

**SMALL BUSINESS ENTERPRISE
ARCHITECTURE AND ENGINEERING
ADVISORY BOARD MEETING**

December 5, 2018

**Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting**

Wednesday, December 5, 2018
Stephen P. Clark Center, 111 N.W. 1st Street
19th Floor SBD Main Conference Room
@10:30 a.m.

AGENDA

- I. Welcome/Introductions**
- II. SBD Section Reports**
 - a. SBE-A&E Certification Report – Claudious Thompson (*SBD Section Chief, Certification*)
 - b. SBE-A&E Utilization Report – Tracie Auguste (*SBD Section Chief, Policy & Legislation Management*)
 - c. SBE-A&E Business Outreach and Education – Lawanda Wright-Robinson (*SBD Section Chief, Business Outreach & Education*)
- III. Report**
 - a. Jackson Health Report – (Teodoro Carrasco)
- IV. New Business**
 - a. A&E Taskforce Update – Procurement
 - b. Proposed 2019 meeting dates
 - c. Request for future agenda items
- V. Old Business**
 - a. Approval of November 1, 2018 Meeting Minutes
- VI. Reasonable opportunity for the public to be heard before County boards (Sec. 2-11.39.3)**
- VII. Adjournment**

NEXT BOARD MEETING: Wednesday, February 27, 2019 at 10:30 a.m.

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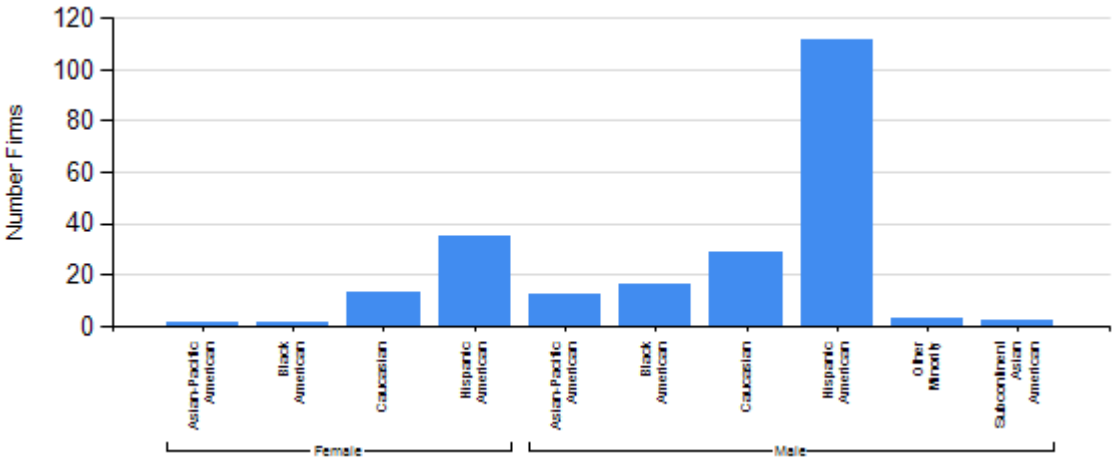
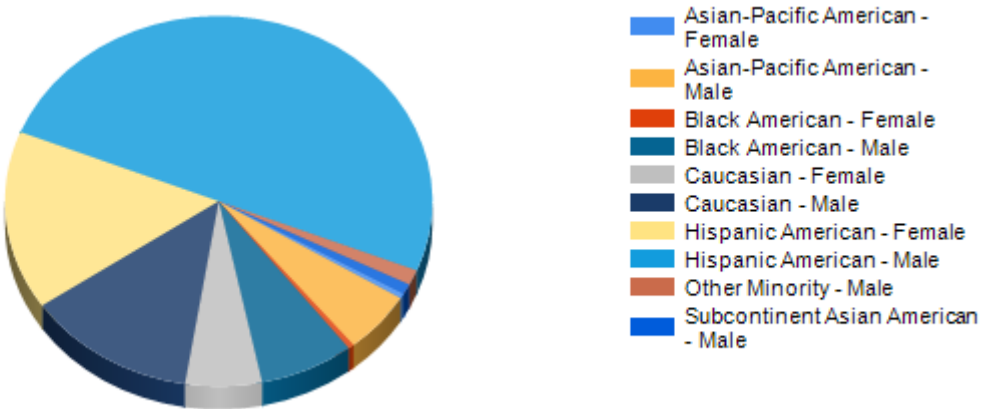
Certification Type: SBE A&E
PERIOD: Oct. 1, 2018 to Nov. 29, 2018

			Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other	Female
	Total Certified SBE-A&E as of 10/1/18		224	17	42	147	15	0	3	50
1	Approved Applications (New, Annual Renewal, Recertification)	8								
2	Graduated	2								
3	Denied	0								
4	Removed	3								

Note: The SBE program is race and gender neutral. This report is for informational purposes only.

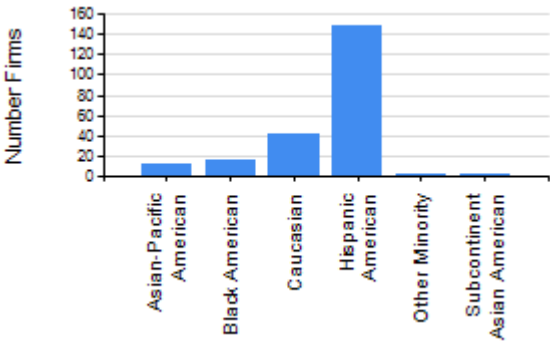
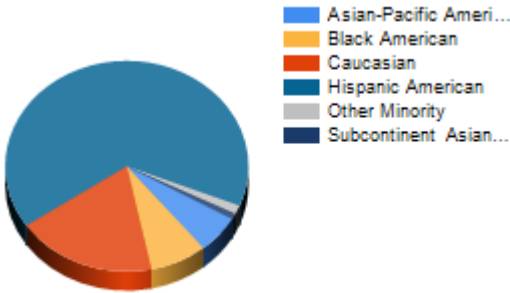
Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms
Asian-Pacific American	Female	1
Asian-Pacific American	Male	12
Black American	Female	1
Black American	Male	16
Caucasian	Female	13
Caucasian	Male	29
Hispanic American	Female	35
Hispanic American	Male	112
Other Minority	Male	3
Subcontinent Asian American	Male	2
Total Firms		224



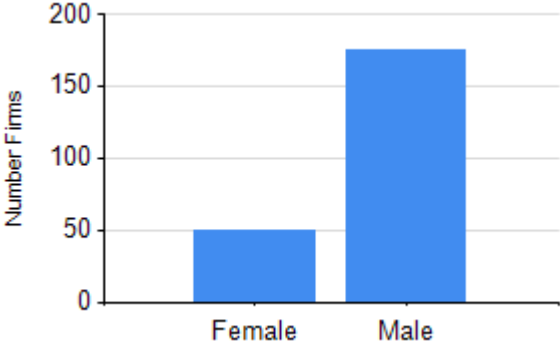
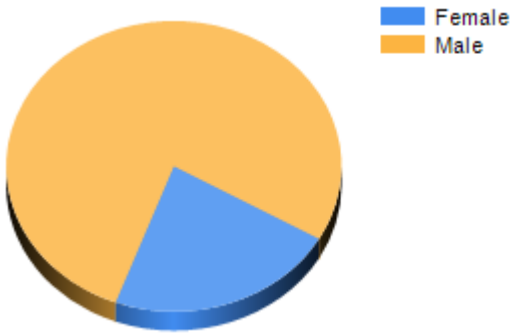
Ethnicity Summary

Ethnicity	Number Firms
Asian-Pacific American	13
Black American	17
Caucasian	42
Hispanic American	147
Other Minority	3
Subcontinent Asian American	2
Total Firms	224



Gender Summary

Gender	Number Firms
Female	50
Male	174
Total Firms	224



Vendor Search Results
October 1 to Nov. 29, 2018
Graduated Firm

Business Name

A2 Group, Inc.

