

Memorandum



Date: November 10, 2008

GOE

To: Honorable Chairperson Natcha Seljas
and Members, Governmental Operations and Environment Committee

Agenda Item No. 7(B)

From: George M. Burgess
County Manager

A handwritten signature in black ink, appearing to read "G. Burgess", written over the printed name of the County Manager.

Subject: Use of Consultants for Public Involvement Plan by the Public Works Department

At the July 8, 2008 Governmental Operations and Environment Committee (GOEC) meeting, the Public Works Department (PWD) was directed to provide a report concerning the use of consultants for public involvement.

Through a letter dated August 31, 2006 (Exhibit A), the County Manager directed the Office of Capital Improvements (OCI) and all County departments that conduct construction-related activities, to ensure that public involvement planning is incorporated in all projects in excess of \$1 million that may adversely impact neighboring businesses. In order to comply with the mandate, since early 2006 the PWD has included a PIP allowance account in the Professional Services Agreements (PSA) for all major roadway and bridge projects that meet the aforementioned criteria. Currently, PWD issues a work order to the prime consultant for the preparation of a Master Plan which includes the PIP requirements and a separate work order for the actual design of the project which addresses involvement during the construction stage.

Specifically, during the Master Plan phase of a project, the consultant analyzes the existing conditions of a roadway corridor and prepares roadway typical sections, general layouts and a proposed overview of the project. PWD, along with the consultant, holds public meetings with the community at large (residents, businesses, municipalities, elected officials, etc.) to present the proposed project and to allow for public review and comments at an early stage. Subsequently, during the design phase of the project, the consultant prepares a Community Awareness Plan identifying the various impacts to the community during construction and recommends remedial actions for implementation during construction. The Community Awareness Plan allows for business owners and residents to be part of the construction processes, and provides for continuous communication to minimize any impacts on the residents and business owners of the area. Prior to the commencement of construction, PWD also distributes project information bulletins in various languages to the residents and businesses in the area to highlight the project information including the main phone numbers available for them to use for any questions or concerns.

Please note that prior to the directive requiring a Public Involvement Plan (PIP), the PWD already had an established policy to conduct community meetings during the planning stages of all PWD major roadway and bridge projects. These meetings consisted of presenting roadway design alternatives to the public for review and comments, in order to inform residents and neighborhood organizations of the proposed construction and associated impacts from required rights-of-way acquisitions. Recommendations and suggestions received from citizens were evaluated and when feasible incorporated into the final plans.

The attached spreadsheet (Exhibit B) provides a list of projects which were initiated and developed since the implementation of the PIP, inclusive of their pertinent funding sources. The amounts listed under the Master Plan phase, \$70,394 to date, are the consultants' fees for the preparation of exhibits, personal participation, and record keeping provided for the community meeting(s) as part of the PIP. The amounts listed under the PIP/Community Awareness Plan Allowance are the amounts included in PSAs for the development of the Community Awareness Plan and the consultants' continued involvement in providing information to the public and addressing any conflicts which may arise during construction. Of the total amount shown, PWD has currently issued work orders for approximately \$17,000 from the PIP/Community Awareness Plan allowance accounts. Therefore, to date the total amount actually invoiced and paid towards consultants for public involvement for both the PIP and the Community Awareness Plan, is approximately \$87,394. However, PWD is in the process of issuing work orders for a total of \$178,000 for the preparation of the Community Awareness Plan to be implemented as the construction phase approaches for the remaining of the listed projects.

There are another five (5) projects listed (12 through 16) in Exhibit A that are currently in the process of being awarded for design that include PIP requirements of \$64,865 during the Master Plan phase and another \$195,000 for the preparation and implementation of the Community Awareness Plan during construction.

PWD appreciates the benefits of the public involvement process in keeping both the community involved and informed, and will continue to actively embrace the PIP process from the inception to the completion of each new project. Our efforts include, but are not limited to, meeting with elected officials and municipalities, conducting and/or participating in the community meetings, incorporating feasible comments into project plans and preparing and distributing notifications and fact sheets as required in the various phases of projects to adjacent property owners and businesses.



