

Memorandum



Date: September 10, 2015

To: Gary Hartfield, Division Director
Internal Services Department, Small Business Development

From: Milton L. Collins, Associate Director 
MDAD Minority Affairs Division

Subject: Recommendation of: Environmental and Safety Management System
ISD Project No. E15-MDAD-03

RECOMMENDATION:

This is a request for the Small Business Development Division to approve the subject project in order for the Aviation Department to proceed with the **Environmental and Safety Management System ISD Project No. E15-MDAD-03**.

The Minority Affairs Division Staff has reviewed the subject project and recommends an SBE/A&E goal of 15%. The estimated project amount is \$750,000.00. The Term of the Agreement is for five (5) years, plus two (2) one-year extensions.

SCOPE OF SERVICES:

The consultant will provide qualified Environmental Management System certified personnel and qualified Safety Management System (SMS) certified personnel to conduct Consulting/Regulatory Compliance Audits and other Environmental and Safety Management Services to meet Regulatory Compliance on an as needed basis. Responsibilities associated with these services include:

1. Assisting MDAD in the management of the environment and safety practices and the enhancements of its environmental and safety credentials;
2. Provide ISO 14001:2004 and FAA SMS consultation to MDAD, including implementation of EMS/SMS enhancements, periodic training of staff and auditing services;
3. Maintain the MDAD Green Point intranet site as an integrated part of the EMS/SMS, aiming to create, simplify and manage all EMS and SMS manuals and documents, procedures and information in an efficient and centralized manner;
4. Sustained compliance with the ISO 14001:2004 standard and with the FAA SMS by keeping both management systems constantly updated for inspections and external audits.

Preferred Experience and Qualifications: Experience with ISO 14001, EMS and/or SMS Certification and Consultancy, Certified Industrial Hygienist, OSHA Certification.

The teaming restrictions will be the following: Consultants electing to submit as a prime will be limited to participation on a single team and may not participate on any other team as a sub-consultant.

Consultants electing to submit as a sub-consultant may only participate on three (3) teams.

Recommendation of: Environmental and Safety Management System
ISD Project No. E15-MDAD-03
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As an attachment is the Service Description Breakdown. Please advise our office if additional information is needed to complete this process.

Attachment

cc: L. Johnson, SBD
C. Taylor, SBD
G. Leal, MDAD
P. Hernandez, MDAD
M. Bazzani, MDAD
M. Clark-Vincent, MDAD
C. Corrales, MDAD
File

REVISED MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

To: Gary Hartfield, Division Director
Internal Services Department, Small Business Division

From: Milton L. Collins, Associate Director
Miami-Dade Aviation Department
Minority Affairs Division



PROJECT/CONTRACT TITLE: Environmental and Safety
Management System

PROJECT/CONTRACT NUMBER: ISD. Project No. E15-MDAD-03

DEPARTMENT: Miami Dade Aviation Department

ESTIMATED PROJECT COST: \$750,000.00

FUNDING SOURCE: Airport Revenue Funds

DESCRIPTION OF PROJECT/BID:

The Consultant will provide qualified Environmental Management System certified personnel and qualified Safety Management System (SMS) certified personnel to conduct Consulting/Regulatory Compliance Audits and other Environmental and Safety Management Services to meet Regulatory Compliance on an as needed basis.

CONTRACT MEASURES RECOMMENDATION:

Measures: 15% SBE-A & E Goal

REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-32 indicates that SBE-A & E 15% Goal is appropriate for this contract.



CAT NO.	SERVICE DESCRIPTION	PRIME CONSULTANT	SUB CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
1.00	TRANSPORTATION PLANNING			
	1.01 URBAN AREA AND REGIONAL TRANSPORTATION PLANNING			
	1.02 MASS AND RAPID TRANSIT PLANNING			
	1.03 AVIATION SYSTEMS AND AIRPORT MASTER PLANNING			
	1.04 PORT AND WATERWAY SYSTEMS PLANNING			
2.00	MASS TRANSIT SYSTEMS			
	2.01 MASS TRANSIT PROGRAM (SYSTEMS) MANAGEMENT			
	2.02 MASS TRANSIT FEASIBILITY & TECHNICAL STUDIES			
	2.03 MASS TRANSIT VEHICLE & PROPULSION STUDIES			
	2.04 MASS TRANSIT CONTROLS, COMMUNICATIONS, & INFORMATION SYSTEMS			
	2.05 GENERAL QUALITY ENGINEERING			
	2.06 MASS TRANSIT SAFETY CERTIFICATION FOR SYSTEM ELEMENTS			
3.00	HIGHWAY SYSTEMS			
	3.01 SITE DEVELOPMENT AND PARKING LOT DESIGN			
	3.02 HIGHWAY DESIGN			
	3.02A TUNNEL DESIGN			
	3.03 BRIDGE DESIGN			
	3.04 TRAFFIC ENGINEERING STUDIES			
	3.05 TRAFFIC COUNTS			
	3.06 TRAFFIC CALMING			
	3.07 TRAFFIC SIGNAL TIMING			
	3.08 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS, DESIGN, AND IMPLEMENTATION			
	3.09 SIGNING, PAVEMENT MARKING, AND CHANNELIZATION			
	3.10 LIGHTING			
	3.11 SIGNALIZATION			
	3.12 UNDERWATER ENGINEERING INSPECTION			
4.00	AVIATION SYSTEMS			
	4.02 ARCHITECTURAL DESIGN			



