

# Memorandum



**Date:** March 4, 2014

Agenda Item No. 8(F)(5)

**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
County Mayor

A handwritten signature in blue ink, appearing to read "Carlos A. Gimenez".

**Subject:** Equitable Distribution Program Professional Services Agreements FY 2013 Ratification

## Recommendation

It is recommended that the Board of County Commissioners (Board) adopt the attached resolution ratifying the actions of the County Mayor or County Mayor's designees to execute Equitable Distribution Program (EDP) Professional Services Agreements (PSA) entered into from October 1, 2012 through September 30, 2013. The attached EDP PSA Quarterly Ratification Reports (Exhibits "A through D") identify the firms that were assigned work through the EDP Program during this period.

EDP contracts are issued and renewed regularly to qualified local architectural, engineering and landscape architectural (A&E) firms that are in good standing. The EDP PSA is the formal mechanism which allows County departments to issue work authorizations to eligible EDP participants.

## Scope

EDP professional service orders impact the capital improvement plans throughout the entire County.

## Fiscal Impact/Funding

Funding for the professional services ordered under the EDP is identified at the time of issuance of the service order and is consistent with each department's capital project budgets.

## Tracking/Monitor

The EDP program is managed by Luisa Millan, Director of Professional Contract Services Division in the Internal Services Department.

## Delegated Authority

Resolutions R-631-01 and R-667-03, which govern the EDP Program, delegate authority to the County Mayor or County Mayor's designee to execute and terminate EDP contracts which are subsequently sent to the Board for annual ratification.

## Background

The EDP Program was established by the Board in June 2001 as a pre-qualified pool of eligible A&E firms designed to increase opportunities for locally-based businesses. The objectives of this program are to equitably and expeditiously distribute small capital improvement design projects within the thresholds established in Florida State Statute 287.055 for continuing contracts, as well as to facilitate contract opportunities for A&E firms. EDP affords County departments access to qualified professionals for smaller projects without necessitating a formal solicitation process. The program is structured to distribute projects to participants that have received the fewest previous opportunities with the County through a centralized rotational system. Furthermore, the intent of the legislation adopting the EDP was to provide A&E firms with valuable exposure and experience in working on County projects to more effectively compete in the marketplace. As a result, many new local and small firms have been able to foster a successful business relationship with the County and in the private sector.

Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners  
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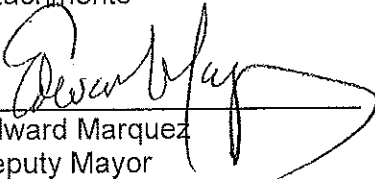
Over 1,750 EDP assignments totaling more than \$100 million in potential service fees have been disbursed to A&E firms since inception of the program in 2001.

In FY 2012-13, 240 assignments were initiated for total estimated fees of \$14.5 million. Currently, there are approximately 345 active members in the EDP program including 21 new members added during this reporting period. Over 90 percent of the EDP Community Business Enterprise firms have received work through the program.

To ensure equitable distribution of work, each firm's position in the EDP Pool is based on County approved technical categories and the rotational value is determined from their net County dollars awarded and paid over the last three years. As such, the majority of the assignments are distributed to qualified firms that have received the fewest previous opportunities with the County.

The County has also benefited from the implementation of this program by acquiring A&E professional services more expeditiously and cost effectively.

Attachments

  
Edward Marquez  
Deputy Mayor



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** March 4, 2014

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(5)

Please note any items checked.

- "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
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor

Agenda Item No. 8(F)(5)

Veto \_\_\_\_\_

3-4-14

Override \_\_\_\_\_

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

RESOLUTION RATIFYING THE COUNTY MAYOR  
OR MAYOR'S DESIGNEE ACTIONS, AS  
AUTHORIZED BY SECTION 2-10.4 OF THE CODE OF  
MIAMI-DADE COUNTY IN APPROVING  
AGREEMENTS FOR CONTINUING SERVICES  
UNDER THE COUNTY'S EQUITABLE  
DISTRIBUTION PROGRAM

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 ratifies the actions of the County Mayor or County Mayor's designee, as authorized by Section 2-10.4 of the Code of Miami-Dade County, in approving the recommendations listed on Exhibits "A, B, C and D" attached hereto and made a part hereof.

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:

Rebeca Sosa, Chairwoman

Lynda Bell, Vice Chair

Bruno A. Barreiro

Jose "Pepe" Diaz

Sally A. Heyman

Jean Monestime

Sen. Javier D. Souto

Juan C. Zapata

Esteban L. Bovo, Jr.

