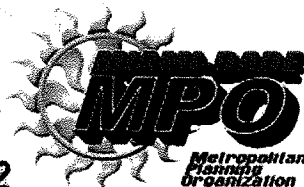


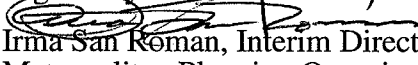
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2012 JUN 18 AM 11:02



Date: June 13, 2012

To: Jack Osterholt, Director
Regulatory and Economic Resources

From: 
Irma San Roman, Interim Director
Metropolitan Planning Organization (MPO) Secretariat

Subject: Recommendation for Non-Exclusive Professional Services Agreement (PSA) for the 2040 Long Range Transportation Plan, Contract #E12-MPO-01

The MPO respectfully requests that the Department of Small Business Development review the attached recommendation for “no measures” for the above referenced contract. This project is federally funded and will be reimbursed through federal and state funds. The Disadvantaged Business Enterprise (DBE) goal established for this contract is 8.60% as recommended by the Florida Department of Transportation (FDOT). FDOT District Six is the funding pass-through agency for the Miami-Dade MPO. Once this recommendation is approved, we will proceed with the advertisement and subsequent bidding of the project.

Background:

The development of the LRTP is a primary activity in Miami-Dade County's transportation planning process to meet federal and state requirements. The most recent LRTP update was adopted in November of 2009 and the next major update is anticipated to be approved by the MPO in October 2014.

Professional Services Agreement (PSA):

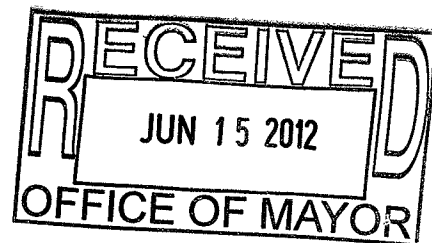
A Consultant Team will be retained to furnish the respective work efforts, information, and tasks as described in the scope of services developed for the Update of the Miami-Dade County Long Range Transportation Plan (LRTP) to the Year 2040.

Relevant to this Miami-Dade County Plan Update, the consultant team will consider innovative planning efforts which seek to balance access, mobility, safety and security, affordability and finance, community cohesion, health and environmental quality and stewardship. Despite the availability of transportation revenue from the half-penny sales tax, there will continue to be an emphasis on coordinating and leveraging federal policies and investment and increasing the efficiency of the current infrastructure, in light of declining public revenues.

Contact:

Oscar Camejo, Financial Manager
(305) 375-1837
osc@miamidade.gov

C: Vivian Walters - RER



DEPARTMENT INPUT
CONSTRUCTION CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Check applicable Ordinance(s): 90-143 Responsible Wage and Benefits 03-237 (formerly 03-1) Community Workforce Program

PROJECT INFORMATION See attachment

Contract/Project/*Work Order No.: _____

*Reference corresponding project number when submitting a work order

Contract/Project Title: 2040 Long Range Transportation Plan

Description/Scope of Work: See Attachment

Estimated Cost: \$1,375,000 **Funding Source:** Federal

Location of Project (street address or beginning and ending points) i.e. 12345 NE 23rd Ct or Starts at 135 St. ends at 145 St.

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CWP) See attachment

Engineer/Department or Agency's estimated required workforce for Project Work Order :

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

Comments: _____

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CSBE) See attachment

Sub-Trade	Est. Cost	% of Item to Base Bid	Availability
N/A	N/A	N/A	N/A

RECOMMENDATION

Set-Aside: Level 1 Level 2 Level 3 Trade Set-Aside Sub-Contractor Goal Workforce Goal No Measure
Basis for Recommendation: "No Measures" - Federally Funded Project

Date submitted to DBD: 6/13/2012
Contact Person: Oscar Camejo
Telephone No.: 305-375-1837