M2E LLC

Vendor Search Results
10/1/18 to 11/29/18
Reviewed and Approved

Business Name
GEOSOL, INC.
Laura M. Perez & Associates, Inc.
Metco Southeast, LLC
Procon Engineering, Inc.
R2T, Inc.
Shamrock Engineering Corp
Solid Consulting Engineers, Inc.
VEE Architecture Corp.

Generated from the B2Gnow System.

Miami-Dade County SBE/Architectural & Engineering Program

Applicable Contracts

(October 1, 2018 - November 30, 2018)

Project #	Project Title	Prime	Subcontractors	Certifications	Owner Ethnicity/Gender	Measure	Measure Amount	Award Amount
E17-MDAD-01	Forensic Glazing Curtain Wall Consultant	305 Consulting Engineers LLC		DBE, SBE/A&E	Hispanic/Latino - Male	15% A&E	\$157,141.88	\$1,047,612.50
			Ben Lopez & Associates, P.A./DbA BI&A Architect		Hispanic/Latino - Male			
			H. Rodriguez Consulting Engineering, Inc	SBE/A&E, SBE/G&S	Hispanic/Latino - Male	0.50% Good & Services		
			Zuniga & Bartell Forensic Consultants, LLC					

Miami-Dade County
SBE/Architectural & Engineering Program
Applicable Contracts
(October 1, 2018 – November 30, 2018)

There was 1 project approved for award during this period totaling \$1,047,612.50.

- This project had Small Business Enterprise – A/E measures totaling \$157,142 or 15%.
 - \$0 (Set-asides)
 - \$157,142 as Subconsultants (Goal/A&E)
 - \$0 as Open market (Non-set-aside)
- Of the projects awarded during this period, Small Business Enterprise – A/E firms are participating as Prime and/or Subconsultants (with or without measures) for a dollar value of **\$157,142 or 15%.**

Contracted

	SBE-A&E/Black Male	SBE-A&E /Hispanic Male	SBE-A&E /Women	SBE-A&E /Other (Unidentified)	Total SBE-A&E
SET- ASIDE	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0
GOALS/ A&E	\$0 (0%)	\$157,142 (100%)	\$0 (0%)	\$0 (0%)	\$157,142
TOTAL MEASURES	\$0 (0%)	\$157,142 (100%)	\$0 (0%)	\$0 (0%)	\$157,142
OPEN MARKET	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0
TOTAL	\$0 (0%)	\$157,142 (100%)	\$0 (0%)	\$0 (0%)	\$157,142

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise – Architect & Engineers
Business Outreach and Education Section
October 2018 to November 2018

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise-Architecture & Engineering Program		
1	Assistance with Certification	7	39
2	Needs Assessment Meetings (NAMS)	0	6
3	Technical Assistance	26	176
4	Payment Issues	0	0
4.1	Payment Issues Related Dollars	0	0
5	Prompt Payment Issues	0	0
5.1	Prompt Payment Related Dollars	0	0
6	Contract Issues (Non-dollar related)	0	0
7	Contact with SBE-Construction Firms (emails highlighting contract opportunities)	359	1679

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	1	8
1.1	Number of Attendants	6	41
2	Partnership Workshops & Forums	1	11
2.1	Number of Firms (with whom contact was made)	27	101
Activity	Technical Training & Development Workshops		
3	None	0	0
3.1	n/a		

**Small Business Enterprise Architecture and Engineering
Advisory Board Meeting Minutes
November 1, 2018**

Start: 10:05am
Stop: 11:17am

Appointed: 9
Quorum: 5
(E)= Excused (U) = Unexcused

PRESENT	ABSENT
Juan Crespi	Michael Joseph (E)
Deborah Swain	Cheryl Jacobs (E)
Ivette Argudin	Christopher Benjamin (U)
Conrad S. Cangahuala	
Alisa Cepeda	
Berrin Tansel	

County Staff Present: Tracie Auguste (SBD), Laurie Johnson (SBD), Michou Jean (SBD), Rebekah Harvard (SBD), Lily Vilaboy (SBD), Alecia Anderson (SBD), Claudious Thompson (SBD), Tiffany Crapp (SBD), Namita Uppal (Procurement), Teodoro Carrasco (Jackson Health System), Sheila Hoilett (Jackson Health System), Pablo Valin (Procurement), Namita Uppal (Procurement).