Audrey M. Edmonson

Barbara J. Jordan

Dennis C. Moss

Xavier L. Suarez

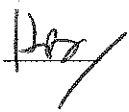
The Chairperson thereupon declared the resolution duly passed and adopted this 4<sup>th</sup> day of March, 2014. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

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.



Hugo Benitez

**Internal Services Department**  
**Equitable Distribution Program (EDP)**  
**Continuous Professional Services Agreements**  
**EDP PSA Ratification Report First Quarter FY 2012 - 2013**  
**(October 1, 2012 - December 31, 2012)**

EXHIBIT A

EDP-PSA-2014	Mayor/Designee Approval	First Contract	Contract Renewal	Business Enterprises
MARTINEZ ENGINEERING GROUP, INC.	10/12/2012	✓		CBE - MICRO/SBE
CPH ENGINEERS, INC.	10/9/2012		✓	—
CARLOS DIAZ & ASSOC. ARCHITECTS, P.A.	10/22/2012		✓	—
DEVELOPMENT CONSULTING GROUP, INC.	11/1/2012		✓	—
BRILL, RODRIGUEZ, SALAS & ASSOCIATES, INC.	12/20/2012		✓	CBE
<b>Total EDP PSA</b>	<b>5</b>			

**Internal Services Department**  
**Equitable Distribution Program (EDP)**  
**Continuous Professional Services Agreements**  
**EDP PSA Ratification Report Second Quarter FY 2012 - 2013**  
**(January 1, 2013 - March 31, 2013)**

EXHIBIT B

EDP-PSA-2014	Mayor/Designee Approval	First Contract	Contract Renewal	Business Enterprises
BEHAR FONT & PARTNERS, P.A.	1/24/2013		✓	—
BOTAS ENGINEERING, INC.	1/11/2013		✓	CBE - MICRO/SBE
DN'A DESIGN & ARCHITECTURE, INC.	1/7/2013		✓	CBE
HAMMOND & ASSOCIATES, INC.	1/7/2013		✓	CBE - MICRO/SBE
HERSHELL GILL CONSULTING ENGINEERS, INC.	1/7/2013		✓	—
NOVA CONSULTING, INC.	1/7/2013		✓	CBE - SBE

EDP-PSA-2017	Mayor/Designee Approval	First Contract	Contract Renewal	Business Enterprises
CH2M HILL, INC.	2/14/2013		✓	—
DEVELOPMENT CONSULTING SERVICES, INC.	2/25/2013		✓	—
ENVIRONMENTAL REGULATORY COMPLIANCE, INC. (ERC)	2/25/2013		✓	CBE - CSBE
GOLD COAST ENGINEERING CONSULTANTS, INC.	2/25/2013		✓	—
SUZANNE MARTINSON ARCHITECTS, INC.	2/8/2013		✓	CBE - MICRO/SBE
THE ARCHITECTS GROUP, INC.	3/1/2013		✓	CBE - DBE

<b>Total EDP PSA</b>	<b>12</b>			
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**Internal Services Department**  
**Equitable Distribution Program (EDP)**  
**Continuous Professional Services Agreements**  
**EDP PSA Ratification Report Third Quarter FY 2012 - 2013**  
**(April 1, 2013 - June 30, 2013)**