ATTACHMENT

1. **Contract/Project #:** E12-MPO-01
2. **Project Title:** 2040 Long Range Transportation Plan
3. **Project Description:** The purpose of this contract is to retain a consultant to conduct the 2040 LRTP.
 - Establishing Miami-Dade 2040 LRTP Goals and Objectives, and Performance Measures to guide the development of the LRTP with the community's desires and needs, optimize the movement of people and goods and support Miami-Dade global economic competitiveness.
 - A Public Participation Plan process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public.
 - A process to compile, review and develop data and gathering documentation which will be needed for reference during this update.
 - A process for financial resources review and update that discusses risks and probabilities of costs and revenues, and effectively balances both, providing needed transparency and accountability that allows stakeholders and the public to understand key aspects of LRTP planning and maximizes Miami-Dade's share of federal transportation funding allocations.
 - Efficient Transportation Decision Making process to screen and assess potential impacts, to community and environment, to determine which projects should not advance into final plan.
 - A methodology and criteria to supports interactions of the Plan with the Congestion Management Plan, the Freight Movement Plan and Bicycle/Pedestrian Plan, the Regional LRTP Plan and all efforts conducted to address the Environment, Sustainability, Livability and Climate Change issues.

- A Transportation Plan Update that includes needed improvements, maintenance and operations of highways, transit, airport and seaport access, freight, regional rail and non-motorized transportation.
- A Visualization tool box that allows for development of visual depictions of project and data to include: renderings, videos, geographic information systems (GIS) maps, charts, multi-media, interactive applications, 3-D illustrations and graphics.
- Development of a user friendly Interactive Tracking System software application, compatible with the existing Interactive TIP, to continue generating the Transportation Improvement Program (TIP) document that allows access to the general public, elected officials, department/agency directors and technical staff at different levels of information and accessibility.

- 4. Number of firms:** One (1)
- 5. Contract Duration:** Five (5) years
- 6. Estimated Cost:** \$1,375,000 for the 5-year period
- 7. Funding Source:** Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)
- 8. DBE Goal:** 8.60%
- This goal is based on Florida Department of Transportation (FDOT) DBE goal for federal Fiscal Years 2012-2014
See attached e-mail and Chapter 14 of the FDOT's Local Agency Program Manual for Disadvantaged Business Enterprises (DBE).
- 9. Technical** 1.01 – Urban Area and Regional Transportation Planning
Certifications: 1.02 – Mass and Rapid Transit Planning

Equal Opportunity Office
Florida Department of Transportation
605 Suwannee Street, MS 65
Tallahassee, FL 32399-0450
(850) 414-4753 Phone
(850) 414-4879 Fax
charlotte.thomas@dot.state.fl.us

From: Wright, Arthur

Sent: Monday, September 19, 2011 8:56 AM

To: FDOT-DCA; FDOT-PSA; Autry, Alan; FDOT-Contract Compliance Managers; Febres, Sammy; Greene, Carol; Jackson, Nita; Klump, Michael; L' Hommedieu, Frank; Martin, Kathy; McCall, Debra; Miller, Erica; Moore, Dwayne; Pace, Angela; Render, Cassandra; Sibanda, Nonhlanhla- Chikoti; Smith, Victoria; Thomas, Charlotte; Watson, Terry

Subject: DBE Goal

The Department just received official approval from FHWA for our new DBE goal.

Effective October 1, 2011, the DBE goal is **8.60%**. The federal regulations recently changed the DBE goal setting to be done every 3 years instead of every year. So unless there is any significant changes in our program, the 8.60% goal will be in place until September 30, 2014.

Please let me know if you have any questions.

Art Wright, Manager
Equal Opportunity Office
Florida Department of Transportation
(850) 414-4749
arthur.wright@dot.state.fl.us

CHAPTER 14 - DISADVANTAGED BUSINESS ENTERPRISES

14.1 GENERAL

14.1.1 It is the policy of the United States Department of Transportation (USDOT) that Disadvantaged Business Enterprises (DBEs) have an equal opportunity to participate in the performance of federally financed contracts or subcontracts. (DBEs are defined in 49 Code of Federal Regulation, Part 23). To achieve this goal, all Local Agencies and their contractors must take steps to make sure that DBEs are encouraged to compete for construction contracts, procurement contracts, grants, services, financial aid or other benefits. DBEs must have full access to these opportunities.