Assistant County Manager

Date



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miamidade.gov

- ADA Coordination
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- Capital Improvements
- Citizen's Independent Transportation Trust
- Communications
- Community Action Agency
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- Cultural Affairs
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- Emergency Management
- Employee Relations
- Enterprise Technology Services
- Environmental Resources Management
- Fair Employment Practices
- Finance
- Fire Rescue
- General Services Administration
- Historic Preservation
- Homeless Trust
- Housing Agency
- Housing Finance Authority
- Human Services
- Independent Review Panel
- International Trade Consortium
- Juvenile Assessment Center
- Medical Examiner
- Metropolitan Planning Organization
- Park and Recreation
- Planning and Zoning
- Police
- Procurement
- Property Appraiser
- Public Library System
- Public Works
- Safe Neighborhood Parks
- Seaport
- Solid Waste Management
- Strategic Business Management
- Team Metro
- Traffic
- Urban Revitalization Task Force
- Viscaya Museum and Gardens
- Water and Sewer

AUG 31 2006

Mr. Henry Lee Givens, Member
 Citizens' Independent Transportation Trust
 111 NW 1st Street, Suite 1010
 Miami, Florida 33128

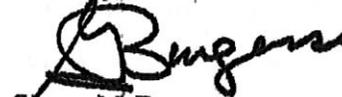
Dear Mr. Givens:

I am in receipt of your recent letter to Commissioner Dennis Moss regarding the Public Involvement Plan (PIP) requested by the Citizens' Independent Transportation Trust.

As you know, Administrative Order 3-39 is currently under review as it is quite complex and wide reaching. The Public Involvement Planning Program guidelines are being incorporated in the final version of the administrative order. In the interim, I have instructed the Office of Capital Improvements and all County departments that conduct construction-related activities to ensure that public involvement planning is incorporated in all projects in excess of \$1 million that may adversely impact neighboring businesses as proposed in the draft administrative order.

A copy of the proposed language for public involvement planning to be inserted into A.O. 3-39 is included for your information. Please do not hesitate to contact me or Roger Hernstadt, Director, Office of Capital Improvements, should you have any questions or require additional information.

Sincerely,


 George M. Burgess
 County Manager

cc: Honorable Dennis C. Moss, Commissioner District 9
 Carlos F. Bonzon, Ph.D., P.E., Assistant County Manager

Delivered to Mr. Givens by Mr. [unclear]

D. Public Involvement Planning (PIP)

On March 1, 2005 the Board of County Commissioners (BCC) passed Resolution R-273-05 directing the Manager to develop a proposal to include a Public Involvement Plan (PIP) in all construction contracts and Joint Participation Agreements (JPA) in excess of \$1 million that adversely impact neighboring businesses.

All County departments or recipients of County capital improvement funding are required to incorporate Public Involvement Planning (PIP) as a critical ingredient in their capital improvement project planning and implementation for capital improvement infrastructure projects exceeding \$1 million in construction cost and where schools and businesses comprise more than ten percent of the project limits frontage. PIP may include, but not be limited to, public meetings, field assessment, innovative design, contracting construction management and evaluation techniques to minimize the disrupting effects of forthcoming infrastructure improvement projects. In the event of an emergency, the County Manager or the County Manager's designee may waive PIP requirements.

All County departments or recipients of County capital improvement funding shall prepare the proposed PIP prior to achieving fifty percent design completion and 13prepare the final PIP prior to seeking authorization to advertise for construction. The PIP shall include, but not be limited to, the following:

1. Identify each business or school within the project limits and if a major roadway, the extended project limits (1/4 mile outside project limits), days and hours of operation and peak traffic periods, square footage, number of dedicated parking places, number of customers or students, deliveries (if scheduled) and contact person information.
2. Identify specific strategies to maintain ingress and egress to businesses and schools within the extended project limits.
3. Identify the number of days the project will directly and indirectly disrupt the businesses or schools access or parking within the extended project limits.
4. Prepare maintenance of traffic plan to maximize access to business and schools peak traffic periods (customer or student and vehicular) scheduled deliveries and in consideration of all hours of operations.
5. Prepare parking plan to maximize access to business and schools during peak traffic periods (customer or student and vehicular), scheduled deliveries and in consideration of all hours of operations.
6. Prepare parking plan to minimize construction project and subsequent operational noise or odor in consideration of all in the vicinity of the improvement.

