

**Date:** March 16<sup>th</sup>. 2023

**To:** Gary Hartfield, Director  
Small Business Development Division

**From:** Monique Perez, PROS Contract Administrator  
Parks, Recreation and Open Spaces Department

**Subject:** Notice of Professional Services – Goal Memo  
Request to Advertise for Parks, Recreation and Open Spaces (PROS) for  
Professional Services Agreement for Pre-Development and Environmental Planning  
Services Project. Project No: A23PR01

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The Parks, Recreation and Open Spaces Department (PROS) is recommending a 6.00% Small Business Enterprise (SBE) participation goal for the Professional Services for Pre-Development and Environmental Planning Services project, located at various Miami Dade County Locations. The projected base cost for the requested design is \$818,181.82 with a 10% contingency. The total cost for the requested design is \$900,000.00.

## **BACKGROUND**

Miami-Dade County Parks, Recreation and Open Spaces Department (PROS) operates over 278 parks and manages over 13,800 acres of land. PROS seeks a consultant committed to building a healthier, more vibrant and livable community through the implementation of the Parks and Open Space System Master Plan.

Miami-Dade County, hereinafter referred to as the "County," as represented by PROS is seeking proposals from interested parties to submit their qualifications to provide various types of park planning services to the County, as may be required, for Park, Recreation and Open Space Planning Services.

## **PROJECT DESCRIPTION**

The Miami-Dade County Parks, Recreation and Open Spaces Department (PROS) seeks a team of firms to provide the selected Proposer shall conduct:

- Platting and surveys;
- Biological, geological, hydrological, and environmental site assessments;
- Permitting feasibility studies;
- Wildlife, flora, fauna and marine life surveys and studies;
- Archeological assessments;
- Calculation analysis of performance metrics (i.e., greenhouse gas (GHG));
- Coordination of environmental permitting;
- Environmental assessments such as Phase I and Phase II reports;
- Site/Park facility due diligence evaluations; and
- Geographic Information Systems (GIS) services.

The scope includes obtaining pre-development approvals from local, state, and federal regulatory agencies. Additionally, it includes performing site assessments of environmentally and culturally

sensitive lands, preparing environmental permit applications, and the coordination of such activities with local, state, and federal regulatory agencies, and environmental organizations. Professional land surveyors, biologists, hydrologists, environmental engineers, ecologists, GIS specialists, etc., available for assignment shall perform services related to platting and surveys; environmental and biological site surveys and assessments, including flora, fauna, and wildlife habitat surveys; various habitats and site conditions, including pinelands, hardwood hammocks, coastal and freshwater wetlands, and marine communities; coordination of surveys, assessments, and related reports from archeologists, historians, and historic preservation specialists; preparation and procurement of permits related to sensitive environments; preparation and evaluation of stormwater management plans; mitigation planning; property file management; preparation of presentations and reports to include graphic depictions of data and narratives; GIS mapping, data development, data management, and visualization; bioremediation and new innovative technologies

**TECHNICAL CERTIFICATION CATEGORIES**

The breakdown for the A/E services are as follows:

**Miami-Dade County Certification**

Type	Code	Description	Estimated Cost	Percentage	Percentage SBE
PRIME	10.02	Environmental Engineering - Geology Services	\$237,272.73	29.00%	
PRIME	10.09	Environmental Engineering - Wellfield, Groundwater, and Surface Water Protection and Management	\$237,272.73	29.00%	
Type	Code				
Sub	9.02	Geotechnical and Materials Testing Engineering Services	\$49,090.91	6.00%	
Sub	10.05	Environmental Engineering - Contamination Assessment and Monitoring	\$49,090.91	6.00%	
Sub	10.06	Environmental Engineering - Remedial Action Plan Design	\$49,090.91	6.00%	
Sub	10.1	Environmental Engineering - Coastal Processes and Ocean Engineering	\$49,090.91	6.00%	
Sub	15.01	Surveying and Mapping - Land Surveying	\$49,090.91	6.00%	6.00%
Sub	15.03	Surveying and Mapping - Underground Utility Location	\$49,090.91	6.00%	
Sub	16.00	General Civil Engineering	\$49,090.91	6.00%	
<b>Total</b>			<b>\$818,181.82</b>	<b>100.00%</b>	<b>6.00%</b>

**EXPERIENCE AND QUALIFICATIONS**

The Prime Consultant must hold technical certifications 10.02, 10.09 and hold active professional registration status as required by the State of Florida.

**PREFERRED EXPERIENCE AND QUALIFICATIONS**

Prime Consultant, through full time-personnel, should demonstrate a preferred five (5) years of experience as the prime consultant on similar projects with project scopes that are comparable to the Project Scope of Services for this project. A preferred three (3) projects are to have been completed within the last ten (10) years.

Recommended SBE Participation: 6.00%

**DEPARTMENT INPUT**

**CONSTRUCTION CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Check applicable Ordinance(s):  90-143 Responsible Wage and Benefits  03-1 Community Workforce Program (CWP)

**PROJECT INFORMATION**    See attachment

**Project No.:** A23PR01      **Contract No.** A23PR01

**Contract/Project Title:** Professional Services Agreement for Pre-Development and Environmental Planning Services

**Description/Scope of Work:** The Miami-Dade County Parks, Recreation and Open Spaces Department (PROS) seeks a team of firms to provide the selected Proposer shall conduct:

- Platting and surveys;
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- Permitting feasibility studies;
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**Estimated Cost:** \$900,000.00      **Funding Source:** Impact Fees

**Location of Project:** Various Locations

**PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CWP)**    See attachment

Engineer's Estimate of required Workforce:

Trade/Skills Required	Est. # of workforce required	Est. # of total days to complete job
N/A		

Comments: \_\_\_\_\_

**PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CSBE)** See attachment

Sub-Trade	Est. Cost	% of Item to Base/Contingency	Availability
15.01 Land Surveying	\$49,090.91	6%	
<b>Total</b>	<b>\$49,090.91</b>	<b>6%</b>	

**RECOMMENDATION**

**Set-Aside:** Level 1  Level 2  Level 3  Trade Set-Aside  Sub-Contractor Goal  Workforce Goal  No Measure

**Basis for Recommendation:** An analysis of the CSBE Program Ordinance 97-52 as amended and by I.O. 3-22 has been conducted and indicates that a 6% measure is appropriate for this project.

**Prepared By:** Monique Perez, PROS Contracts Administrator

**Approved By:** Michael J. Cornely, Assistant Director

**Signature:** \_\_\_\_\_

**Date submitted to SBD:** \_\_\_\_\_