14.1.2 In accordance with guidance provided by the Federal Highway Administration (FHWA), contracts issued by Local Agencies that have FHWA funds must be in compliance with the FDOT DBE Program. The FDOT DBE Program is race-neutral and has a goal for the 2007-2008 Federal Fiscal Year to spend at least 8.60% of the highway dollars received from the Federal Government on projects with Certified DBEs as prime contractors/subcontractors and prime consultants/sub consultants. Race-neutral means that the Department will not be assigning individual goals on each project. Instead, the Department believes that the 8.60% overall goal can be achieved through the normal competitive procurement process. According to 49 CFR Part 26, if the 8.60% goal is not achieved, the Department may be required to return to a race-conscious program. In this program, goals are imposed on individual contracts. The Department encourages all of their contractors to obtain bids and quotes from Certified DBEs. The Department's DBE Program Plan goal methodology can be found at: www.dot.state.fl.us/equalopportunityoffice/.

14.1.3 The District Administrator will arrange for the Department's Equal Opportunity Office (EOO) to provide training to Local Agencies, as necessary.

14.2 ESTABLISHMENT OF PROJECT DBE AVAILABILITY GOAL PERCENTAGES

The Local Agency will review each project to determine if the work allows for DBE participation. The Local Agency must also set up a DBE availability goal percentage. This DBE availability goal percentage is not a fixed contract requirement. It is a guide to inform the contractor of the work that could reasonably be contracted to a DBE. The Local Agency considers the following criteria when making a goal: (1) the dollar amount of the contract to make sure that it is large enough to allow efficient subcontracting, (2) the work

of the project that can be subcontracted, and (3) the availability of DBE firms in the project area able to do the required work.

14.3 ANTICIPATED DBE PARTICIPATION STATEMENT

The contractor must complete and submit the "Anticipated DBE Participation Statement," (shown in Appendices 14.7.1) at the pre-construction or pre-work conference. The Statement must only include companies certified as a DBE. The contractor can and should update the Statement when additions or deletions are made through the life of the contract.

This will not become a binding part of the contract. It will assist the Department in tracking planned or estimated DBE use. The contractor must mail or fax the Statement to the Department's Equal Opportunity Office at the following address within 3 days of the pre-construction or pre-work conference:

Florida Department of Transportation
Equal Opportunity Office, MS-65
605 Suwannee Street
Tallahassee, Florida 32399-0450
Fax Number: (850) 414-4879

14.4 EQUAL OPPORTUNITY REPORTING (EOR) SYSTEM

To comply with federal changes in the DBE Program Plan, the Department is also collecting actual payments made to subcontractors in addition to the planned use. The Local Agency reports data on actual payments, minority status, and the type of work of all subcontractors and major suppliers. Reports can be made through the Equal Opportunity Reporting System (EOR) on the Internet at www.dot.state.fl.us/equalopportunityoffice/. Each month the Local Agency must report actual payments to all DBE subcontractors and suppliers. Payments to all non-DBE subcontractors can be reported either monthly or at the end of the project. The EOR is working to revise the reporting system so contractors can enter this information instead of the Local Agency.

14.5 DBE CERTIFICATION

The DBE firm(s) named by the contractor in the "Anticipated DBE Participation Statement" and the EOR System must be certified as a DBE firm in order to be counted as a DBE. To verify whether a firm is certified as a DBE for the work being performed, the contractor must refer to the Business Directory published by the Department's Equal Opportunity Office on the Internet at: www.dot.state.fl.us/equalopportunityoffice/. If the Internet is not available, the contractor can call the Equal Opportunity Office for verification at (850) 414-4747.

14.6 BIDDERS LIST

Federal regulations require States to maintain a database of all firms that are participating or attempting to participate in FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both DBEs and non-DBEs. The Bid Opportunity List is used to record bidders' information for all subcontractors or sub consultants who submitted bids to primes. This information should be returned with the bid package or proposal package on the Bidders Opportunity List form. The local agency should mail or fax the form to the Equal Opportunity Office.

14.7 MONITORING DBE REPORTING

The Local Agency must monitor the contractor to ensure that it submits the "Anticipated DBE Participation Statement" at the pre-construction or pre-work conference and then forwards it to the Equal Opportunity Office. The Equal Opportunity Office will monitor the EOR System to ensure that the Local Agency is providing the necessary information.

14.8 APPENDICES

Anticipated DBE Participation Statement (275-030-12) and Bidders Opportunity List (275-030-11).