7. Identify construction implementation methodologies that will be utilized to mitigate disruption to businesses and schools within the project limits. Each department or funding recipient will be responsible for minimizing the impact of its projects through close adherence to project construction schedules, breaking the project into segments, enforcing work performance in accordance with applicable specifications, working nights and weekends, and/or offering bonus incentives for early completion in addition to strictly enforcing the assessment of liquidated damages related to contractor delays.
8. Identify promotional techniques (in addition to supplemental signage) to inform the community how to access the businesses and schools during the construction period. Prepare and distribute promotional materials or advertisements to inform the immediate community no less than once per month that the business or school is impacted by the project.
9. For projects where schools and business comprise more than ten percent but less than fifty percent of the extended project limits frontage, assign a full time public involvement officer who shall be on the project site no less than eight (8) hours per week and available all other times by telephone beginning thirty days prior to the start of construction in order to contact all business or schools monthly regarding issues regarding the project.
10. For projects where schools and business comprise more than fifty percent of the extended project limits frontage, departments shall inform the community and conduct a test of their maintenance of traffic and parking plan (for a period not less than one week) and then conduct a public meeting to discuss the effectiveness of the test.
11. For projects where schools and business comprise more than fifty percent of the project limits frontage, assign a full time public involvement officer who shall be on the project site no less than 18 hours per week and available all other times by telephone beginning thirty days prior to the start of construction in order to contact all business or schools monthly regarding issues regarding the project.
12. Conduct no less than two (2) public meetings to obtain community impact to the proposed and final plan. Items to be discussed include but are not limited to project schedule, planned dates, days and hours of construction, phasing or staging, maintenance of traffic, access mitigation, promotional activities and other relevant public involvement concerns.
13. Conduct a project impact community survey no less than sixty days after completion of the project to obtain feedback on the public involvement plan and project implementation. The public shall provide their project impact community survey comments directly to OCI. OCI shall report the survey results to the department director and the County Manager.

The department director and their designated project manager assigned to implement and supervise the project are responsible for the PIP. The associated

records shall be retained in writing or audio tape. The PIP records include but are not limited to the proposed PIP plan and initial public meeting minutes, final PIP plan and final meeting minutes, all notices and reports associated with implementing each project's PIP, as well as any reports of stagnant work, potential disruptions and the contractor's progress. The PIP records are to be made available to the Office of Capital Improvements (OCI) upon request. In addition to providing delay or delinquent notification to the contractor, all notifications of potential or actual delinquency will also be provided to OCI. County departments shall utilize the Capital Improvements Information System (CIIS) to report on project implementation.

The PIP may be augmented by loans even if projects were designed and constructed in a manner that minimized adverse impacts on businesses and particularly when a notice of delinquency is issued to a contractor because the project is falling behind schedule, or a time extension change order is issued on a project that started on schedule where no additional work is required.

MEMORANDUM

RTC

Agenda Item No. 2(A)

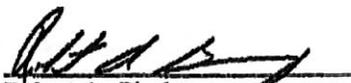
TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE February 10, 2005

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Resolution relating to a
Public Involvement Plan
(PIP) in all construction
contracts

The accompanying resolution was prepared and placed on the agenda at the request of
Commissioner Sally A. Heyman and Commissioner Carlos A. Gimenez.


Robert A. Ginsburg
County Attorney

RAQ/jls



MEMORANDUM

(Revised)

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

DATE: March 1, 2005

FROM: 
Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No.

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

8

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No.
3-1-05

RESOLUTION NO. _____

RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS (BCC) DIRECTING THE COUNTY MANAGER TO DEVELOP A PROPOSAL TO INCLUDE A PUBLIC INVOLVEMENT PLAN (PIP) IN ALL CONSTRUCTION CONTRACTS AND JOINT PARTICIPATION AGREEMENTS (JPA) IN EXCESS OF \$1 MILLION THAT ADVERSELY IMPACT NEIGHBORING BUSINESSES AND TO REPORT SUCH PROPOSAL TO THE REGIONAL TRANSPORTATION COMMITTEE (RTC) WITHIN THIRTY (30) DAYS

WHEREAS, it is imperative to ensure that business owners and residents are part of the design and construction process; and

WHEREAS, it is essential to keep open lines of communications with the residents and business owners of Miami-Dade County; and

WHEREAS, the Florida Department of Transportation (FDOT) successfully implemented a PIP for the Calle Ocho/S.W. 8th Street Project, which included weekly meetings with property owners, tenants, and area residents, blue and white business signs, directional parking signs, and schedules for major work to be performed in the area; and

WHEREAS, the FDOT's PIP can serve as a model for Miami-Dade County projects,

NOW, THEREFORE, BE IT RESOLVED BY THE BCC, that this Board directs the County Manager to develop a proposal to include a PIP in all construction contracts and JPAs in excess of \$1 million that adversely impact neighboring businesses and to report such proposal to the RTC within thirty (30) days.