- I. Welcome/Introductions-** Meeting was called to order by Chairperson Juan Crespi at 10:05am. Board members introduced themselves.
- i. Chairperson Crespi recommended that the first 30 minutes of the next advisory board meeting would be the discussion of A&E contract compensation.
 - ii. Chairperson Crespi distributed a sample of rates negotiated in the state of Florida.
 - iii. Board member Deborah Swain provided a brief overview on how the multiplier on County A&E contracts are being determined and discussed what the advisory board can do to get overhead rates updated in collaboration with staff (ISD Procurement).
 - iv. Namita Uppal (Chief Procurement Officer) generally answered the board's questions about multipliers and negotiations. Ms. Uppal also assured the board that the department is happy to review its policies and engage in dialogue to understand what the members concerns are.

II. Taskforce Update

- i. Ms. Uppal advised that the department has been working diligently on reviewing the taskforce report and coming back with a revised Administrative Order. She stated that the goals in question to accomplishing the taskforce report are (1) How to simplify the process as much as possible, (2) How the process can be expedited, and (3) How procurement can be more inclusive of small businesses. She also advised that one full-time

- employee (in the process of being hired) will be dedicated exclusively to working on the recommendations of the taskforce and revision of the A.O.
- ii. In the interim, Ms. Uppal will meet with Board Member Swain and Mr. Rick Crooks (Chairperson for A&E Professional Services Task Force).

III. SBD Section Reports

a) SBE Certification Report

- i. The report was presented by Claudious Thompson (SBD Section Chief).
- ii. Chairperson Crespi asked for detail about the firms that graduated.
- iii. Laurie Johnson advised that she will report back to the board on a Seaport project in reference to the availability review, and whether it was set aside.

b) SBE A&E Utilization

- i. The report was presented by Tracie Auguste (SBD Section Chief).
- ii. No discussion.

c) SBE Business Outreach and Education

- i. The report was presented by Tiffany Crapp (SBD Technical Assistance Coordinator).
- ii. No discussion.

IV. Jackson Health Report- Teodoro Carrasco (JHS) provided an update on small business participation on A&E and signature six Jackson Memorial Hospital projects.

V. New Business

a. Advisory Board Meeting Date Change

- i. Board Member Swain motioned to change the December 12, 2018 meeting date to December 5, 2018.
- ii. Board Member Cepeda seconded the motion.
- iii. Unanimously approved.

b. Request for future agenda items

- i. Board Member Swain requested continual follow up on the task force report from Procurement.

VI. Old Business

a. Approval of February 28, 2018 Meeting Minutes

- i. Board member Swain motioned to approve the minutes.
- ii. Board member Cepeda seconded the motion.
- iii. Unanimously approved.

- VII. Reasonable opportunity for the public to be heard before County boards (Sec. 2-11.39.3) – no speakers**
- VIII. Adjournment** – Chairperson Crespi motioned to adjourn the meeting. Seconded by Board member Ivette Argudin. Meeting was adjourned at 11:36 a.m.

Directives

None.

MINUTES ARE IN SUMMARY FORM
COPIES OF RECORDINGS OF THIS MEETING ARE AVAILABLE FROM
SMALL BUSINESS DEVELOPMENT AT 305-375-3111

2019 Small Business Enterprise Architecture and Engineering Advisory Board Meeting Dates

The A&E Advisory Board Meeting dates for 2019 are as follows:

When: Wednesday, February 27, 2019
Wednesday, April 24, 2019
Wednesday, June 26, 2019
Wednesday, August 28, 2019
Wednesday, October 30, 2019
Wednesday, December 25, 2019 (TBA)*

Time: 10:30am- 12:00pm

Location: Small Business Development
Stephan P. Clark Center
111 N.W. 1st, 19th Floor- Main Conference Room
Miami, FL 33128

Note: *The A&E Advisory Board meetings are held Bi-Monthly on the last Wednesday of the designated month unless a County observed holiday falls on that Wednesday. Pursuant to the A&E Code the advisory board shall meeting Bi-Monthly or in special sessions as required.*