CAT NO	SERVICE DESCRIPTION	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
5.00	PORT AND WATERWAY SYSTEMS			
	5.01 ENGINEERING DESIGN			
	5.02 ARCHITECTURAL DESIGN			
	5.03 CRUISE TERMINAL DESIGN			
	5.04 CRUISE TERMINAL EQUIPMENT DESIGN			
	5.05 CARGO TERMINAL DESIGN			
	5.06 CARGO TERMINAL EQUIPMENT DESIGN			
	5.07 SECURITY SYSTEMS			
	5.08 MARINE ENGINEERING DESIGN			
	5.09 ENVIRONMENTAL DESIGN			
	5.10 TRANSPORTATION SYSTEMS DESIGN			
	5.11 CONSTRUCTION MANAGEMENT			
6.00	WATER AND SANITARY SEWER SYSTEMS			
	6.01 WATER DISTRIBUTION AND SANITARY SEWAGE COLLECTION AND TRANSMISSION SYSTEMS			
	6.02 MAJOR WATER AND SANITARY SEWAGE PUMPING FACILITIES			
	6.03 WATER AND SANITARY SEWAGE TREATMENT PLANTS			
7.00	SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS			
8.00	TELECOMMUNICATION SYSTEMS			
9.00	SOILS, FOUNDATIONS AND MATERIALS TESTING			
	9.01 DRILLING, SUBSURFACE INVESTIGATION AND SEISMOGRAPHIC SERVICES			
	9.02 GEOTECHNICAL AND MATERIALS ENGINEERING SERVICES			
	9.03 CONCRETE AND ASPHALT TESTING SERVICES			
	9.04 NON-DESTRUCTIVE TESTING AND INSPECTIONS			
	9.05 ROOF TESTING AND CONSULTING			
	9.06 MATERIALS TESTING/CONSULTING/TRAINING			
	INDUSTRIAL HYGIENE	25	5	30
	ASBESTOS			
	AMBIENT AIR			
	BIO-HAZARDOUS			



AVIATION FACILITIES DIVISION

CAT. NO.	SERVICE DESCRIPTION	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
	OSHA	20		20
10.00	ENVIRONMENTAL ENGINEERING			
	10.01 STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES			
	10.02 GEOLOGY SERVICES			
	10.03 BIOLOGY SERVICES			
	10.04 CHEMISTRY SERVICES			
	10.05 CONTAMINATION ASSESSMENT AND MONITORING	20	10	30
	10.06 REMEDIAL ACTION PLAN DESIGN		10	10
	10.07 REMEDIAL ACTION PLAN IMPLEMENTATION/OPERATION/MAINTENANCE		5	5
	10.08 PATHOGEN AND CONTAINMENT RISK ANALYSIS			
	10.09 WELLFIELD, GROUNDWATER, AND SURFACE WATER PROTECTION AND MANAGEMENT			
	10.10 COASTAL PROCESSES AND OCEAN ENGINEERING			
11.00	GENERAL STRUCTURAL ENGINEERING			
12.00	GENERAL MECHANICAL ENGINEERING			
13.00	GENERAL ELECTRICAL ENGINEERING			
14.00	ARCHITECTURE			
15.00	SURVEYING AND MAPPING			
	15.01 LAND SURVEYING			
	15.02 AERIAL PHOTOGRAMMETRY			
16.00	GENERAL CIVIL ENGINEERING			
17.00	ENGINEERING CONSTRUCTION MANAGEMENT			
18.00	ARCHITECTURAL CONSTRUCTION MANAGEMENT			
19.00	VALUE ANALYSIS AND LIFE-CYCLE COSTING			
	19.01 TRANSPORTATION PLANNING			
	19.02 MASS TRANSIT SYSTEMS			
	19.03 HIGHWAY SYSTEMS			
	19.04 AVIATION SYSTEMS			
	19.05 PORT AND WATERWAY SYSTEMS			
	19.06 WATER AND SANITARY SYSTEMS			



AVIATION FACILITIES DIVISION

CAT. NO.	SERVICE DESCRIPTION	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
	19.07 SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS			
	19.08 TELECOMMUNICATION SYSTEMS			
	19.09 SOILS, FOUNDATIONS, AND MATERIALS TESTING			
	19.10 ENVIRONMENTAL ENGINEERING			
	19.11 GENERAL STRUCTURAL ENGINEERING			
	19.12 GENERAL MECHANICAL ENGINEERING			
	19.13 GENERAL ELECTRICAL ENGINEERING			
	19.14 ARCHITECTURE			
	19.15 GENERAL CIVIL ENGINEERING			
	19.16 LANDSCAPE ARCHITECTURE			
20.00	LANDSCAPE ARCHITECTURE			
21.00	LAND USE PLANNING			
22.00	ADA TITLE II CONSULTANT			
23.00	AVIATION ACOUSTICAL AND LAND USE COMPATIBILITY PLANNING			
24.00	BUILDING PRODUCT EVALUATION SERVICES			
25.00	AVIATION PLANNING CONSULTANT SERVICES		5	5
26.00	CLAIMS ANALYSIS SERVICES			

*Detailed descriptions of certification categories may be obtained from MDAD Contracts Administration.