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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM Agenda Item No. 11(A)(6)

TO: Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners

DATE: December 7, 2010

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

SUBJECT: Resolution directing the standardization of construction documents and practices

Resolution No. R-1203-10

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Barbara J. Jordan.

R. A. Cuevas, Jr.
County Attorney

RAC/up

MEMORANDUM

(Revised)

TO: Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners

DATE: December 7, 2010

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

SUBJECT: Agenda Item No. 11(A)(6)

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 Manager'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
Veto _____
Override _____

Agenda Item No. 11(A)(6)
12-7-10

RESOLUTION NO. R-1203-10

RESOLUTION DIRECTING THE STANDARDIZATION OF CONSTRUCTION DOCUMENTS AND PRACTICES

WHEREAS, each department of Miami-Dade County with capital construction responsibilities has used its own documents for the bidding, letting and of construction contracts; and

WHEREAS, each such department has also followed its own construction practices; and

WHEREAS, the creation of a uniform standard for construction documents and practices will promote greater efficiency and enhance the County's ability to make uniform decisions and to gather and process construction information, and will reduce claims and provide the County with better tools to defend against them; and

WHEREAS, the handling of bids in a uniform manner will promote efficiency, reduce the number of late bids, and provide for greater transparency,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The Mayor or Mayor's designee is hereby directed to standardize construction documents, including but not limited to invitations to bid, bid forms and forms of change order, throughout the County's capital construction departments. Where the department engages in specialized construction, the same shall be handled wherever possible through the use of special conditions of contract. The Mayor or Mayor's designee is further directed to standardize construction practices related to such documents, including but not limited to record

keeping, scheduling and invoicing. To implement this resolution, the Mayor or Mayor's designee shall receive the advice of the major County contracting departments.

Section 2. The Mayor or Mayor's designee shall report to this Board all actions taken to implement this resolution within sixty (60) days from its effective date.

The Prime Sponsor of the foregoing resolution is Commissioner Barbara J. Jordan. It was offered by Commissioner **Sally A. Heyman**, who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman **aye**
Jose "Pepe" Diaz, Vice-Chairman **aye**

Bruno A. Barreiro	**aye**	Lynda Bell	**aye**
Audrey M. Edmonson	**aye**	Carlos A. Gimenez	**aye**
Sally A. Heyman	**aye**	Barbara J. Jordan	**aye**
Joe A. Martinez	**aye**	Jean Monestime	**aye**
Natacha Seijas	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**absent**		

The Chairperson thereupon declared the resolution duly passed and adopted this 7th day of December, 2010. 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: **DIANE COLLINS**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. HB1

Hugo Benitez