B

The foregoing resolution was sponsored by Commissioner Sally A. Heyman and Commissioner Carlos A. Gimenez and 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	Dr. Barbara Carey-Shuler
Jose "Pepe" Diaz	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Dorrin D. Rolle	Natacha Seljas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of March, 2005. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

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

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Bruce Libhaber



PUBLIC WORKS DEPARTMENT PROJECTS WHICH INCLUDE PUBLIC INVOLVEMENT PLAN

PROJECT NAME	STATUS	FUNDING	MASTER PLAN PHASE (EXP. AMOUNT)	PROJECT CONSTRUCTION COST	PIP/CAP (ALLOWANCE ACCOUNT)	SCOPE
1 SW 27 Ave from US-1 to Bayshore Dr	Design finished awaiting ROW acquisition	PTP	\$ 2,104	\$ 4,867,130	\$ 10,000	Widen 2 lane roadway to include landscaped center median, bicycle facilities, and on-street parking.
2 SW 264 St from US-1 to SW 137 Ave	Design finished awaiting ROW acquisition	PTP	\$ 1,532	\$ 4,200,000	\$ 10,000	Widen 2 lane roadway to include landscaped center median, bicycle facilities, and on-street parking.
3 SW 216 St from FL Turnpike to SW 127 Ave	Design finished awaiting ROW acquisition	PTP	\$ 2,313	\$ 8,477,966	\$ 20,000	Widen 2 lane roadway to include landscaped center median, bicycle facilities, and on-street parking.
4 SW 176 St from US-1 to SW 107 Ave	Design finished awaiting ROW acquisition	PTP	\$ 1,695	\$ 4,200,000	\$ 10,000	Widen 2 lane roadway to include landscaped center median, bicycle facilities, and on-street parking.
5 SW 157 Ave from SW 42 St to SW 8 St	Master Plan finished; Design on-hold	RIF	\$ 3,342	\$ 14,700,000	\$ 20,000	Widen roadway from 2 to 4 lanes with landscaped center median
6 Venetian CSWY Streetscape	Design Ongoing	Various	\$ 12,563	\$ 8,577,701	\$ 20,000	Roadway reconstruction, drainage improvements, and streetscape improvements
7 NW 37 Ave from NW North River Dr to NW 79 St	Design finished awaiting ROW acquisition	PTP	\$ 3,143	\$ 14,926,690	\$ 25,000	Widen roadway from 2 to 3 lanes with on-street parking
8 SW 136 St from 152 Ave to SW 139 Ct	Under construction	PTP	\$ 2,223	\$ 6,139,886	\$ 10,000	Widen roadway from 2 to 4 lanes
9 SW 157 Ave from SW 184 to 152 St	Design finished awaiting ROW acquisition	PTP	\$ 2,205	\$ 10,461,333	\$ 20,000	Widen roadway from 2 to 4 lanes with landscaped center median
10 Reversible Flow Lanes NW 7 Avenue	Master Plan finished; Design on-hold	PTP	\$ 36,309	\$ 14,000,000	\$ 35,000	Reversible flow lane implementation
11 SW 328 Street from SW 152 Ave to SW 137 Ave	Design finished awaiting ROW acquisition	RIF	\$ 2,964	\$ 10,930,000	\$ 15,000	Widen roadway from 2 to 4 lanes
SUB-TOTALS			\$ 70,394	\$ 101,480,706	\$ 195,000	
12 Miami River Greenways	Design not started	GOB	\$ 3,933	\$ 6,000,000	\$ 20,000	New 23' wide pedestrian/bicycles shared use riverwalk
13 Venetian CSWY Bridge Replacement	Design not started	CIOP, CWY	\$ 51,381	\$ 110,000,000	\$ 100,000	Bridge replacement
14 SW 137 Ave from US-1 to SW 200 St	Design not started	PTP	\$ 2,606	\$ 20,381,356	\$ 30,000	New 2 lane roadway
15 SW 268/264 Street Connector between SW 147 Ave and SW 112 Ave	Design not started	RIF	\$ 4,266	\$ 13,093,171	\$ 30,000	Widen roadway and other street improvements
16 SW 137 Ave from HEFT to US-1	Design not started	PTP	\$ 2,678	\$ 8,644,068	\$ 15,000	Widen roadway from 2 to 4 lanes with landscaped center median
SUB-TOTALS			\$ 64,865	\$ 158,118,595	\$ 195,000	
TOTALS			\$ 135,258	\$ 259,599,301	\$ 390,000	

