CRITERIA / PROPOSERS	Construction Management & Professional Services, LLC d/b/a CMPROServices, LLC	Infrastructure Management Group, Inc.
<b>Proposer's experience and qualifications as they relate to the Scope of Services.</b> <i>(Max. Points: 40)</i>		40.00
<b>Proposed key staff and subcontractor experience and qualifications.</b> <i>(Max. Points: 30)</i>		30.00
<b>Proposer's management approach, methodology, project plan and organization, ability to perform projects competently, and adherence to timeliness and budgets.</b> <i>(Max. Points: 30)</i>		28.00
<b>Total Technical Points</b> <i>(Max. Points: 100)</i>	0.00	98.00

RFQ NO. 88

FINANCIAL CONSULTING FOR THE CITIZENS' INDEPENDENT  
TRANSPORTATION TRUST

Evaluation of Proposals

Vivian Walters

SELECTION CRITERIA	PROPOSERS	Construction Management & Professional Services, LLC d/b/a CMPROServices, LLC	Infrastructure Management Group, Inc.
<b>Proposer's experience and qualifications as they relate to the Scope of Services.</b> <i>(Max. Points: 40)</i>			38.00
<b>Proposed key staff and subcontractor experience and qualifications.</b> <i>(Max. Points: 30)</i>			30.00
<b>Proposer's management approach, methodology, project plan and organization, ability to perform projects competently, and adherence to timeliness and budgets.</b> <i>(Max. Points: 30)</i>			28.00
<b>Total Technical Points</b> <i>(Max. Points: 100)</i>		0.00	96.00

RFQ NO. 88

FINANCIAL CONSULTING FOR THE CITIZENS' INDEPENDENT  
TRANSPORTATION TRUST

Evaluation of Proposals

Maria Sanchez

SELECTION CRITERIA / PROPOSERS	Construction Management & Professional Services, LLC d/b/a CMPROServices, LLC	Infrastructure Management Group, Inc.
<b>Proposer's experience and qualifications as they relate to the Scope of Services.</b> <i>(Max. Points: 40)</i>		34.00
<b>Proposed key staff and subcontractor experience and qualifications.</b> <i>(Max. Points: 30)</i>		27.00
<b>Proposer's management approach, methodology, project plan and organization, ability to perform projects competently, and adherence to timeliness and budgets.</b> <i>(Max. Points: 30)</i>		24.00
<b>Total Technical Points</b> <i>(Max. Points: 100)</i>	0.00	85.00

# Memorandum



Date: July 27, 2006

To: Bruce Libhaber  
Assistant County Attorney

From: Albert Safille  
Procurement Contracting Officer  
Department of Procurement Management

Subject: Request for Legal Opinion RFQ No. 88

On July 20, 2006, proposals were received for RFQ No. 88 and subsequently reviewed for responsiveness. During the review, it was noted that one Proposer was not in compliance with the Small Business Enterprise (SBE) requirements. Accordingly, the Department of Business Development conducted a compliance review of the subject matter and found CMPRO Services, LLC, as non-compliant and non-responsive to the 25% SBE goal.

Therefore, the aforementioned proposal should be deemed non-responsive. Please review this issue and note whether you concur or do not concur with our determination.

If you have any questions, please contact me at (305) 375-4262. Thank you for your attention to this matter.

I concur; the proposal is deemed non-responsive based on above.

I do not concur; the proposal is not deemed non-responsive based on above.

Reviewed By: Bruce Libhaber

Date: 7/28/06

Attachments

# Memorandum



Date: July 24, 2006

To: John McInnis  
Assistant County Attorney

From:   
Marsha Jackman, Director  
Department of Business Development

Subject: Request for Legal Opinion  
Project – RFQ No. 88 Financial Consulting Services for the Citizen's  
Independent Transportation Trust

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The Department of Business Development has completed its review of the above-referenced project. The contract measure established for RFQ No. 88 – is a 25% subcontractor goal for Small Business Enterprise (SBE) firm(s).