EXHIBIT C

EDP-PSA-2017	Mayor/Designee Approval	First Contract	Contract Renewal	Business Enterprises
AAXIS ARCHITECTURAL SERVICES, INC,	4/18/2013		✓	—
ABSOLUTE CIVIL ENGINEERING SOLUTIONS LLC	6/18/2013	✓		—
ACT ASSOCIATES, INC.	6/25/2013		✓	—
BEN LOPEZ & ASSOCIATES, INC.	6/6/2013		✓	—
BUREAU VERITAS NORTH AMERICA, INC.	6/7/2031		✓	—
CALVIN, GIORDANO, & ASSOCIATES, INC.	4/5/2013		✓	—
CMF INTERNATIONAL GROUP, INC.	6/6/2013		✓	CBE - DBE - MICRO/SBE
CORDOVA RODRIGUEZ & ASSOCIATES, INC.	4/4/2013		✓	CBE
CRAIG A. SMITH & ASSOCIATES, INC.	4/5/2013		✓	—
CTI - CONSTRUCTION TESTING & INSPECTION, INC.	6/25/2013	✓		—
DAVID PLUMMER & ASSOCIATES, INC.	6/7/2013		✓	—
DESIGNONE, INC	5/24/2013		✓	CBE - DBE - MICRO/SBE
DEVELOTEC, INC.	5/2/2013		✓	CBE - DBE - MICRO/SBE
EMTEC CORPORATION	5/16/2013		✓	—
ESI CONSULTING, INC.	5/24/2013	✓		CBE - DBE - MICRO/SBE
G L E ASSOCIATES INC.	6/7/2013		✓	—
HSQ GROUP, INC.	5/21/2013		✓	CBE
JOHNSON, AVEDANO, LOPEZ, RODRIGUEZ & WALEWSKI ENGINEERING GROUP, INC.	4/5/2013		✓	CBE - DBE - MICRO/SBE
LANDERA ASSOCIATES, INC.	5/16/2013		✓	—
M. HAJJAR & ASSOCIATES, INC.	4/16/2013		✓	CBE
MARTIN A.D. YABOR AND ASSOCIATES, INC.	4/16/2013		✓	CBE - DBE - MICRO/SBE
NEW MILLENNIUM DESIGN CONSULTANTS, INC.	4/17/2013		✓	—
OTHON, INC.	4/16/2013		✓	—
PIEDROBA CONSULTING GROUP, INC.	6/14/2013	✓		—
PROTEK ELECTRICAL ENGINEERING	6/6/2013		✓	CBE - DBE - MICRO/SBE
R. E. CHISHOLM	6/7/2013		✓	CBE - DBE - MICRO/SBE
SLIDER ENGINEERING GROUP, INC.	4/18/2013	✓		—
SUN-TECH ENGINEERING, INC.	4/9/2013		✓	—
TSM INTERNATIONAL, INC.	5/21/2013	✓		CBE
CPH ENGINEERS, INC. (Transfer to CPH, INC.)	4/4/2013			—
HARDESTY & HANOVER, LLP (Transfer to HARDESTY & HANOVER, LLC)	4/5/2013			—
<b>Total EDP PSA</b>	<b>31</b>			



**Internal Services Department**  
**Equitable Distribution Program (EDP)**  
**Continuous Professional Services Agreements**  
**EDP PSA Ratification Report Fourth Quarter FY 2012 - 2013**  
**(July 1, 2013 - September 30, 2013)**

**EXHIBIT D**

EDP-PSA-2017	Mayor/Designee Approval	Initial Contract	Contract Renewal	Business Enterprises
300 ENGINEERING GROUP, INC.	7/22/2013	✓		CBE-MICRO/SBE
ALVAREZ ENGINEERS, INC.	8/13/2013	✓		CBE-MICRO/SBE
BERMELLO, AJAMIL & PARTNERS, INC.	7/3/2013		✓	—
BURNS & MCDONNELL ENGINEERING COMPANY, INC.	8/19/2013		✓	CBE-MICRO/SBE-DBE
C.A.P. ENGINEERING, INC.	8/2/2013		✓	—
C SOLUTIONS, INC	7/16/2013	✓		CBE
E SCIENCES, INCORPORATION	6/28/2013		✓	CBE-SBE
G & G ENGINEERING GROUP, INC.	8/27/2013		✓	CBE
GFA INTERNATIONAL, INC	7/16/2013	✓		—
GARTEK ENGINEERING CORPORATION	8/19/2013		✓	CBE
GUIROLA & ASSOCIATES P.A.	8/27/2013		✓	CBE
INITIAL ENGINEERS, P. A.	7/22/2013		✓	CBE-MICRO/SBE-DBE
JACOBS ENGINEERING GROUP, INC.	8/2/2013		✓	—
KVH ARCHITECTS, P.A.	7/22/2013		✓	CBE-MICRO/SBE-DBE
LLORENTE ARCHITECT, PA	9/3/2013	✓		CBE-MICRO/SBE
LUIS E. NAYA DBA NAYA ARCHITECTS	7/25/2013		✓	CBE-MICRO/SBE
MARTIN-VILATO ASSOCIATES, INC.	9/27/2013		✓	CBE
MAQUEIRA ENGINEERING CONSULTANTS, INC.	7/26/2013		✓	CBE-MICRO/SBE
MOFFATT & NICHOL, INC.	7/12/2013	✓		—
P. J. V. ENGINEERING, INC.	8/2/2013		✓	CBE
PALENZUELA AND HEVIA DESIGN GROUP	7/22/2013		✓	—
R.P.J., INC	8/19/2013	✓		CBE
SALTZ MICHELSON ARCHITECTS	9/17/2013	✓		—
SOUTHEAST DESIGN ASSOCIATES, INC.	7/26/2013		✓	CBE
STANLEY CONSULTANTS, INC.	8/20/2013	✓		—
TJJA ARCHITECTS, PA	7/25/2013		✓	—
TLC ENGINEERING FOR ARCHITECTURE, INC.	7/26/2013		✓	—
TSAO DESIGN GROUP	9/27/2013		✓	—
TWR ENGINEERS, INC	7/22/2013		✓	CBE
				—
				—
<b>Total EDP PSA</b>	<b>29</b>			