

Letter of Agreement (LOA)

Small Business Enterprise - Architectural & Engineering (SBE/AE) Program



THIS SECTION MUST BE COMPLETED BY PRIME PROPOSER/DESIGN-BUILDER

From: _____
Name of Prime Proposer / Design-Builder

In response to Miami-Dade County's Project Number _____, the undersigned hereby agrees to utilize the Small Business Enterprise – Architectural & Engineering (SBE/AE) firm listed below, performing the stated work at the stated percentage, if awarded the contract. The undersigned further certifies that the firm has been contacted and properly apprised of the projected work assignment(s) to be performed upon execution of the contract with Miami-Dade County.

*Name of Proposed SBE-A/E Firm _____

Name of Certified SBE/AE *Prime/Sub (SBE/AE meeting the goal)	SBE/AE Certification Number	SBE/AE Certification Expiration Date	Type of Work to be Performed (Technical Certification Categories)	Percentage Amount of Design Fee

I certify that the representations contained in this form are to the best of my knowledge true and accurate

Proposer's / Design Builder Signature Proposer's / Design-Builder's Name/Title (Print) (Date)

COMPLETE THIS SECTION ONLY FOR DESIGN/BUILD PROJECTS

I certify that the representations contained in this form are to the best of my knowledge true and accurate

Lead A/E Firm Signature Lead A/E Firm Name/Title (Print) (Date)

THIS SECTION MUST BE COMPLETED BY THE SBE/AE SUBCONSULTANT

ACKNOWLEDGMENT BY THE PROPOSED SBE – ARCHITECTURAL & ENGINEERING FIRM

The undersigned has reasonably uncommitted capacity sufficient to provide the required services, all licenses and technical certifications necessary to provide such services, the ability to provide such services consistent with normal industry practice, and the ability to otherwise meet the proposal specifications.

SBE/AE Subconsultant Signature Date

SBE/AE Subconsultant Name (Print) Title

Name of SBE/AE Firm

List of Certified Firms: <http://www.miamidade.gov/smallbusiness/certification-lists.asp>

SBD's Website: <http://www.miamidade.gov/smallbusiness/>

Small Business Development Division – Internal Services Department

SBD 105 (Revised 10/14)