Construction Management and Professional Services, LLC, d/b/a CMPROService, LLC (CMPR), did not submit a Small Business Enterprise (SBE) Agreement in their proposal identifying a SBE to fulfill the required 25% subcontractor goal.

The SBE Participation Provisions, Page 5, Section 2. a. states:

“Bid documents to which a subcontractor goal is applied shall require bidders to submit a signed Agreement at the time of bid submission identifying all SBE’s to be utilized to meet the subcontractor goal. Each Agreement shall specify the scope of work and commodity code the SBE will perform...Failure to submit an Agreement and SBE joint venture agreement, if applicable, may deem a bid non-responsive”.

Also, based on a “four corners” review of the bid documents, information that would be listed on the Agreement was not included.

Please render a legal opinion as to whether the aforementioned proposal is responsive to the SBE Participation Provisions.

Should you have questions, please contact Albert Porter at (305) 375-3128.

MJ:ap

# Memorandum



Date: July 25, 2006

To: Miriam Singer, Director  
Department of Procurement Management

From:   
Marsha E. Jackman, Director  
Department of Business Development

Subject: Bid No. RFQ No. 88  
Financial Consulting Services for the Citizens' Independent Transportation Trust  
(CITT)

The Department of Business Development (DBD) has completed its review of the above referenced project for compliance with the Small Business Enterprise (SBE) Program Participation Provisions (Provisions). The services requested include, but are not limited to, work order driven directives to include such areas as accounting, rate and fee studies, cost/benefit analyses, financial analyses, auditing (including forensic auditing) and feasibility studies.

The contract measure applicable to this Request for Qualifications (RFQ) is a 25% subcontractor goal for SBE(s). Pursuant to Section C.1 of the Provisions, "in order to participate as a SBE on this contract, an SBE must have a valid certification at the time of bid submittal, bid award, and throughout the duration of the contract". Additionally, Section D.2a of the provisions states, "bid documents to which a subcontractor goal is applied shall require bidders to submit a signed Agreement at the time of bid submission identifying all SBE(s) to be utilized to meet the subcontractor goal. Each agreement shall specify the scope of work and commodity code the SBE will perform. The agreement constitutes a written representation by the bidder that to the best of the bidders knowledge the SBE(s) listed are available and have agreed to perform as specified, or that the bidder will demonstrate unavailability. Failure to submit an Agreement and SBE joint venture agreement, if applicable, may deem a bid non-responsive".

The Department of Procurement Management (DPM) submitted proposals from, Construction Management and Professional Services, LLC, d/b/a CMPROServices, LLC (CMPR) and Infrastructure Management Group, Inc. (IMG).

CMPR submitted a proposal that did not include a provision for the required 25% SBE goal measure. Furthermore, the proposer stated on form A-7.2 that "we award subcontract work only when our in-house expertise is not available or the area of consulting is not an area we specialize in. All subcontractors are required to have insurance policy that matches our own". Accordingly, CMPR is non-responsive and is not in compliance with the SBE Participation Provisions.

IMG, a non SBE, provided a signed subcontractor Agreement identifying the Planning and Economics Group (PMG) as the certified company assigned to meet the 25% SBE goal. Payment

Page 2

Bid No. RFQ No. 88

Financial Consulting Services for the Citizens' Independent Transportation Trust (CITT)

to PMG was also stated in the Agreement in accordance with the prompt payment directive for SBE(s). Accordingly, IMG is in compliance with the SBE Participation Provisions.

Please note that this memorandum only addresses compliance with the Small Business Enterprise Program and the established contract measures. The Department of Procurement Management is responsible for any other issues/requirements that may exist.

If you have any questions, please contact Albert Porter direct (305) 375-3128.

- c. Rita Silva, DPM
- Alberto Saffile, DPM
- Veronica Robinson, DBE
- File